Northern Oklahoma College



Employee Handbook Approved by NOC Board of Regents 8/16/2026

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1.0 Introduction

This handbook includes college policies, administrative procedures, and other information you will need as a Northern Oklahoma College employee. It is designed to assist in understanding responsibilities and privileges as a member of the College community. This handbook does not, by itself, create a contract of employment. All Federal and State laws referenced in the handbook are subject to change without notice based on revisions, amendments, changes in the law, State Regents guidelines, and/or accreditation requirements.

1.1 History of the College

The history of Northern Oklahoma College began in 1901 when the Honorable James Wilkin realized the need for a college in the Tonkawa, Oklahoma, area. Thus, the sixth Territorial Legislature passed an appropriation bill on March 1, 1901, for the establishment of the University Preparatory School at Tonkawa. The doors opened to 217 students and 7 faculty members.

During the first two decades, the school primarily served as a “feeder” institution for the University of Oklahoma, paralleling the university's curriculum in music, foreign languages, business, literature, and military science. In addition, the school served as a cultural center for the performing arts, a distinction that continues today with the 2006 dedication of the Kinzer Performing Arts Center.

Of utmost importance was the school’s first accreditation by the North Central Association of Colleges and Universities in 1948. Then, with the passage of the Higher Education Code in 1965, the institution received its present name, Northern Oklahoma College, and the three-person Board of Regents was expanded to five members. During the last two decades, Northern has expanded its physical plant, broadened its curriculum, increased its student enrollment, and developed locations in Enid and Stillwater.

Additionally, Northern is a leader among Oklahoma colleges in developing multiple online and interactive television courses that serve students in rural and remote areas who could not otherwise attain a college degree. The educational achievements of this school, and the opportunities it affords for the expansion of knowledge, culture, and training, are manifest in the recognition and support currently and historically given it by area residents and businesses, by state agencies, and by Oklahoma peer institutions.

Tonkawa

The Tonkawa campus, established in 1901, serves as the administrative center for Northern with additional locations in Enid and Stillwater. All program oversight in academic, financial, student service, personnel, development, physical plant, and information technology is housed in Tonkawa. Students attend class on campus, by ITV, via online, or at technology centers. Offering over 40 degrees with an array of courses, Northern distinguishes itself as a leading community college in Oklahoma.

Enid

The Enid location was established in 1999 in conjunction with the Oklahoma State Regents for Higher Education (OSRHE) and the City of Enid. This NOC location has grown in offering multiple two-year liberal arts degree programs to students each semester. The Enid location continues to expand its faculty, curriculum, and numerous clubs and activities.

Stillwater

The Stillwater location, established in 2003, serves multiple missions to area students. Primarily a Gateway Program, serving students who would otherwise not be admitted to Oklahoma State University, NOC Stillwater also admits students seeking general education courses that transfer to other comprehensive colleges and universities.

1.2 Mission and Core Values

1.2.1 Mission Statement

Northern Oklahoma College, the State's first public community college, is a multi-campus, land-grant institution that provides high-quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

1.2.2 Vision Statement

Northern Oklahoma College will be a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness.

1.2.3 Core Values

a. Personalized Education:

   1. We believe in providing individualized services that lead our students to achieve their academic goals in a welcoming and safe environment.
   2. We believe in providing support to students in and out of the classroom so that they receive a full college experience with diverse opportunities.

b. Community and Civic Engagement:

   1. We believe that educated citizens are necessary for a healthy, democratic society, and that free and open expression and an appreciation for diversity are cornerstones of higher education.
   2. We believe in economic and environmental sustainability and the importance of enriching the intellectual, artistic, economic, and social resources of our communities.

c. Continuous Improvement:

   1. We believe in the inherent value of intellectual pursuit for both personal and professional growth, as well as in the need to prepare students for 21st-century professions.
   2. We believe that a knowledge-centered institution is vital to a knowledge-based economy, and we measure our success against national models and standards of excellence.

1.3 Organization

The governing boards for Northern are the Oklahoma State Regents for Higher Education and the Northern Oklahoma College Board of Regents.

1.3.1 Oklahoma State Regents for Higher Education

The Oklahoma State System of Higher Education was established on March 11, 1941, when the people of the state adopted an amendment to the State Constitution, Article XIII-A, which provided that “All institutions of higher education, supported wholly or in part by direct legislative appropriations shall be integral parts of a unified system to be known as the Oklahoma State System of Higher Education.” The same amendment also created the Oklahoma State Regents for Higher Education and identified that group as the coordinating board of control for the entire system. The nine-member board is vested with the constitutional authority to “prescribe the standards of higher education applicable to each of the various institutions and determine the functions and courses of study for each one.” Northern Oklahoma College, as a part of the State System of Higher Education, is subject to a series of legal controls, some of which are enumerated:

The Oklahoma State Regents for Higher Education

a. Composition: Nine members appointed by the Governor, confirmed by the State Senate, serving nine-year overlapping terms.

b. Responsibilities:

    1. Determine functions and courses of study
    2. Prescribe standards of education
    3. Grant degrees and other forms of academic recognition
    4. Recommend to the State Legislature budget allocations
    5. Allocate funds appropriated by the State Legislature
    6. Allocate revolving funds
    7. Approve student fees and tuition
    8. Provide general coordination
    9. Coordinate research, study, and planning

1.3.2 Northern Oklahoma College Board of Regents

The Northern Oklahoma College Board of Regents has a cooperative relationship with the State Regents for Higher Education. The State Regents act as a coordinating board for members of the state system in such areas as program approval and fund allocations. The Northern Oklahoma College Board is empowered with the statutory authority for governance of its institution.

a. Composition: Five members appointed by the Governor with the advice and consent of the Senate, serving five-year overlapping terms.

b. Responsibilities

1. Employ President
2. Contract for other services as needed
3. Have custody of records
4. Acquire and hold title to property
5. Assume general responsibility for operations of the institution
6. Develop general academic and administrative policy
7. Advance student life
8. Oversee budget administration
9. Coordinate planning and construction of buildings
10. Monitor purchasing
11. Regulate auxiliary purchases
12. Recommend rates for tuition and fees
13. Recommend actions regarding legal matters, harassment, or grievance issues, etc., as needed.

1.4 Accreditation

Northern Oklahoma College is an institution that is accredited by the Higher Learning Commission of the North Central Association (Chicago, Illinois) to award the following degrees: the Associate of Arts, the Associate of Science, and the Associate of Applied Science. The Nursing Division is additionally accredited through the Accreditation Commission for Education in Nursing. The Business Division is accredited through the Accreditation Council for Business Schools and Programs.

2.0 Administrative Organization

2.1 Administrative Offices

The central task of administration is to foster the organization of the College faculty, staff, and students, which will best attain its purposes. The administration serves to combine a diversity of interests into an effective whole; to allocate resources equitably and effectively; to keep a proper balance in the overall educational program and, upon occasion, foster changes; and to provide leadership and direction.

2.1.1 President

The President of the College is the Chief Executive Officer of the institution and its governing board and maintains the authority to administer policies and laws of the State of Oklahoma and the Oklahoma State Regents for Higher Education. Under the auspices of the Oklahoma

State Regents for Higher Education, the President is charged with the overall responsibility for Northern Oklahoma College.

Among the duties of the President are:

a. Working cooperatively with administrative officers, faculty, staff, students, and various committees. The President is charged with leading the institution and developing the necessary long-range plans, data, and strategic recommendations needed for the Board to effectively govern the College.

b. The President is accountable to the governing board for Northern Oklahoma College, its personnel, and all its official educational and business activities;

c. The President represents the institution with the Oklahoma State Regents for Higher Education, state and federal agencies, public bodies and organizations, and other entities;

d. The President is the intermediary between NOC employees and students and the governing board;

e. The President has extensive delegated authority from the Northern Oklahoma College Board of Regents to conduct business affairs, to handle personnel matters, and to meet other situations as they occur;

f. The President has the power, on behalf of the Regents, to perform all acts and execute all documents to make effective the actions of the Board and its Executive Council, and has authority to hire, supervise, and discharge any person employed by the College.

2.1.2 Executive Council

The Executive Council serves as an advisory group to the President. Composed of the Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for Development and Community Relations, Vice President for Student Affairs, Vice President for NOC Enid, Vice President for NOC Stillwater, and Vice President for Enrollment Management, the Council's primary function is to provide open discussion of institutional matters on which the President seeks advice and counsel. On most matters, a consensus rather than a formal action may be sought.

2.2 Organizational Chart

The organizational chart for Northern Oklahoma College defines the chain of command for the institution. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

2.3 Institutional Standing Committees and Appeals Boards

Northern Oklahoma College has institutional standing committees in such general areas as assessment, employee policies, academic standards, curriculum, and other recognized areas of continuous institutional concern. Special committees may be appointed as the need arises.

The lines of reporting of standing and special committees will be defined by their charge and may vary somewhat as to the nature of the matter, thus involving some discretion of the chair and the membership. If initiated internally and the matter is procedural, the recommendation may go jointly to the office that might implement the change and then to the administrative officers of the institution. Other policy recommendations will ordinarily be directed to the President of the institution, who then may act on these, recommend them to the Board of Regents, or refer the matter to the Faculty Association for discussion and a vote on a recommendation.

Minutes of committee meetings are furnished to the administrative officers of the institution for information and filing. Minutes that embody a recommendation do not constitute the official conveyance of that recommendation. Where possible, student representatives will be invited to participate in institutional committees.

Significant matters of an academic nature will be routed through the entire faculty association. Routine or procedural recommendations in this same area may go directly to the committee to study a certain matter; then the recommendation will be made back to that initiator. If the committee itself initiates the study, then it often tends to take the most direct route, which may mean directly to the President of the institution.

3.0 Consumer Information

The Student Consumer Regulations of the U.S. Department of Education require colleges and universities to provide their students access to certain information to which they are entitled as consumers.

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosures and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies.

Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Northern Oklahoma College is committed to providing access to information that will allow consumers such as students, parents, counselors, and others to make informed decisions about post-secondary education. The www.noc.edu website includes a link to the Consumer Information, which provides a single access point to all federally-mandated reports and disclosures.
As new policies and procedures related to Consumer Information and Students' Right to Know are modified and approved, they will be added to the appropriate publications and college website Consumer Information Link – www.noc.edu/consumerinformation. **The Annual notice will be posted under Consumer Information as well as emailed to all NOC students and employees in August of each year.**

This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

3.1 Equal Opportunity

Northern Oklahoma College does not discriminate based on race, religion, disability, color, national origin, sex, age, sexual orientation, political affiliation, or status as a veteran in admission to its programs, services, or activities, in access to them, in treatment of individuals, or any aspect of its operations. Northern Oklahoma College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Students: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6240; 8 a.m. to 5 p.m. Monday through Friday.

Employees: Sara Dolezal, Director of Human Resources, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6229, 8 a.m. to 5 p.m. Monday through Friday.

3.2 Affirmative Action

The Northern Oklahoma College Affirmative Action Program reflects the commitment of the College to equal opportunity and outlines the procedures necessary to fulfill this commitment. Northern is committed by policy of its Board of Regents to promote equal opportunity in all phases of college life for all persons within its constituency. The Northern Oklahoma College Affirmative Action Program complies with the legal requirements for federal and state civil rights laws and implements directives. The principal objectives are to:

a. Assure all person's equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, national origin, sex, age, sexual orientation, political affiliation, or status as a veteran;
b. Meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; Take positive actions in the recruitment, placement, development, and advancement of women and racial minority members in college employment;
c. Affirm a commitment to continue and expand positive programs which will assure the strengthening efforts concerning the selection, placement, training, and promotion of all employees and personnel actions such as compensation, transfers, layoffs, education, tuition assistance, and other appropriate programs.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Program.

Students: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6240; 8 a.m. to 5 p.m. Monday through Friday.

Employees: Sara Dolezal, Director of Human Resources, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653-0310; telephone 580-628-6229, 8 a.m. to 5 p.m. Monday through Friday.

3.3 Title IX

Northern Oklahoma College, as a public educational institution, must abide by Title IX regulations because it receives federal funding through federal financial aid programs used by students. Specifically, Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Both Title IX and College Policy prohibit discrimination in services or benefits offered by the College based upon gender and stipulate that any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender should discuss these concerns and file informal or formal complaints of possible violations of Title IX with the Title IX Coordinator.

Title VII of the Civil Rights Act prohibits employment discrimination on the basis of race, color, religion, sex, and national origin. Title IX further supports Title VII with an emphasis on preventing sexual harassment and sexual violence. Any higher education employee who works with students has a federally mandated responsibility to report possible incidents covered by this legislation. **All NOC Employees have been designated as responsible employees and, as a result, are required to take mandatory annual training on Title VII and Title IX.**

Faculty, staff, and students may report incidents to:

Students: Jason Johnson, Title IX Coordinator for NOC, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653

Telephone: 580-628-6240 Email: Jason.Johnson@noc.edu

In addition to the contact information above, NOC students at the Stillwater campus should also report incidents to:

Student Conduct Office 328 Student Union Oklahoma State University Stillwater, OK 74078

Telephone: 405-744-5470

Email: student.conduct@okstate.edu

Faculty and Staff: Sarah Dolezal, Director of Human Resources, 1220 East Grand Avenue, P.O. Box 310, Tonkawa, OK 74653.

Telephone: 580-628-6229

3.4 Remote Work Policy

Scope

Northern Oklahoma College (NOC) allows employees to work remotely only under certain circumstances that comply with the Governor's Executive Order 2024-29, which reads as follows: State agencies shall require all full-time employees to perform their work in the office, facility, or field location assigned by their agency, and not from a remote location on February 1,

2025. Agency executives may grant limited exceptions to the schedule and location requirements for the following reasons: a. Agency employees whose work hours are outside normal business hours (e.g., evenings, weekends, or holidays), b. Agency employees for whom no reasonable in-office employment is possible, or c. An agency is at full office capacity, and new or additional office space would have to be acquired at additional cost.

While all employees meeting the criteria outlined in that EO are eligible to apply for remote work opportunities, not all positions may lend themselves to a remote work schedule. The nature of the employee's work must be considered along with individual employee performance and the College's operational needs, Compensation Policies

3.4.1 Salary Changes

Administration reviews the salaries of all employees at the beginning of each fiscal year, dependent upon available budget resources. The Office of Human Resources will issue an Annual Appointment Letter to all full-time employees. Any adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints.

Northern Oklahoma College is an “at-will” employer. “At will” employment is for no specified term and is terminable at the will of either the employee or employer.

The institution reserves the right to make selective or general salary changes for these reasons and for budgeting or financial reasons. The right to make layoffs and to furlough without pay is also reserved by the institution. Salary increases of modest amounts may be granted at any time by the President.

3.4.2 Reduction in Force

Following and complementary to the official College policies dealing with budget reduction(s) or other reasons such as technological replacement and/or program discontinuance, these policies and procedures will be implemented at such time(s) as it becomes necessary to have a reduction in workforce, commonly referred to as “layoff.”

It is the policy of the College to provide stable employment to personnel. However, there may be occasions that necessitate a reduction in the workforce. A reduction in workforce resulting in employee layoff(s) shall be among the last options implemented. It may be instituted in cases of bona fide budget reduction, lack of work, lack of funds, program discontinuation, technological replacement, obsolete job qualification requirements, or any other condition of serious financial distress that may be determined or declared at any time in the future. If a reduction in force for full-time faculty is necessitated, program review data may be considered (including cost of the program, credit hour production both within the program and within the general education core, graduation and transfer rates, and regional workforce needs), as well as seniority. When such conditions exist, the President will announce or declare the implementation of this policy.

The decision as to the extent of the reduction in workforce within the affected division/department shall be discussed with the appropriate division chair, director, or department head (with prior review by the College’s Office of Human Resources) by the appropriate Vice President and/or President.

Employees who are scheduled for layoff do not routinely have the right to enter formal grievance charges regarding layoff action, except for reasons of alleged violation of these policies and procedures governing such reduction of workforce, or for alleged acts of illegal discrimination. This provision supersedes normal grievance procedures adopted by the College.

All employees affected by a Reduction in Force shall be notified in writing as early as possible or at least 30 days before the enforcement action. However, it is noted that in the case of funding by a grant or contract, shorter notice may be appropriate. The Reduction in Force notice shall be composed by the Office of Human Resources for the President's signature.

The written layoff notice shall contain the following information:

- The effective date of the layoff.
- A statement advising the employee of eligibility to apply for unemployment compensation at the Office of Oklahoma Employment Security Commission.
- The College shall extend the option of continuing eligible insurance coverage to employees and/or dependents at their own cost for a specified period after their date of termination, following the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). This is administered through our Third-party administrator. For additional information, contact the Office of Human Resources. The College reserves the right to conduct an audit of dependent coverage eligibility.

3.4.3 Direct Deposit/Payroll

The Office of Human Resources issues direct deposit notifications of payroll for full-time and part-time salaried employees on the last working day of the month for the pay period beginning the first day of that month. Direct deposit of a paycheck is mandatory for all employees. To directly deposit a payroll, warrant in the financial institution of choice, the employee must sign an Automatic Deposit Transmittal Form in the Payroll Office. The Office of Human Resources posts employee pay information through MyNOC under the Employee tab. MyNOC is available on the **Link Resource Page** (see the *Resources* section of this handbook).

Hourly employees will receive payment from one mid-month to the next mid-month on the last working day of the month.

Payroll Changes:

Any change in the amount of a payroll deduction should be submitted to the Office of Human Resources by the fifth of the month in order for it to be effective with the next paycheck.

Changes in address, banking account information, life insurance beneficiaries, and fringe benefits should be made promptly in the Office of Human Resources. Failure to report changes may result in a delay in receiving information, receiving pay, and/or benefit coverage.

Employees may elect to make contributions to annuities and the Northern Oklahoma College Foundation through payroll deduction.

3.4.4 Debt Obligation

Each employee is obligated to take care of their financial obligations independent of the College. The employee must pay any outstanding debts owed to the College before termination, resignation, or retirement.

3.4.5 Garnishments

The College must process and respond to court-ordered wage assignments, garnishments, and tax levies in the legally prescribed manner. Employees are required to acknowledge these garnishments immediately upon notification from the Office of Human Resources.

3.4.6 Compliance with Oklahoma Tax Commission

Pursuant to the requirements of Section 238 of Title 68 of the Oklahoma State Statutes, employees must comply with the Oklahoma Tax Commission. Non-compliant employees will be notified in writing by the Office of Human Resources. Employees who are non-compliant for a third or greater occurrence are subject to disciplinary action with respect to the employee upon receipt of the notice, and such employee shall be subject to a continuing wage garnishment to become compliant as determined by the Oklahoma Tax Commission. Failure to meet this requirement will result in termination of employment with Northern Oklahoma College.

3.4.7 403B Annuity Plans

The Northern Oklahoma College Board of Regents adopted the 403B Annuity Plan for employee-designated contributions. A third-party administrator serves as the administrator for the 403B plans. Plan documents should be consulted for specific information.

Employees wishing to establish a 403B annuity should contact the Director of Human Resources.

3.5 Sexual Conduct and Harassment Policy

3.5.1 Statement of Policy

The Northern Oklahoma College Board of Regents affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the College community, including students, faculty, and staff, is a violation of both law and the Board policy and will not be tolerated. Sexual harassment is a particularly sensitive issue that may affect any member of the College community, and as such, will be dealt with promptly and

confidentially by the administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

3.5.2 Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

a. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or

b. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or

c. when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Sex-based harassment also includes hostile environment harassment, which is defined as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so pervasive that it limits or denies a person's ability to participate in or benefit from the education program.

3.5.3 Examples of Prohibited Conduct

Whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, conduct prohibited by this policy may include, but is not limited to:

a. Unwelcome sexual flirtation, advances, or propositions for sexual activity

b. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes

c. Sexually degrading language to describe an individual

d. Remarks of a sexual nature to describe a person's body or clothing

e. Display of sexually demeaning objects or pictures

f. Offensive physical contact, such as unwelcome touching, pinching, brushing of the body

g. Coerced sexual intercourse

h. Sexual assault

i. Actions indicating that benefits will be gained or lost based on response to sexual advances

3.5.4 Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of the Board policy. Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from

reprimands to suspension, expulsion, or termination. Sanctions shall be based upon the facts and circumstances of each case and shall follow the terms and guidelines of the NOC complaint procedure.

3.5.5 Complaint Process

This policy is in addition to the current Board and College policies concerning discrimination and applies to all students, employees, guests, or visitors. Complaints alleging a violation of the Sexual Conduct Policy will be handled following the College grievance procedures as outlined below. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Complaints may be filed in the following manner in accordance with the appropriate process as established by the College policy:

a. Complaints against students or student organizations shall be filed with the Vice President for Student Affairs for review and investigation. A designated administrator may assist in the informal resolution of the complaint or in processing a complaint through the applicable procedures.

b. Complaints against faculty shall be filed with the Director of Human Resources. The Vice President for Academic Affairs may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college faculty. An administrator can be designated as the Human Resources Director to resolve any complaints in conjunction with the Vice President for Academic Affairs.

c. Complaints against staff shall be filed with Human Resources. The Director of Human Resources may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable procedures for college staff. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Financial Affairs.

d. Complaints against visitors or guests should be directed to the Vice President for Student Affairs. An administrator may be designated as a representative to assist in resolving any complaints in conjunction with the Vice President for Student Affairs.

e. Complaints involving any combination of students, faculty, staff, guests, or visitors shall result in the appropriate vice presidents being included in the processing and/or resolution of the complaint.

f. Complaints alleging a violation of the Sexual Conduct Policy will be handled following the College grievance procedures. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

3.5.6 Faculty Student Relationships

Within the Instructional Context: It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or

whose academic work or performance is being supervised by the faculty member. Outside the Instructional Context: Romantic or sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations, the faculty member may face serious conflicts of interest and should be careful to distance themselves from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated their ethical obligation to the student, to other students, to colleagues, and to the College.

3.5.7 Staff Subordinate or Student Relationships

Romantic or sexual relationships between staff and students or subordinates are prohibited in cases where the staff member has authority or control. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student or subordinate with whom the staff member has or has had a romantic or sexual relationship will be deemed to have violated their ethical obligation to the student, to other students, to colleagues, and to the College.

3.5.7.1 Previous Relationships

Relationships**:** Previous relationships of a romantic or sexual nature occurring before and ending before the professional/collegial, student/faculty, or student/staff relationship would not be subject to these guidelines.

3.6 Racial and Ethnic Harassment Policy

The Northern Oklahoma College Board of Regents is committed to a multicultural, multiethnic, and multiracial environment. Diversity is one of the hallmarks of a great college. Promoting dignity and respect among all members of the College community is a responsibility each of us must share. Acts of racial or ethnic harassment are repugnant to the Board's commitments and will not be tolerated. While the Board embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment cannot and will not be permitted on campus. The Board reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so. NOC invites different perspectives and encourages all individuals within the NOC community to listen respectfully, both to consider new viewpoints and broaden their perspectives.

3.6.1 Statement of Policy

It is the policy of the Board that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as outlined in this policy: Racial and ethnic harassment is defined as: Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action.

3.6.2 Sanctions

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion, or termination. Sanctions shall be based upon the facts and circumstances of each case and shall follow the terms and guidelines of NOC complaint procedures.

3.6.3 Retaliation

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy, which may be subject to direct administrative action.

3.6.4 Complaint Process

This policy is in addition to current Board and College policies concerning discrimination and applies to all students, faculty, staff, and guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate College office. The Director of Human Resources serves as the Affirmative Action Officer (AAO). Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

a. Complaints against students or student organizations shall be filed with the Affirmative Action Officer for review and investigation. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable complaint procedures.

b. Complaints against faculty or staff shall be filed with the Affirmative Action Office. The AAO, or their designee, may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable complaint procedures for faculty and staff.

c. Complaints against visitors or guests shall be filed with the Affirmative Action Office. The AAO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable complaint procedures.

3.7 Drug–Free Workplace Policy

3.7.1 Statement of Policy

Northern Oklahoma College is a drug-free workplace. All college employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance on any and all properties owned or leased by Northern Oklahoma College, including buildings, land, and vehicles; or as part of any on-campus college-sponsored activity. It is the policy of NOC that state employees who use or possess illegal drugs in the workplace or abuse controlled substances will be subject to disciplinary action up to and including termination.

Reference the 2026-2027 NOC Employee Handbook for more information on policy and procedures.

2.01 Drug-Free Workplace Act of 1988 / §40-551. Standards for Workplace Drug and Alcohol Testing Act. / Sections 551 through 563 "Standards for Workplace Drug and Alcohol Testing Act". Added by Laws 1993, c. 355, § 1, emerg. eff. June 10, 1993. Amended by Laws 2011, c. 180, § 1, eff. Nov. 1, 2011/ Merit Rule, Discipline 455:10-11-1. / Merit Rule, Employee Assistance Program 260:25-21-1.

3.7.2 Definitions

a. Workplace- Northern Oklahoma College-owned or controlled property or the site for performance of work.

b. Controlled Substance – Cocaine, marijuana, opiates, amphetamines, and any other substance designated a “controlled substance”, including prescription drugs in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

c. Alcohol – Means any intoxicating beverage or liquor.

d. Criminal Drug Statute – A federal or non-federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

e. Conviction – A finding of guilt, including judicial acceptance of a plea of nolo contendere, or imposition of sentence, or both, by a judicial body determining violations of federal or non-federal criminal drug statutes.

f. Employee – Shall include Northern Oklahoma College faculty, administrative and professional staff, classified staff, volunteers, and student appointments.

g. Contractors – The College shall require contractors performing services for or on behalf of the institution in amounts exceeding $25,000 to provide certification that said contractor has filed a current plan with the appropriate federal agency assuring the maintenance of a drug-free work environment.

3.7.3 Procedures

The legal use of prescription drugs is permitted on the job only if they do not impair an employee's ability to perform the essential functions of the job effectively and safely, as prescribed, and do not endanger other individuals in the workplace. Employees using prescribed medication that may impair their ability to operate equipment and vehicles are not authorized to drive or use equipment.

Employees with drug or alcohol addiction, who have not resulted in and are not the immediate subject of disciplinary action, may request approval to take leave (paid or unpaid) to participate in a rehabilitation program.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Northern Oklahoma College of any criminal conviction for any drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

They may also wish to discuss the matter with their supervisor, vice president, or Human Resources to receive assistance or referrals to the appropriate resources. Employees with questions or concerns about substance/alcohol dependency or abuse are encouraged to use the resources available in the Student Affairs Office.

The consumption or storage of alcohol by college employees on the property of Northern Oklahoma College is prohibited and may result in discipline up to and including discharge from employment.

Violations of this policy may lead to disciplinary actions up to and including immediate termination of employment. Such violations may also have legal consequences.

Note: In June 2018, State Question 788 became law in Oklahoma. This state question was an initiative to legalize medical marijuana. Despite passage of State Question 788, the use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any college-owned or controlled property or at any college event remains illegal pursuant to the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act, and against Northern Oklahoma College policy.

You may not bring marijuana on any college property or to any college event, or smoke or consume marijuana or any product containing marijuana on any college property or at any college event, and you may not come to class or work under the influence of any illegal substance, including marijuana.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law. As a recipient of federal funding, Northern Oklahoma College must abide by federal law, which prohibits the unlawful manufacture, distribution, possession, and use of illegal drugs, including medical marijuana.

Regardless of having a license for medical marijuana, its use on campus or at college events is strictly prohibited, and violation of Northern Oklahoma College policy regarding controlled substances such as marijuana may result in disciplinary action.

3.7.3.1 Alcohol Exception Policy and Procedures

In general, the consumption or possession of beer, wine, and alcoholic beverages on the campuses of Northern Oklahoma College is prohibited as governed by the NOC Drug & Alcohol Abuse Prevention Policy. This policy outlines exceptions for when alcoholic beverage consumption is allowed at special on-campus and off-campus events. This policy applies to all NOC employees, students, alumni, visitors, and individuals renting facilities at Northern Oklahoma College.

1. Alcohol may be served at NOC, NOC Foundation, and NOC Alumni on-campus and off-campus events on a case-by-case basis upon the written approval of the President or the President's designee.

2. Alcohol may be served at private functions on campus when approved on a case-by-case basis upon the written approval of the President or the President's designee.

3. Individuals or groups seeking to sponsor college (or private) events where alcohol is to be served should submit to the President's office a written proposal 10 days before the event, requesting written approval of the President or the President's designee.

4. All purchases, consumption, possession, and service of beer, wine, and alcoholic beverages shall be in strict compliance with institutional policy, the Oklahoma Alcoholic Beverage Control Act, and other applicable laws of the State of Oklahoma.
    a. Event sponsors must cooperate with the licensed contractor to ensure that only individuals of legal age are allowed to consume alcohol. Alcohol cannot be served to or by any individuals who are less than 21 years of age.
    b. Student organization functions may not serve or consume alcohol as governed by the Student Code of Conduct and the policies and guidelines provided by the Office of Student Affairs.

5. Alcohol may not be brought onto campus by approved, licensed contractors. No alcoholic beverages may be brought into the facilities or to an event except by approved contractors. The contractor must be a licensed caterer of alcoholic beverages.
    a. An approved list of contractors will be maintained by the NOC Development office.

6. All sales and service of alcoholic beverages must be arranged for and purchased through the approved, licensed contractor.
    a. All contractors serving alcohol are required to meet the College's standard insurance

7. When alcohol is served at an authorized event, there must be readily available a comparable quantity and quality of food and non-alcoholic beverages.

8. Beer, wine, or alcoholic beverages are not allowed outside the designated rooms of the event and may not be taken off the premises.

9. College funds may not be used to purchase alcohol or alcohol related expenses.

10. Event Sponsors are responsible for the behavior of those attending the function.

11. Event Sponsors must assume all financial costs (custodial, security, damages, etc.) associated with any event where alcohol is served.

    a. Licensed security personnel are required and must be present for all private events with over 100 people that will be serving alcohol. Additional security personnel may be required for events with over 200 individuals.

12. On the Enid campus, alcohol may only be served at approved events in Marshall Hall, room 100; Hallie Gantz, Montgomery Hall; and Briggs Auditorium Lobby.

13. On the Stillwater campus, alcohol may only be served at approved events in the Brown Conference Room and the Classroom Building Lobby.

14. On the Tonkawa campus, alcohol may only be served at approved events in the Renfro Center Banquet Hall and Lobby; the Kinzer Performing Arts Center Lobby; and the Memorial Student Union, Glass Room.

15. Alcohol may be consumed at the President's Residence and at NOC College Apartments by Individuals who are 21 years of age and older.

16. Additional locations may be approved on a case-by-case basis upon the written approval of the President or the President's designee.

17. Publicity mentioning Northern Oklahoma College facilities may not mention sponsorship or advertising by alcoholic beverage companies.

3.8 Loyalty Oath

All College employees must sign a loyalty oath before commencing employment.

3.9 Student Rights to Privacy of Records – FERPA Policy

All student records are subject to federal guidelines for student privacy under the FERPA regulations, as summarized from the FERPA website below, with the institutional name inserted.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

a. The right to inspect and review the student's education records within 45 days after the day Northern Oklahoma College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

b. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Northern Oklahoma College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Northern Oklahoma College who performs an institutional service of function for which the school would otherwise use its employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Northern Oklahoma College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northern Oklahoma College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

a. To other school officials, including teachers, within Northern Oklahoma College, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the

school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

b. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

c. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

d. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

e. To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or

f. (c) improve instruction. (§99.31(a)(6))

g. To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

h. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

i. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

j. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

k. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)) * If kept, statistical information not identified with a particular student and directory information shall be open for inspection and copying. The items below are designated as directory information and may be released for any student for any purpose at the discretion of Northern Oklahoma College unless a written request for non-disclosure is on file: Student name, college email address, and classification.

l. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

m. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense, and the student has violated the school's rules or policies with respect to the allegation made against him or her. ((§99.31(a)(14))

n. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. §99.31(a)(15))

3.10 Grievance Procedures

Grievances, as well as constructive criticism, should be discussed with the immediate supervisor. If an employee's dissatisfaction continues, the matter is to be discussed with the appropriate vice president or the Director of Human Resources. Complaints may be resolved informally or may proceed through applicable formal complaint proceedings. Employees should first utilize the organizational chain of command in resolving matters. If an employee wishes to proceed through formal complaint proceedings, the employee must complete a formal written grievance form for submission to the Director of Human Resources. The grievance form can be accessed by logging on to MyNOC. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

If the employee requests that a Grievance Committee make an investigation of the matter, a written request must be submitted to the Director of Human Resources. Upon receiving notification, the Director of Human Resources, in conjunction with the President, shall designate personnel to comprise the Grievance Committee as necessary and dependent upon the allegation. A grievance is an allegation by an employee that there has been a violation, misinterpretation, misapplication, or inequity in administering the policies, practices, procedures, or guidelines that govern the College in its relationship with the employees.

The Grievance Committee shall make a full investigation of the matter by questioning all parties involved and obtaining any documents pertinent to the problem. They shall then make a report to the President regarding all information given, as well as their findings and recommendations. The President shall respond in writing to the parties involved within 30 days with a final resolution. These grievance procedures shall be utilized for all grievances, including Civil Rights or external matters.

3.11 Standards of Performance and Conduct

3.11.1 General Conduct

Decorum on the job is very important. Maintenance of a proper work climate promotes efficiency and gives a good impression to others. Propriety in relations with students and other employees is necessary.

3.11.2 Confidentiality

Many assignments within the College involve knowledge of sensitive information, working in delicate situations, or handling sensitive problems. All employees are expected to maintain an appropriate level of confidentiality.

3.11.3 Insubordination

Insubordination or failure to cooperate with others; personality conflicts disturbing to work relationships; and failure to follow the directions of supervisors acting within their province of authority are not acceptable conduct of employees.

3.11.4 Trustworthiness

Employees are often entrusted with college funds and property. They often work in environments where the property of others is exposed. It is expected that all employees of Northern Oklahoma College uphold the highest standards concerning the property of others.

3.11.5 Initiative

Employees are expected to be aware of job-related work needs beyond those that have been specifically instructed by supervisors. When there are lax periods in tasks for the position, the employee is expected to offer assistance to others. No employee should be idle.

3.11.6 Restrained Socialization

Employees must be restrained in the time spent in social conversations with other employees and with visitors at their workstations.

3.11.7 Distracting Incidents

Personal matters of a controversial or emotional nature should be kept out of the workplace. Employees are expected to make every effort, including seeking restraining orders, to keep the workplace clear of volatile behavior, conversation, or incidents. Employees should keep distracting incidents with fellow employees or visitors out of the workplace.

3.11.8 Legal Charges

Employees who face felony charges may be suspended without pay pending the outcome of their case. If the charges are not resolved within ninety (90) days, or if the college administration has strong evidence, employment may be terminated. If an employee is cleared of charges within six (6) months by a court of law, they may request reinstatement or be considered for any available positions for which they are qualified. Employees with misdemeanor charges that could affect the responsibilities or trust associated with their position at a public instructional institution may be subject to similar actions, including suspension or termination.

3.12 Disciplinary Action

Northern Oklahoma College is an “at-will” employer. The contents included in this Handbook in no way modify or amend the right of the College as an “at-will” employer in originating or terminating employment of personnel. “At will” employment is for no specified term and is terminable at the will of either the employee or employer. Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, in written notice, do not negate the right of the College to terminate employment at any time, without notice and with or without cause.

3.12.1 Verbal Warning

A verbal warning is usually the first step in the discipline procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by communicating how actual performance falls short of desired performance. The supervisor should record and maintain in the employee's department file the date of the discussion and a summary of the items discussed, to record that the warning was given and verbally share with the appropriate vice president. If the problem persists, a written warning is appropriate.

3.12.2 Written Warning

Should the verbal warning fail to effect improvement in employee performance, the supervisor should complete and ask the employee to sign a Counseling Report and then forward copies of the same to the appropriate vice president and the Director of Human Resources. If the offense is more than minor, a written warning may be an appropriate first step. The report should contain a description of the problem, an explanation of the deficiency, a solution to correct the problem, a definition of the time frame within which correction is expected, and an evaluation of the employee’s response. If the employee refuses to sign the report, this fact should be noted on the report along with the signature of a witness to attest that the employee refused to sign.

If the employee receives two written warnings within twelve months, the employee should be considered for termination. An employee should also be considered for termination if a pattern of repeated behaviors is established outside the twelve-month time frame.

3.12.3 Suspension

The President may recommend suspension with/without pay for serious incidents that may warrant discharge. In this case, the employee may be suspended pending investigation and the decision as to the extent of disciplinary action or termination.

3.12.4 Disciplinary Violations

Department supervisors may need to recommend disciplinary action, including termination, because of assault or battery of a person on college property or at a college-sponsored event, excessive written warnings, theft of college property, unexcused absence of three or more days, falsifying employment application or time or leave records, violation of general conduct code on college property or at a college-sponsored event, violation of the Drug Free Workplace Policy insubordination,

unauthorized use of duplication of a college key, excessive absenteeism or tardiness, violating a safety rule or practice, inattention to

Duty, lack of productivity, absence without leave, violation of a law or college regulations, disloyalty, lack of integrity, or other conduct inappropriate for an employee of the college.

3.12.5 Termination Procedure

When recommending discharge, a supervisor should request such action in writing and seek formal approval by the President. Documentation should include the employee's name, date of the incident, explanation of the circumstances resulting in the recommendation for discharge, identification of the policy broken, and reference to any previous disciplinary steps taken, with copies of counseling report forms on file.

If discharge is approved, the supervisor should follow these steps:

a. The supervisor will immediately notify the Office of Human Resources so that a date can be established for the removal of the employee from the payroll and an exit interview scheduled. The salary of an employee discharged before the last work day of the month will be prorated on the basis of hours worked during the month of termination. The supervisor will complete the Checklist for the Exit Interview. The official date of termination should be the last day actually worked by the exiting employee.

b. The discharged employee will be required to return college keys and equipment, as well as clear all College debts, before the last day of work. A completed Checklist for Exit Interview must be on file in the Office of Human Resources before the final paycheck will be issued.

3.13 Insurance

The College will provide an employer-defined contribution plan for all eligible full-time employees to be utilized for the employee's group health, dental, and/or vision insurance premiums. The employee must utilize the defined contribution plan funds to obtain one of the group health insurance plans provided as part of the College's insurance consortium.

If the employee chooses a health plan that exceeds the monthly defined contribution amount, then the employee is personally responsible for the excess premium, and the excess will be deducted from the employee's wages through payroll. If the employee has used the total monthly defined contribution amount on health insurance, then the employee will be responsible for any other coverage that is elected by the employee.

If the employee chooses a health plan that is less than the monthly defined contribution amount, then the employee may choose to use the remaining defined contribution amount for employee dental or vision insurance premiums or dependent coverage up to the monthly defined contribution amount. Any premium cost above the defined contribution amount is the personal responsibility of the employee and will result in a deduction of the excess premium from the employee's wages through payroll.

If an employee fails to elect an option during the open enrollment period, the employee will remain in the prior year plan(s) for health, dental, and/or vision, with the employee responsible for premium amounts in excess of the defined contribution amount.

3.13.1 Group Health Insurance Program

The College offers continuous group health insurance coverage for all eligible full-time employees and, at the employee's option, eligible dependents. The College reserves the right to verify the eligibility of all dependents covered under our group health insurance plan. Eligible dependents may be covered, at the employee's option, at the insured employee's expense through payroll deduction of premiums. Employees can choose a lower tier of available coverage at a lesser premium and apply the remaining allowance to the cost of dependent medical. Changes to the employee's health insurance may only be made during the open enrollment period or when a qualifying event occurs as specified by the plan. Dependent coverage is subject to timely enrollment and payment of premiums. Failure to pay premiums in a timely manner may result in the termination of coverage by the terms of the group health insurance program. Part-time, salaried employees and/or hourly employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for health insurance coverage. Coverage begins on the first day of the month following the start of employment. To meet the requirements of the consortium NOC is part of, the College reserves the right to conduct an audit of dependent coverage eligibility.

Employees terminating their service with Northern Oklahoma College who have ten years of consecutive service are eligible to stay on the group health insurance plan and are responsible for coverage premiums. Employees under age 65 will remain on the group health insurance plan. Employees aged 65 and older will transition to the supplemental group health insurance plan.

Coverage for employees receiving health insurance benefits ceases on the last day of the month in which the employee is either physically working on campus or instructional classroom responsibilities are fulfilled for the semester.

For faculty members working a nine-month contract, coverage ends in the month that final grades are due and submitted. If a faculty member is contracted to teach a summer course, coverage ends on the last day of the month when the session ends. If an employee does not notify or delays notification to the institution of their separation from the College, the employee will be required to repay the costs that the institution incurred.

The College shall extend the option of continuing eligible insurance coverage to employees and/or dependents at their own cost for a specified period after their date of termination by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

This is administered through our third-party administrator. For additional information, contact the Office of Human Resources. The College reserves the right to conduct an audit of dependent coverage eligibility.

Employees who are eligible to retire through the Oklahoma Teachers Retirement System may continue on the group health insurance program. Employees under age 65 will remain on the group health insurance plan. Employees aged 65 and older will

transition to the supplemental group health care plan. The subsidy will be used toward the health insurance premium in addition to the defined contribution amount. Employees attaining age 65 (or the currently established age required by the federal government) should apply for Medicare. If an employee qualifies for the Oklahoma Teachers Retirement health insurance subsidy, it will be used to fund a portion of the health insurance premium as long as the employee remains on the group health insurance plan. If an employee leaves the group plan, they may not return to the plan, and the subsidy is forfeited. The portion of the health insurance paid by the employer, if applicable, is stated in the guidelines established in ***Section 3.15 Retirement.*** The employee is responsible for any remaining premiums for coverage.

3.13.2 Group Dental Insurance Program

The College offers continuous group dental insurance coverage for all eligible full-time employees, and, at the employee's option, eligible dependents. The College reserves the right to verify the eligibility of all dependents covered under our group health insurance plan. Eligible dependents may be covered, at the employee's option, at the insured employee's expense through payroll deduction of premiums. Employees can choose a lower tier of available coverage at a lesser premium and apply the remaining allowance to the cost of dependent dental coverage. Dependent coverage is subject to timely enrollment and payment of premiums. Failure to pay premiums timely manner may result in termination of coverage by the terms of the group dental insurance program. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for dental insurance coverage. Coverage begins on the first day of the month following the start of employment.

Employees terminating their service with Northern Oklahoma College who have ten years of consecutive service are eligible to stay on the group dental insurance plan and are responsible for coverage premiums.

Coverage for employees receiving dental insurance benefits ceases on the last day of the month when the employee is either physically working on campus or instructional classroom responsibilities are fulfilled for the semester.

For faculty members working a nine (9) month contract, coverage ends in the month that final grades are due and submitted. If a faculty member is contracted to teach a summer course, coverage ends on the last day of the month when class grades are due and submitted. If an employee does not notify or delays notification to the institution of their separation from the College, the employee may be required to repay the costs that the institution incurred.

Employees who are eligible to retire through the Oklahoma Teachers Retirement System may continue on the group dental insurance program. Changes to dental insurance may only be made during the option period or when a qualifying event occurs as specified in the plan. The portion of the dental insurance paid by the employer, if applicable, is stated in the guidelines established in ***Section 3.15 Retirement***. The employee is responsible for any remaining premiums for coverage.

3.13.3 Group Vision Insurance Program

The College offers group vision insurance coverage at the employee's expense for all eligible full-time employees and eligible dependents, at the insured employee's option, through payroll deduction of premiums. Failure to pay premiums promptly may result in the termination of coverage in accordance with the terms of the group vision insurance program. Dependent coverage is subject to timely enrollment and payment of premiums. Changes to vision insurance may only be made during the option period or when a qualifying event occurs as specified in the plan. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for vision insurance coverage. Coverage begins on the first day of the month following the start of employment.

3.13.4 Group Life Insurance Program

The College provides group life insurance coverage for all full-time employees in the amount of two times an employee's annual salary at the employer's expense. Group Life Insurance coverage decreases by 35% at age 65, and again by 15% of the original amount at age 70, and again by 15% of the original amount at age 75 for active employees. Group life insurance decreases or terminates at retirement as specified in the plan. Additional supplemental life and dependent life insurance coverage is available at the insured employee's expense through payroll deduction of premiums. Coverage is subject to timely enrollment and payment of premiums. Dependent life insurance coverage varies by the options available from the provider. Part-time salaried and Part-time hourly employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for life or dental insurance coverage. Coverage begins on the first day of the month following the start of employment.

3.13.5 Directors and Officers Liability Insurance

Pursuant to 74 O.S. 85.58A(l), all employees and the NOC Board of Regents are covered at state expense under the comprehensive professional risk management program administered by the Office of Management and Enterprise Services.

3.13.6 Group Long-Term Disability Insurance Program

Pursuant to 70 O.S. 3510(k), the College provides group long-term disability insurance coverage on all full-time employees at the employer's expense. The policy covers sixty percent (60%) of the full-time salaried personnel's salary on a disability, illness, injury, or otherwise incapacitated for a duration of more than one hundred eighty (180) days.

Employees at their expense can buy up to a 90-day waiting period. Part-time, salaried employees may be granted special consideration at the discretion of the President. Hourly, adjunct, and temporary employees are not eligible for group long-term disability insurance coverage. Coverage begins on the first day of the month following the start of employment.

3.13.7 Unemployment Compensation

All employees are covered by unemployment compensation insurance at the College's expense.

3.13.8 Workers' Compensation

Pursuant to 85 O.S. 2b, Workers' Compensation Insurance is provided to all employees at the employer's expense. If the employee is injured while working or contracts an illness believed to be job-related, the employee should immediately notify the supervisor and the Office of Human Resources. The employee should not perform any tasks that might result in an injury. Failure to report the incident promptly may result in denial of the claim and impact coverage. If needing medical attention during working hours, contact the Office of Human Resources for designated first responder facilities. If employees need to seek medical attention after hours at an emergency room, this must be reported to their supervisor and the Office of Human Resources within 24 hours.

3.13.9 Governmental Tort Claims Act

Governmental Tort Claims Act Pursuant to 51 O.S. 151 et seq., all employees are covered at state expense under the Governmental Tort Claims Act, effective October 1, 1985.

3.14 Retirement

3.14.1 Policy Coverage and Definitions

This policy shall pertain to regular salaried employees working twenty hours or more a week who have assigned duties and responsibilities and who are treated by all standard conventions as employees of the College, and who receive compensation commensurate with the responsibilities of the position. Temporary, adjunct, seasonal, supplemental, student, and other employees employed on a limited or short-term basis are not regular employees and are thus ineligible unless otherwise enrolled through other employment. Years of creditable service will be calculated by the Oklahoma Teachers' Retirement System Rules and Laws.

All OTRS contributions provided by statute for eligible employees on salaries and compensation amounts will be paid by the employer as authorized by state law. The College assumes payment of seven percent (7%) of salary into the Teacher Retirement System for each employee, effective immediately upon hiring. The College pays a statutory contribution fee of 9.5 percent, and for members whose compensation is paid from federal funds, there is an additional federal matching fee. Refer to the Oklahoma Teachers Retirement System web page (www.ok.gov/TRS). Each eligible employee is required to belong to the Teacher Retirement System. If the employee remains at Northern Oklahoma College, or any other Oklahoma school, until retirement, the Oklahoma Teachers' Retirement System will calculate the retirement pay based on the criteria established. Employees should consult the Oklahoma Teachers' Retirement System at www.ok.gov/TRS for specific information related to their employment and creditable years of service.

3.14.2 Retirement

Employees considering retirement should contact the Oklahoma Teachers' Retirement System to obtain specific information in relation to their employment and retirement options available. Employees may periodically inquire with the Oklahoma Teachers' Retirement System before actual retirement to ensure that reported information is accurate. Employees must contact OTRS a minimum of 90 days before their retirement date to allow sufficient time for processing. In addition, employees must inform the Director of Human Resources of their intent to retire to ensure that all documentation is in order to coordinate a seamless transition.

Normal retirement age for employees is considered to be the end of the fiscal year during which age 65 is attained or June 30 before age 65 if that age is attained before the convening of regularly scheduled classes for the following fall semester.

Early retirement is considered to apply to those persons who leave the service of the institution before age 65 after long and creditable service and who are entitled to considerations defined elsewhere in this policy statement. Not all employees voluntarily leaving the service of the College early are considered to be retirees.

3.14.3 Early Retirement

A full-time salaried employee may elect to retire before the normal retirement age of 65 through one of the following retirement options:

a. Officially, early retirement from Northern Oklahoma College must meet all of the following conditions: (1 ceasing to be a salaried employee of this or any other public college or school in the State of Oklahoma; (2) qualifying based on age and/or other criteria for full retirement benefits under the then current statutes and regulations governing the Oklahoma Teacher Retirement System; (3) completion of twenty-five(25) years of service creditable at Northern Oklahoma College under definitions in this policy; and (4) active service with the College until the attainment of age 62 or the then-current age for eligibility for Social Security benefits under federal law, whichever is older. Retirees qualifying for and exercising the official early retirement option may request that their individual employee health and dental insurance premiums up to the defined contribution amount of the current college plan be paid until age sixty-five by Northern Oklahoma College and that continued dependent coverage be provided at employee expense. Upon reaching age sixty-five, health insurance coverage and dental insurance coverage cease upon Medicare eligibility. When a retiree reaches age sixty-five and has a dependent who has not, please contact Human Resources, as we have to consult our OKHEEI wrap documentation for eligibility.

b. Personal early retirement may be elected by any full-time salaried employee provided the following conditions are met: (1) ceasing to be a salaried employee of this or any other public college or school in the State of Oklahoma; (2) qualifying for full or partial retirement benefits under the then

current statutes and regulations governing the Oklahoma Teacher Retirement System; and (3) completing fifteen (15) years of actual continuous service at Northern Oklahoma College immediately before exercising a personal early retirement option.

Retirees who elect the personal early retirement option at age fifty-eight or older may request continuation of health and dental insurance under the same terms as active employees. The College will contribute up to 50% of the then-current college-defined contributions amount, while the retiree is responsible for the remaining employee premium and any dependent coverage, if desired, until the retiree reaches age sixty-five.

Upon reaching age sixty-five, health and dental coverage ceases upon eligibility for Medicare. Dependent coverage may continue; health and dental insurance coverage ceases upon Medicare eligibility. When a retiree reaches age sixty-five and has a dependent who has not.

Employees who are separated or terminated from college employment not meet the stated conditions for retirement will not receive retirement benefits. Employees may continue on the College health insurance plan for up to eighteen months at their own expense under the provisions of COBRA. Employees separating or retiring from the College before age sixty-five forfeit all benefits, except those specifically granted and stated under the early retirement provision. Upon review, it may be determined that an institutional advantage may exist by offering incentives for early retirement to an individual or group of individuals. Such incentives shall be clearly stated in writing to the specific individuals and in no case shall be interpreted as being generally applicable or continuing unless a Board of Regents policy is adopted. The policy statement shall apply only under the conditions stated and for the time period indicated.

3.14.4. Employment of Retirees

Oklahoma Teachers' Retirement System regulations require a minimum of sixty (60) calendar days between a retiree's last day of pre-retirement public education employment and any post-retirement employment with an entity that participates in the System. Retirees may return to work after the 60-day break in service, but only within the parameters established by the Oklahoma Teachers' Retirement System and only if the College needs the services. Copies of the regulations and further information are available in the Office of Human Resources and online at the Oklahoma Teachers' Retirement website on the Retirees Information web page (https://www.ok.gov/TRS/.

3.15 Leave Policies

3.15.1 Medical Leave

A full-time employee is entitled to medical leave at the rate of 10 hours or 1 1/4 days per month to a total of 15 days for a complete year of service and a total of 12 days for an academic year. Unused days may be accumulated up to 45 workdays. While a physician's certificate as evidence of illness or disability is not required each time an

employee does not report for duty because of illness or disability, the College reserves the right to require such certificate from the employee's physician and/or a physician of the College's choosing.

Medical leave may be taken for illness or medical purposes for an employee's immediate family or other relatives when the leave is approved by an immediate supervisor. For the purpose of this policy, "Family Member" is defined as a spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; brother-in-law; daughter-in-law; son-in-law; grandparents-in-law; grandchild-in-law; corresponding step-relatives; corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties, and responsibilities) to the employee as a child.

An employee who expects to be absent from work due to medical leave must notify the supervisor of the absence, and an Employee Absence Report form must be completed and submitted following an absence. Incapacitated employees may have a designee contact the Office of Human Resources. Failure to contact immediately is considered immediate job abandonment.

Unused medical leave is not compensated upon termination. However, accrued medical leave may be used to the employee's advantage at retirement or in the event of a disability claim. Medical leave is non-transferable to other agencies.

Absences may be charged to medical leave entitlement for an illness or injury that incapacitates an employee and prevents them from performing his or her duties or exposure to a contagious disease which, in the judgment of the College, would jeopardize the health of fellow employees and students.

Medical leave may not be earned by an employee during an extended leave of absence (excluding FMLA) with or without pay, shared leave, suspension, layoff, not under contract, or removal from the payroll for any reason. Hourly personnel do not earn medical leave.

Excessive absenteeism will be noted on the Employee Performance Evaluation Form and may lead to disciplinary action, including dismissal.

3.15.2 Bereavement Leave

Full-time employees who wish to take time off due to the death of a family member should notify their supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

Full-time employees are allowed up to three consecutive working days off from regular scheduled duty with pay in the event of the death of a related person in the immediate family. For this policy, immediate family is defined as father, mother, sister, brother, spouse, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships.

Full-time employees are allowed one day off from regular scheduled duty with pay in the event of the death of a related person not in the immediate family. For this policy, a

related person not in the immediate family is defined as an aunt, uncle, niece, nephew, or first cousin of the employee. Such relatives are regarded as members of the immediate family only if in residence in the employee's household.

Full-time employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the College, provided such an absence will not interfere with the normal operations of the College. To be eligible for pay under this provision, the employee must attend the funeral of the deceased employee or retiree.

To verify the relationship of the deceased to the employee, a funeral program or obituary may be required by the Office of Human Resources.

In such cases where the three days of funeral leave are not sufficient, additional leave with pay may be authorized by the President or additional time off may be requested either as annual leave or as authorized time off without pay.

When covered funeral leave occurs while the employee is on leave without pay, paid funeral leave is not granted. When such leave occurs while the employee is on annual leave or sick leave, the bereavement leave will supersede the other type of leave.

Full-time employees must use accrued leave or personal leave to attend the funeral of persons not included in this policy unless they are attending as the representative of NOC as designated by the appropriate vice-president. The President and Vice Presidents are designated college officials to attend funeral services for community and college stakeholders, leaders, donors, and alumni.

3.15.3 Leave of Absence without Pay

The Board of Regents authorizes the College to grant leaves of absence without pay. A leave of absence ensures the employee the same or a similar job upon returning to NOC. Such leave may be approved initially for up to three months. The period may be extended in three-month increments, not to exceed a total of 12 consecutive months. The employee must apply in writing to the President.

All accrued annual leave must be used before the effective date of a leave of absence. Sick leave and annual leave do not accrue during a leave of absence without pay. Insurance benefits may be continued during a leave of absence, with the employee paying the entire premium.

The employee is obligated to return to duty within or at the end of the time granted. If the employee will not return to work, the supervisor should be notified immediately. At least thirty

(30) days before the end of the leave, the employee must give written notice of intention to return to work; otherwise, the supervisor is not required to provide such reinstatement but may do so if feasible. Failure to report at the expiration of a leave without pay, unless an extension has been approved, is considered a resignation. Catastrophe Leave

An employee who suffers individual, personal misfortune as a result of an event such as fire, explosion, flood, or violent weather will be granted up to three working days of paid administrative leave if the event occurs while the employee is not on leave without pay. An employee shall not accrue or receive payment for unused catastrophe leave.

3.15.4 Personal Leave

Twelve-month, full-time salaried employees shall receive 16 hours of personal leave beginning each January. New employees will receive a prorated number of hours based on their start date. A personal day may not be scheduled during in-service days, professional development time, peak student enrollment times, or commencement. Employees cannot accrue personal days from year to year. Personal leave is granted upon approval by the direct supervisor and the appropriate vice president.

3.15.5 Annual Vacation Leave

Twelve-month, full-time salaried employees shall be entitled to annual vacation leave for each month employed. Annual vacation leave is accrued on the last working day of the month as follows:

Accumulation Rates Based on Years of Service	**Accrual Rate for a Full Month of Work**	**Days per Year**	**Maximum Accumulation**
0-5 years (1-60 months)	1 day (8 hours)	12 days	14 (112 hours)
6-10 years (61-120 months)	1.25 days (10 hours)	15 days	20 (160 hours)
11 or more years (121-180 months)	1.50 days (12 hours)	18 days	30 (240 hours)

Annual leave may be used during the period(s) mutually agreeable to the employee and their supervisor, and at the convenience of the College. If an employee resigns or is discharged, full payment for unused annual leave will be made, provided the employee has worked for a continuous six-month period. Annual leave will be paid out at the rate of salary at the time of separation from employment. Holidays and other non-working days falling within one's annual leave shall not be charged against one's accumulated leave. Final payment of unused annual leave will be available on the normal pay date the month following termination, contingent on successful completion of the termination procedure. Annual leave may not be used until it has been accrued.

Northern does not credit an employee for accrued annual leave earned at another state agency. Annual leave may not be earned by an employee during a leave of absence with or without pay, shared leave, suspension, layoff, termination of employment before the last working day of the month, or removal from the payroll for any reason.

Excessive absenteeism will be noted on the Employee Performance Evaluation Form and may lead to disciplinary action, including dismissal.

The President may grant exceptions to this policy.

3.15.6 Leave Sharing Program

The purpose of the Northern Oklahoma College leave sharing program is to permit Northern Oklahoma College employees to donate annual or sick leave to a fellow Northern employee who is eligible for and requires family leave, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment. For questions, please contact the Director of Human Resources.

As used in this section, the following are defined as:

a. “Family Member” Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; corresponding step-relatives; corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties, and responsibilities) to the employee as a child shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;

b. “Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards, even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

c. “Severe” or “extraordinary” means serious, extreme, or life-threatening; and

d. “Northern Oklahoma College employee” means a permanent, full-time salaried employee with over one (1) year of continuous service with Northern Oklahoma College. It does not include temporary, part-time, or hourly employees or other limited-term appointments.

An employee may be eligible to receive shared leave pursuant to the following conditions:

a. The President or the Director of Human Resources determines that the employee meets the criteria described in this section; and

b. The employee has abided by Northern Oklahoma College policies regarding the use of medical leave.

An employee may donate leave to another employee pursuant to the following conditions:

a. The receiving employee has exhausted, or will exhaust, all annual leave and sick leave due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, a relative of the employee, or a household member;

b. The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment; and

c. The President or the Director of Human Resources permits the leave to be shared with an eligible employee.

d. The donating employee may donate any amount of annual or sick leave, provided the donation does not cause the annual or sick leave balance of the employee to fall below eighty (80) hours. Employees may not donate excess leave that the donor would not be able to otherwise take.

The Director of Human Resources shall determine the amount of donated leave an employee may receive and may only authorize an employee to use up to the maximum of two hundred sixty-one days of shared leave during total Northern Oklahoma College employment.

The Director of Human Resources shall require the employee to submit, before approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

Donated leave is transferable between employees on an hour-to-hour basis, irrespective of the hourly wage of the donating or receiving employee.

Any donated leave may be used only by the recipient for the purposes specified in this section.

All forms of paid leave available for use by the recipient must be used before using shared leave.

Any shared leave not used by the recipient during each occurrence, as determined by the Director of Human Resources, shall be returned to the donor. The shared leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value, and reinstated to the annual leave balance of each donor.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the leave-sharing program.

Employees should consider the impact that donating leave will have on the accumulation of sick leave for Teacher Retirement purposes.

3.15.7 Family and Medical Leave

In compliance with the Family and Medical Leave Act (FMLA), Northern Oklahoma College provides up to a total of twelve weeks of unpaid leave in a 12-month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Northern Oklahoma College for at least one year and for at least 1,250 hours over the previous twelve months. Unpaid leave may be granted for any of the following reasons:

a. To care for the employee’s child after birth, or placement for adoption or foster care

b. To care for the employee's spouse, son or daughter, or parent who has a serious health condition

c. For a serious health condition that makes the employee unable to perform the employee's job.

3.15.7.1 Requirements

Taking leave may be denied if the following requirements are not successfully met:

1. The employee must provide 30 days' advance notice when the leave is "foreseeable."
2. The College will require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the College's expense) and a fitness for duty report to return to work.

For information regarding the need for reasonable accommodation under the Americans with Disabilities Act, contact the Vice President for Student Affairs.

3.15.7.2 Benefits and Protection

For the duration of FMLA leave, the College will maintain the employee's health coverage under the group health plan as it was before the commencement of FMLA leave. The employee is responsible for paying by check or money order all premiums that normally would be withheld from pay.

An employee may use accrued annual vacation, personal, and/or medical leave to receive partial compensation during the 12 weeks. While on FMLA leave, leave accruals will continue.

On returning from leave, the employee must be restored to their position or to an equivalent position with equivalent benefits, pay, and other terms of employment. However, a salaried employee belonging to the higher-paid 10 percent of the employees within 75 miles of the facility where the employee works may be denied restoration if:

1. The denial is necessary to prevent a substantial and grievous economic injury to the employer's business;
2. The employee is notified at the time that the employer determines that such an injury would occur; and
3. In the case where a leave has started, the employee elects not to return to work after receiving the notice.

The employer can recover the premiums paid for maintaining the employee's health coverage if the employee:

1. Fails to return from the leave after it has expired; and
2. Fails to return to work for reasons other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee's control.

Employers cannot interfere with or deny the exercise of any rights provided under the law and cannot discharge or discriminate against employees who oppose the employer's unlawful practices or who are involved in any proceedings under the law.

3.16 Leave

3.16.1 Paid Holidays

An employee must be a full-time, twelve-month salaried employee and be in paid status the day before and the day after a holiday in order to receive holiday pay. Employees, when terminating, are not eligible for any holiday pay beyond the date of termination, even though accumulated annual leave time may encompass the holiday. If a designated holiday falls within an annual leave period for a full-time salaried employee, the holiday shall not be charged against annual leave time. If a full-time salaried employee is on paid medical leave when a college-approved holiday occurs, the holiday shall not be charged against medical leave.

A full-time, twelve-month salaried employee scheduled to work on a college-approved holiday will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and department supervisor. If an employee is scheduled to work on a college-approved holiday and becomes ill, the employee should request medical leave for that day and receive their holiday as previously scheduled by the supervisor. Holiday hours must be used in the same fiscal year as accrued. NOC does not observe all legal holidays.

3.16.2 Military Leave

Pursuant to 72 Oklahoma Statute paragraph 48, all salaried full-time 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 regularly scheduled work days of such leave during the federal fiscal year, the employee shall receive full regular pay. During the remainder of such leave in any federal fiscal year, the state may elect to pay the employee an amount equal to the difference between their regular pay and their military pay. Military leave does not affect the accumulation of any other type of leave.

Prior approval must be obtained by submitting a copy of the duty orders to the supervisor/division chair and the Office of Human Resources.

Northern Oklahoma College also abides by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) in employment issues concerning members of the armed forces.

3.16.3 Court Leave

When in obedience to a subpoena or direction by proper authority, an employee appears as a jury member for the federal government or state of Oklahoma, the

employee shall be entitled to a leave of absence for such duty with full pay from the College. The employee must submit a copy of the subpoena to their supervisor, who shall then forward it to the Office of Human Resources (for the employee's personnel file) prior to the start of the leave. If an employee is not selected for jury duty after reporting each of the required days, the employee must return to work for the remainder of the day.

After completing jury duty, the employee must provide the supervisor with evidence of having served on a jury for the time claimed. Fees paid by the court in connection with the jury panel duty may be retained by the employee. The employee is responsible for reporting to the IRS monies earned by the jury duty. The employee is not entitled to receive any fee for serving as a witness pertaining to his or her NOC employment. The employee shall be entitled to receive court reimbursement for mileage.

A leave of absence with pay shall be granted when the court appearance is the result of an act by the employee as a part of their official duties as an employee of the College. In no case shall a leave of absence with pay be granted to any employee when the court appearance is the result of the employee being involved in a personal litigation case outside his or her scope of employment.

When jury duty occurs while the employee is on leave without pay, paid court leave is granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

3.16.4 Voting Leave

A reasonable amount of time off with pay will be given for the purpose of voting in national, state, and local elections, not to exceed two hours in most instances. If the employee works at such a distance from the voting place that more than two hours are required, then the employee shall be allowed a sufficient time in which to cast a ballot. The supervisor should be notified no later than the day before the election of the employee's need to have time off for voting. When necessary, the law allows supervisors to adjust employees' work schedules in order to allow sufficient time off for voting.

3.16.5 Inclement Weather Policy

At times, usually in winter, travel to and from the campus for work may be difficult due to inclement weather. Employees are encouraged to use extreme caution when commuting to work during inclement weather. The ultimate decision as to how the employee will safeguard their safety is at the employee's discretion. If the employee feels unsafe commuting to work, the employee is encouraged to use his or her best judgment.

An individual decision does not exempt the employee from proper notification of an absence to the department supervisor.

3.16.6 Inclement Weather and No College Closing

Full-time and part-time salaried employees will use annual leave, personal leave, or compensatory leave to cover the absence. If annual leave, personal leave, or compensatory leave is not available, the leave will be without pay. If sick leave is claimed

by the employee, the department head may require satisfactory proof of illness or disabling injury. Employees should continue to maintain contact with the department supervisor regarding the need for an inclement weather absence and the expected date/time of return to work. If the College, due to poor weather conditions, decides to allow employees to leave early at their own discretion to ensure their safety in returning to their homes, then the time will be charged as annual leave, personal leave or compensatory leave since it is at the employee's discretion. Employees should notify their department supervisor in advance of leaving when exercising this option.

3.16.6.1 Inclement Weather with College Closing

In certain instances, the administration of the College may make the decision to close all offices except those recognized as necessary to maintain essential services. In the event of the College closing, information will be disseminated through the NOC Alert System as well as posted on the NOC website. In addition, any decision will be communicated to college offices, local radio stations, and local and state television stations. Because Northern Oklahoma College is a multi-location institution, one location may have different hours of operation than another NOC location due to inclement weather.

If the College closes, administrative leave will be recorded for full-time and part-time salaried employees who were scheduled to work during the time of closing. Although not encouraged, an employee choosing to work even though a closing has been announced will be paid for working as usual, whether or not the employee was aware of the closing.

While the College is closed, a department may require certain employees to work to maintain essential services or assist in special necessary functions, such as snow removal. Employees working in response to a request by a department supervisor will receive normal pay and will not receive compensatory time for hours worked during college closing. If an employee works more than the normal workday hours of operation, compensatory time will be allowed.

If an employee is scheduled for work, due to emergency snow removal or other essential work, and does not show up for work and fails to call the supervisor to report the absence, the employee will be subject to disciplinary action as under any other circumstances, when an employee fails to report for work and fails to call.

If the College decides to close during the workday and sends employees home early, the time worked will be paid according to the number of hours worked, and the remaining time will be considered administrative leave. If an employee decides to leave work because of concerns over commuting in inclement weather prior to an actual closing time, annual leave, personal leave, or compensatory leave will be charged for leave prior to closing. Likewise, if an employee arrives late at work due to concerns over commuting in inclement weather after the College has resumed activity, annual leave, personal leave, or compensatory leave will be charged for the time while the College is open. Time during the actual closing will be charged as administrative leave.

3.16.6.2 Inclement Weather Policy for Hourly Employees

Hourly employees are paid only for hours actually worked. If unable to work due to the College closing or inclement weather, these employees may not receive anticipated compensation. The same situation may exist for employees who elect not to work during inclement weather while the College remains open and do not have or are not able to use annual leave, personal leave, or compensatory leave.

Departments may choose to allow these employees to work additional hours at another time to make up the shortage of pay; however, such an arrangement would require approval by the supervisor in advance of actual hours being worked.

3.17 Political Activities of Employees

Northern follows laws and guidelines established by the Oklahoma Ethics Commission in the conduct of state employees, campaigns for state office and state questions, and lobbying – see Ethics Laws and Guidelines web page on the **Link Resource Page** (see the *Resources* section of this handbook).

An employee of the College who participates in political activity must do so in a manner that complies with State law and the Oklahoma Ethics Commission guidelines. Violation of these statutes or policies may be considered cause for disciplinary action and/or dismissal.

Additionally, the Vice President for Development and Community Relations shall represent the College and serve as the legislative liaison with the Oklahoma Ethics Commission and follow lobbyist disclosure and reporting standards as required – see the Oklahoma Ethics Commission web page on the **Link Resource Page** (see the *Resources* section of this handbook).

Display of political literature, campaign placards, signs, and posters on campus will be regulated and supervised by the Dean of Students in Tonkawa and Enid, and the Vice President for NOC Stillwater. Such material may not be displayed on educational buildings, trees, sidewalks, handrails, or grounds, but must be limited to display in the student center or student-housing complex. The Dean of Students in Tonkawa and Enid, and the Vice President for NOC Stillwater will be responsible for communicating and enforcing appropriate and reasonable regulations to control the display of political material and prevent litter on the campus. The spirit of this policy is not to suppress political activity by students but to preserve the aesthetic value and appearance of the campus and prevent unnecessary public expenditures because of litter.

3.18 Change of Employee Information

The Office of Human Resources must be promptly notified of changes of address, telephone number, marital status, number of dependents, beneficiaries, marriage or graduation of insured dependents, bank account information, etc. Whenever possible, such changes should be reported before they occur to allow the Benefits Coordinator time to notify the appropriate companies and to allow time for the Payroll Officer to make necessary changes in the payroll computer system. Failure to report these changes to the Office of Human Resources may result in denial or delay of benefit coverage, non-receipt of pertinent information, and/or delay in receiving payroll deposits.

3.19 Dress Guidelines

Northern Oklahoma College is not simply a place of employment; it is a community. Each member of the Northern Oklahoma College community shares a responsibility to maintain a professional image by dressing and grooming appropriately for their respective job assignment. Employees have constant interaction with students, persons from outside the College, and other employees. A professional, well-groomed appearance creates a positive reflection on the employee as well as the College. Clothing and grooming should be appropriate for your particular work environment. Safety precautions should receive primary consideration.

3.19.1 General Dress Guidelines

As a general rule, Northern's dress code is business casual. Business casual is a mix of professional and casual clothing. While less formal than a standard business dress code, it should still look professional. An employee's supervisor may adjust the level of dress required depending on the employee's level of position or the activities required for the job. For example, if a distinguished visitor will be on campus or if attending a professional conference or meeting, business casual may not be appropriate.

Employees should consult their supervisor regarding any dress code requirements specific to their department.

The key to dressing successfully is the use of common sense and good judgment. If you question the appropriateness of any attire, it should not be worn to work.

Fridays during Fall and Spring semesters and Thursdays during the summer semester are designated as NOC Spirit Day. Attire on these or other institutionally designated NOC Spirit Days (ex, Northern Encounter, Targeted Enrollment Days, or others designated by the President) should be:

Tonkawa and Enid:

"NOC" logo or mascot shirt in college colors or another shirt in college colors. As referenced in the NOC Graphic Standards Guide, official college colors are red and white. Other acceptable colors are black and gray. Clean jeans or casual pants in good condition are acceptable. Clothing articles that are frayed, ripped, patched, or extensively faded are not allowed.

Stillwater:

"NOC" logo or "NOC/OSU Gateway Program" logo shirt in orange or college colors or other shirt in college colors. As referenced in the NOC Graphic Standards Guide, official college colors are red and white. Other acceptable colors are black and gray if it is a Gateway logo. Clean jeans or casual pants in good condition are acceptable. Clothing articles that are frayed, ripped, patched, or extensively faded are not allowed.

During unusual inclement weather, such as snow and ice, dress exceptions in footwear and attire may be appropriate.

As part of professional appearance, personal hygiene and grooming should be carefully maintained. Excessive body odors are offensive. Employees who are unable to maintain proper hygiene may be formally counseled by a supervisor. Many fragrances can be

harmful to some people with allergies. Employees may be required to eliminate fragrances if deemed necessary.

If an employee's attire or appearance is unsuitable, the employee may be asked to return home to change before resuming regular duties. The use of accrued annual leave is appropriate for such absences. In keeping with a professional image, reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible.

Employees are not allowed to wear halter tops, one-shoulder tops, midriff tops, beachwear, extremely low-rise pants, or extremely form-fitting attire. In addition, distracting, offensive, or revealing clothes are not appropriate on any day of the week. Shirts cannot display alcohol, tobacco products, offensive words, offensive pictures, or offensive logos. All clothing must meet public decency standards.

Supervisors are responsible for enforcing the dress guidelines. Failure of a supervisor to enforce dress guidelines may result in the next level of supervisor enforcing the policies and may result in disciplinary action for the supervisors.

3.20 NOC Educational Opportunities

Northern Oklahoma College encourages employees to take classes to improve themselves and to increase their skill level in their work. Employees should seek a schedule that does not conflict with regular working hours. If classes are offered at times that conflict with regular working hours, employees must submit a request for an alternative work schedule as defined in 5.4.1. This plan must be approved by the supervisor and the appropriate vice president, and then forwarded to the Office of Human Resources to be placed in their personnel file.

There are no restrictions for employees taking classes outside of the employee's regular working hours. However, coursework should not be completed during the employee's regularly scheduled workday.

3.20.1 Employee Associate Degree Scholarship Program

The Employee Associate Degree Scholarship Program is available to full-time Northern employees for NOC courses deemed beneficial to the College and the employee professionally. This scholarship becomes available after three months of full-time employment with the College. The Employee Associate Degree Scholarship Program covers up to 100% of NOC only tuition, fees, and books towards the completion of the employee's first associate degree earned at Northern Oklahoma College.

This program allows an employee to apply for a scholarship for a maximum of seven Northern Oklahoma College credit hours for the fall and spring semesters and nine credit hours for the summer session. All time missed from scheduled work hours must be made up or taken as annual leave. A request for rescheduled hours must be approved by the immediate supervisor, with the original request placed in the employee's personnel file for documentation. All class-related activities (admission, enrollment, advising, homework, discussions with classmates, etc.) must be done outside work hours. To remain eligible for the scholarship program, after the first

semester, an employee must maintain a cumulative GPA of 2.0 in all coursework attempted. Reinstatement in the program after the cumulative GPA falls below 2.0 is allowed only after the employee raises their cumulative GPA to 2.0 or greater.

Degree scholarship participants are encouraged to apply for Federal financial aid. Students who are eligible for the scholarship program may also accept other Northern scholarships, Federal Pell Grants, SEOGs, and state-supported scholarships and grants. Please note, however, that if the student chooses to accept these other grants and scholarships, the degree waiver will only be applied to increase the total amount of grants and scholarships up to the 100% benefit. In addition, the employee must obtain approval from their supervisor before enrolling each semester. Employee Enrollment Request Form is available on the NOC website or on the **Link Resources Page** (see the *Resources* section of this handbook). The completed online form must be approved and submitted before the last day of the drop/add period. Requests received after this date will not be considered. If employment with Northern Oklahoma College ends during a semester, the employee is enrolled in coursework covered under the program, and the student may be required to reimburse the College for the tuition, fees, and books previously paid for by the College. Reimbursement will be at the discretion of the College after review of employment history, relevant circumstances, and length of employment.

Requests may be denied when budget limitations dictate, and/or for employees with unsatisfactory job performance or disciplinary issues, or for employees who have previously withdrawn or failed courses for which assistance was provided.

3.20.2 The Employee, Spouse, and Dependent Scholarship Program

All full-time employees, their spouses, and dependent children up to the age of 24 based on Federal Aid Guidelines are eligible to enroll in NOC-billed courses and receive a waiver for one-half of the resident tuition charge for up to 15 credit hours in any fall, spring, or summer term, and half of NOC on-campus residence hall room charges at a double room rate. In the event of special circumstances, the dependent will need to contact the Scholarship Coordinator for possible alternative arrangements in the NOC on-campus rental housing, based upon availability. The employee or their dependent is responsible for the remaining tuition, fees, and/or book costs. Please note, if the student has accepted other Northern scholarships, state-supported scholarships or grants, the waiver will be applied after all other scholarships have been applied up to the 100% benefit. In addition, the employee must still be employed full-time on the first day of the semester for which the scholarship is applied. To be considered, the online scholarship form can be located on the **Link Resource Page** (see the *Resources* section of this handbook).

3.21 Student Services

3.21.1 Use of Student Labor

Departments may be allocated a budget for wages for student help, dependent upon available funding. Faculty/supervisors must have student workers approved by the Dean of Students for College Work Study employment and/or the Director of Financial Aid for

Federal Work Study employment. The Office of Student Affairs in Tonkawa or the administrative offices in Enid or Stillwater will notify the Office of Human Resources when the student begins or ceases work. The student must complete the following documents in the Office of Student Affairs and have them on file with the Office of Human Resources before they start work:

1. NOC Employee Handbook Acknowledgement, Employment Application, Loyalty oath, W-4 form, direct deposit form, drug statement, and I-9 signed by student.
2. Copy of the student's Social Security card and driver's license or another photo ID, such as a student ID.
3. Acknowledgment of Employee Handbook

If a student does not have a Social Security number, he or she should apply with the nearest Social Security office, presenting the required documents. Students should not start working until they have a Social Security number issued to them by the Social Security Administration. The faculty/supervisor for whom the student works is responsible for making sure these procedures are followed. Student workers can only be included on the bi-monthly student payroll if procedures have been followed and a time sheet has been properly signed and submitted to the Office of Human Resources by the official deadline for the given work period. Students are paid by direct deposit and may request payment information from the Office of Human Resources.

3.21.2 Student Sponsors

All student activities or organizational functions sponsored by the College should be attended by at least one employee sponsor. If an employee is scheduled to attend the event and then later finds that he or she is unable to attend, he or she is responsible for ensuring that a substitute attends. The purchase or use of alcohol by sponsors or students while participating in student activities or functions sponsored by the College is prohibited.

3.21.3 Course Catalog and Student Handbook

The Vice President for Academic Affairs and the Vice President for Student Affairs oversee the development of two separate publications: the Course Catalog and the Student Handbook.

The Course Catalog provides academic information, including course descriptions, degree requirements, and academic policies. The Student Handbook outlines student conduct expectations, institutional rules and regulations, campus policies, and information about student organizations and activities.

NOC/OSU Gateway students should adhere to both the guidelines established by Northern Oklahoma College and those outlined in coordination with Oklahoma State University.

Both the Course Catalog and the Student Handbook are available on the NOC website:

- Course Catalog: This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).
- Student Handbook: This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

3.21.4 Career Services

Career Services are maintained by the Office of Academic Affairs as a service agency without cost to the NOC community, employees, and employing agencies. All College departments cooperate with the Office of Academic Affairs to aid students in their pursuit of educational opportunities. Individuals can check the Career Services website on the **Link Resource Page** (see the *Resources* section of this handbook).

3.21.5 Alumni

The Alumni Association provides our alumni with the opportunity to stay connected to NOC. The association establishes membership dues to support the Alumni Legacy Scholarship, all alumni activities, such as the annual alumni reunion, distinguished alumni hall of fame induction, and alumni athletic events. Additionally, it maintains good communication between the alumni and NOC and encourages alumni involvement to strengthen ties to their alma mater.

3.21.6 Recruitment

Employees should assist in student recruitment through planned campus contacts during the year. Campus contacts are made generally throughout the year by means of such events as athletic tournaments, music and speech contests, science fairs, and curricular contests. It is the responsibility of all NOC employees to assist in the recruitment of students and to help retain current students to complete their degrees.

3.21.7 Regulations Concerning Student Trips

The following criteria apply to organizations planning off-campus trips to conventions, concerts, sports days, or any such activities involving students, and to help retain current students to complete their degrees.

1. A trip is not a college-sponsored trip unless the employee sponsor or employee substitute sponsor is making and chaperoning the trip. Only approved NOC employees may be the primary sponsor of student trips.
2. Events should be placed on the calendar prepared by the Dean of Students and facilities reserved, if necessary, in the Office of Financial Affairs in Tonkawa or the Administration Office in Enid or Stillwater as soon as possible to secure use of facilities. The sponsor is also responsible for making necessary travel arrangements upon approval and securing a signed waiver of liability for each student participating in the activity.

3. The purchase or use of alcohol by employees or students during college-sponsored activities or student trips is prohibited.

3.21.8 Scheduling of Student Activities

All scheduling of student activities is done through the Dean of Students in Tonkawa or Enid, or the Vice President for NOC Stillwater. Arrangements must be made for the date and place at least two weeks in advance. Facilities must be reserved through the Office of the Vice President for Financial Affairs or the Administration Office in Enid or Stillwater to verify that the facilities at the respective sites are available. If possible, the activity should be scheduled in time for the activity to be placed on the College calendar. Final approval is by the Dean of Students in Tonkawa or Enid or the Vice President for NOC Stillwater.

3.21.9 Community Relations

The Development and Community Relations Department operates the College news bureau, which keeps campus news flowing into the offices of newspapers, radio, and television stations. This department is ready to help with informational or promotional opportunities as they arise. The services of a photographer are available to help with photography coverage of publicity-worthy events. The photo request form can be found on the **Link Resource Page** (see the *Resources* section of this handbook).

Employees wishing to utilize the services of this department to promote, report, or publicize college events should confer with the Vice President for Development and Community Relations at their earliest opportunity.

3.22 General Services

3.22.1 Purchase Requisitions

All purchases must be made in accordance with the Purchasing Policies and Procedures, which are available on the NOC website by logging on to MyNOC. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

Purchase Requisitions for all supplies, equipment, repairs, or other items must be approved prior to the actual expenditure through written requisitions by appropriate officials. Purchases are not authorized except by this procedure.

3.22.2 Travel

The Northern Oklahoma College travel policy has been developed in accordance with Oklahoma statutes. The Travel Rules are available on the NOC website by logging on to MyNOC, or you can find the resource available on the **Link Resource Page** (see the *Resources* section of this handbook). The policy covers state officials and employees who are performing substantial and necessary services for the State of Oklahoma. No travel expenses shall be incurred or reimbursed except for official business, which has been approved in advance.

3.22.3 Procedure

The employee should submit a completed Requisition for Travel to the division chair or supervisor as soon as possible and before the event, listing dates and times of travel, purpose for the trip, and items requested for reimbursement. The division chair or supervisor is responsible for verifying the essential nature of the trip. Upon signing, the Requisition for Travel should be forwarded to the appropriate vice president. The Requisition for Travel should then be forwarded to the Office of Financial Affairs for indication of budget available and verification of required documentation. Upon approval by the President or the Vice President for Financial Affairs, travel accommodations may be reserved. Employees may make flight arrangements if needed and can make vehicle reservations using Trip Direct. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook). The employee is responsible for making hotel and flight reservations, completing registration, and submitting college vehicle requests. An employee scheduled to enter travel status before the maintenance garage is open, after hours, on weekends, or on holidays, must make arrangements with the Physical Plant Department.

During the trip, the employee should ask for receipts for lodging, parking, toll road, and workshop registration fees, etc. Lodging receipts must be itemized, showing name, single room rate, number of people in the room, arrival/departure dates, and listing a zero balance. Registration receipts should show the actual amount paid and the number of meals included in the fee. Upon completion of the trip, the employee should complete and submit to the Office of Financial Affairs an Application for Travel Reimbursement,

accompanied by required receipts, a copy of the workshop agenda, and the designated meeting place for the workshop. All required original receipts must be firmly attached to this form and cannot be returned to the employee. It is the employee's responsibility to keep photocopies of all documents for personal reference. From the submitted information, Finance Affairs personnel prepare the Office of State Finance Claim Form 19 for the employee to sign before electronic submission to the State.

The resulting warrant is printed and sent to the employee by the Office of Financial Affairs.

3.22.4 Limitations

Reimbursement for college travel is based on actual expenses incurred, subject to limitations set forth by legislation and the College travel policy. Reimbursements may not be claimed for personal services, such as haircuts, dry cleaning, etc.

Reimbursements for medications, tobacco products, alcoholic beverages, personal clothing, souvenirs, entertainment, repairs to privately owned vehicles, or other similar purchases are also excluded.

3.22.5 College Fleet Vehicles

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. College policy states that unauthorized passengers shall not be transported in state vehicles or private vehicles used for state business. Spouses, children, and grandchildren of employees, or any other unauthorized personnel, are prohibited from

riding in college vehicles. Only authorized college employees are allowed to drive state-owned vehicles. When carpooling to various college locations, college vehicles shall be parked at reputable, well-maintained, and safe locations. College vehicles may be parked at designated official meeting locations.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. In compliance with Oklahoma statute, smoking is prohibited in college-owned vehicles. Persons using college vehicles are required to use seat belts and to comply with all Oklahoma Department of Highway Safety regulations

Executive orders signed by the Governor prohibit Oklahoma state employees from text messaging when driving government vehicles, driving private vehicles on government business or when using electronic equipment supplied by the state while driving. The directive defines “texting” or “text messaging” as reading from or entering data into any handheld or other electronic device.

College vehicles can be reserved on the NOC website. Or by visiting the **Link Resource Page** (see the *Resources* section of this handbook). NOC Stillwater employees have access to both NOC and OSU vehicles. You must contact the Stillwater Administrative Office to reserve a vehicle.

College vehicles may be monitored with GPS tracking devices.

3.22.6 Employee Handbook

Employees are responsible for being familiar with the policies and procedures of Northern Oklahoma College. A copy of the employee handbook is available on the NOC

website by logging in to MyNOC. Substantive changes in the handbook will be communicated to all employees and updated on the website version.

3.22.7 Mail & Postage

Incoming mail is distributed to the employee mailboxes Monday through Friday by 10:00

a.m. All outgoing mail must be left at the respective campus mailrooms no later than 3:00

p.m. Letters relative to college business may be left at the mailroom to be stamped and posted. Postage expense will be charged to each department. Personal mail, with postage affixed, may be left at the mailroom.

A courier service between NOC locations operates daily Monday, Wednesday, and Friday when the administrative offices are open. Mail for the courier service may be left in the mail room. Courier service during the summer will be adjusted accordingly.

3.22.8 Social Opportunities

All employees and their immediate family are admitted free of charge, with proper identification, to most athletic, theatre, and music events on campus sponsored by the College.

3.22.9 Photo I.D.

College identification cards are issued in the Student Affairs Office in Tonkawa and Enid for employees to gain admission to most College-sponsored activities without charge.

NOC identification cards are issued in the NOC/OSU Gateway Offices for Stillwater personnel.

3.22.10 Lost and Found

The Office of Student Affairs in Tonkawa, the Administration Office in Enid, and the Main Office in Stillwater serve as the clearing center for lost and found articles.

3.22.11 Housing

The College owns housing in Tonkawa and Enid that may be rented by employees based on availability. Rental payments are required to be withheld by payroll deduction.

Residence Hall Directors are required to live in their respective residence halls as a condition of their employment at no additional cost; they will also be provided a meal plan during the fall and spring semesters. Spouse and dependents are allowed to reside in the residence hall as long as they are adhering to college policies and procedures and do not pose any concern for the student residents. Summer residents may require shifts to designated summer dorm/residence halls.

3.22.12 Parking

The College does not have designated employee parking. Contact the Office of Student Affairs in Tonkawa, the Administration Office in Enid, or the Main Office in Stillwater to obtain a parking decal. The NOC Stillwater campus has limited designated employee parking located on site and in the Monroe Parking Garage on the Oklahoma State University Campus. An NOC Parking permit is required. Parking on sidewalks or lawns is prohibited. Parking personal property such as trailers or boats on NOC property is prohibited, and the property will be towed at the owner's expense. ADA parking is available at various locations on each campus.

3.22.13 Solicitation and Expressive Activity Policy

Commercial solicitations may not be done by an official group, organization, or person without clearance and permission from the Office of Student Affairs; however, Northern Oklahoma College is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the College. This policy is in place to provide a community environment where open discussion can occur without disrupting the academic mission or daily functions of the College, subject to constitutional time, place, and manner limitations, and without unconstitutionally interfering with the rights of other members of the College community.

3.22.13.1 Disclaimers regarding Expression

1. Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This

policy is primarily intended to protect members of the College community from discrimination, not to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual or faculty member, or the educational, political, artistic, or literary expression of students in classrooms and on campus. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

2. The fact that certain content-based limitations on expression have been established as legally permissible does not create an obligation or responsibility on the College or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it is the responsibility of the College and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

3. As a corollary to the College's commitment to protect and promote free expression, members of the College community must also act in conformity with the principle of free expression. Although members of the College community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

4. Given the wide diversity of expression that occurs at higher education institutions, the use of any College-controlled facility, area, or medium for any expression shall not constitute or suggest endorsement of the content of that expression, or any proponent thereof, by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of those constituencies.

5. Presenters of expression shall assume full responsibility for any violation of law or College policy and procedure that they commit while on college property.

3.22.13.2 Members of the College Community

All members of the Northern Oklahoma College community - which includes students, faculty, and staff of the College - are encouraged to exercise the right of assembly, free speech, and expression throughout the campus, when doing so does not disrupt the academic mission or daily functions of the College.

Expressive activities shall not be limited to any specific location on campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys College property. Expressive activities are also not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy. Forums, rallies, demonstrations, and other similar expressive activities are not to occur within academic, administrative, or other College buildings, including residence halls.

6. Any College community individual or small group (10 or fewer) may use, without prior notification or request, on any day of the week during daylight hours, any publicly accessible outdoor area of the College's campus to collect signatures, distribute materials, and/or speak spontaneously (without amplification equipment), so long as they do not disrupt the academic mission or daily functions of the College.

7. All College community individuals and groups (more than 10) wishing to participate in forums, rallies, demonstrations, and other similar expressive activities should request in advance of the Vice President for Student Affairs or his/her designee (580-628-6240). A request should contain the name of the requester and how he/she can be contacted; the proposed date, time, and location for the contemplated activity; the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information that may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than three (3) working days before the activity.

8. The Heilman Gazebo area in Tonkawa, located south of the Student Union, and the Clock Tower area in Enid, located north of the Administration Building, are locations conducive to expressive activity, including forums, rallies, and demonstrations. While members of the College community are not restricted to this designated public forum to engage in expressive activities, any College community individual or small group (less than 10) may use the Gazebo or Clock Tower areas without prior notification or request on a first-come, first-served basis. An individual or group who requests and reserves the Gazebo or Clock Tower areas, though, shall have priority over any other individual or group. Once a request is received and granted by the Vice President for Student Affairs or his/her designee, the Gazebo or Clock Tower areas may be reserved through the Administrative Assistant of the Vice President for Student Affairs (580-628-6240).

9. Should the Gazebo or Clock Tower areas be unsuitable or otherwise unavailable on the date and time requested, a limited public forum (excluding academic, administrative, or other College buildings, including residence halls), as determined by the College, may be made available to college community individuals and groups for purposes of expressive activity. Once a request is received and granted by the Vice President for Student Affairs or his/her designee, a reservation may be made through the Administrative Assistant of the Vice President for Student Affairs (580-628- 6240). To ensure priority use and to avoid possible conflict with scheduled College activities, reservations are highly recommended. Use of amplification equipment is not permitted, except in exceptional circumstances and with prior approval from the Vice President for Student Affairs.

10. Denial of any request made by a College community individual or group by the Vice President for Student Affairs or his/her designee shall be in writing

and will be subject to final review by the President of the College in consultation with legal counsel. Final review should, in most cases, be completed within twenty-four (24) hours of denial of the request by the Vice President for Student Affairs or his/her designee. If more time is required based on the particular facts and circumstances, the requester shall be so notified.

3.22.13.3 Non-Members of the College Community

a. All individuals, groups, and organizations who are not members of the Northern Oklahoma College community (those who are not students, faculty, or staff) shall submit a written request to the Office of the Vice President for Student Affairs (Vineyard Administration Building, 1220 E. Grand, Tonkawa, OK 74653) for purposes of expressive activity on campus. Once a request is received and approved by the Vice President for Student Affairs or his/her designee, non-members of the College community will contact the Administrative Assistant of the Vice President for Student Affairs (580-628-6240) to reserve the Gazebo in Tonkawa and the Clock Tower area in Enid, or, a limited public forum as determined by the College if the non-member individual, group or organization is sponsored by a member of the College community. Requests made by individual or group members of the College community shall have priority over any requests made by non-members of the College community.

b. The written request shall contain the name of the requester and how he/she can be contacted; the proposed date, time, and the expected size of the audience; the topic(s) or subject(s) to be addressed; and any other information which may be necessary to accommodate the needs associated with the activity. The request should be made as far in advance as possible, but in no event less than five (5) working days before the activity.

1. Denial of any request made by a non-member of the College community by the Vice President for Student Affairs or his/her designee shall be in writing and will be subject to final review by the President of the College in consultation with legal counsel. Final review should, in most cases, be completed within forty-eight (48) hours of denial of the request by the Vice President for Student Affairs or his/her designee.
2. Designee. If more time is required based on the particular facts and circumstances, the requester shall be so notified.

c. Time, Place, and Manner Parameters

1. Expression may be limited or restricted with respect to time, place, or manner only as provided for in this policy statement and other related statements of policy, such as the Code of Student Conduct and the Student and Employee Handbooks. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable local, state, and federal laws. Any limitations must be both reasonable and content-

neutral, the latter term meaning that the limitations shall be applied without regard to the content of the expression for the purpose of the assembly.

2. Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the College any cost associated with the use of a facility, area, or medium.

3. In addition to those stated elsewhere in this policy, the following time, place, and manner parameters apply to expressive activities of both members of the College community and non-members alike:

    a. The activity must not violate local, state, or federal laws, or College policies and procedures;

    b. The activity must not unduly disrupt traffic, either vehicular or pedestrian;

    c. The activity must not create unreasonable safety risks;

    d. The activity must not result in defacement or destruction of college property;

    e. The activity must not make use of amplification equipment, which is only permitted in exceptional circumstances and with prior approval from the Vice President of Student Affairs or his/her designee;

    f. The activity must not exceed two (2) hours in length within 24 hours;

    g. The location must be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement;

    h. Unless sponsored by a member of the College community, a non-member individual, group, or organization shall be limited to engaging in expressive activity in the Commons Area, following receipt of a written request and approval by the Vice President for Student Affairs or his/her designee; and

    i. Campus police, in consultation with the College President, are authorized to immediately cancel any campus event if, in their judgment, an unacceptable risk of harm or disturbance, damage, or injury to any facilities, property, participants, or spectators has been reached.

3.22.13.4 Unprotected Speech

The following forms of expression are not entitled to First Amendment protection and are not permitted on the campus of Northern Oklahoma College. Speech or expression that is:

Obscene – where a description or depiction of sexual conduct, taken as a whole by the average person, applying contemporary community standards, portrays sex in a patently

offensive way, appeals to the prurient interest of individuals, and lacks serious literary, artistic, political, or scientific value;

Defamatory - oral or written falsehoods, which are not merely a statement of the speaker's opinion, that are communicated to a third party, or parties, and would harm another's reputation;

Incitement of imminent lawless action - where the speaker intends to incite unlawful activity, uses provocative words likely to produce such action, and openly encourages such incitement;

Fighting words - confrontational words or threats that provoke immediate violence, words which by their very utterance inflict injury or tend to incite an immediate breach of the peace;

Harassment constituting a hostile environment – unwelcome speech based on a protected characteristic that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit; or

True threats – words which communicate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals that places the victim(s) in fear of bodily harm or death.

3.22.14 Keys

All building keys will be checked out from and returned to the Administrative Assistant for Financial Affairs on the Tonkawa campus, the Office of Registration/Finance in Enid, or the Administration Office in Stillwater. A fee will be charged for the replacement of any lost key. Employees should not give their keys to students at any time or for any reason. Vendors should check in and check out with the appropriate office daily.

3.22.15 Copy Paper and Supplies

Copy paper is to be ordered through the NOC Bookstore. Paper will be delivered as needed; two to three days of prior notification is requested. Employees should purchase departmental office supplies through the bookstore. If the bookstore does not carry the supply, the employees may purchase off-campus through authorized purchase requisitions.

3.22.16 Copy Codes

Each employee is allowed a copy code to use on campus-wide copiers. Employees should contact the Office of Financial Affairs at each respective location to receive their copy code. College employee copy codes are for the use of the employee to whom they were issued. Any abuse of a copy code is the financial responsibility of the department. Copiers are not for personal or commercial use.

3.22.17 Printing Services

The Printing Services Department provides the College's community of learners with the highest standard of excellence in printing, copying, bulk mailing, design, photography, bindery services, and customer service while maintaining the lowest possible cost in an innovative, dependable, and professional manner. This is done through informed and interactive communication between the Printing Services staff and their customers to

support and promote the mission, vision, and values of Northern Oklahoma College and its stakeholders.

All official college publications and materials must comply with the institution's graphic standards guide to present a unified and professional image of the College. All copying jobs of more than 100 sheets and all college printed materials must be procured from the College Print Shop. A detailed list of services available can be found on the resource, the **Link Resource Page** (see the *Resources* section of this handbook).

All printing needs will be given priority based on the order in which they are received in the office, date sensitivity, and special circumstances. Once completed, copied, and printed, projects will be wrapped and sent out for delivery by the College Courier. *Two weeks' lead time is necessary for all printed jobs.*

Any office or department requesting printed pamphlets, brochures, or other material intended for distribution will submit all copy and markup or dummy format to the Vice President for Development and Community Relations. All text must be submitted electronically in a Word, InDesign, or Photoshop file. All photos and artwork utilized in the file must be provided with the file. Files may be submitted on flash/USB drives or sent via e-mail. All printed items except copying will require the signature or email approval of the requester before printing. A proof copy will be provided before printing the full request. The requester must sign off on the printing and design. Changes made during or after printing will be billed to department budgets for the cost of materials used.

Two forms may be used for various printing and copying needs. A copy request form will be used for all copying; a printing authorization form will be used for all other printing jobs. All requests must be approved by the appropriate department head and the Vice President for Development and Community Relations. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

3.22.17 Letterhead and Envelopes

All stationery provides a consistent look using the official College colors and must be procured from the College Print Shop. Departments or individuals needing letterhead and/or envelopes are to provide the Printing Services Department with a request form. Institutional letterhead and envelopes may not be utilized for personal use.

Digital files of the department letterhead are available upon request with the approval from the Office of Development and Community Relations. Digital letterhead is designed as a supplement to the official NOC stationery that is printed in the Printing Services Department and should ONLY be used for electronic purposes when the printed stationery is not viable. Personalized note cards, letterhead, or envelopes will not be printed by the Printing Services staff.

3.22.18 Acronyms

Acronyms, such as NOC, are permitted only after the complete name appears. They should never appear with periods following the letters "N.O.C." When used in conjunction with the locations, the use is the letters "NOC", no hyphen, and the location name, as "NOC Enid."

3.22.19 Copying Services

Copy request forms must be submitted with all copy jobs on the appropriate NOC location form or by email at copy@noc.edu. For regular classroom materials for Tonkawa, allow three working days' lead-time. For Enid and Stillwater, allow four working days, which includes courier time. Study guides and/or syllabi sold through the bookstores must be submitted no later than eight weeks before the delivery date. Copy request for weekend seminars should allow one work week. Courier service to Enid and Stillwater is available. An extra day is required to facilitate delivery.

Employees are responsible for obtaining publisher or copyright permission before submitting a job to the Printing Services Department. The Director of Library Services will provide training to employees who need updates on copyright laws.

Camera-ready materials submitted directly to the Print Shop by departments are subject to rejection if they do not meet accepted standards of appearance and content.

The copying of tests will be handled in as secure an environment as possible. Tests may be hand-delivered, couriered, or e-mailed to the office. Students may not copy and/or deliver tests. Tests will be packaged and secured before delivery. All concerns about test security, while in the print shop, should be directed to the Director of Printing Services for further review of the situation.

3.22.20 Bulk Mail Services

Bulk mail services are an available option to all NOC departments. To qualify as bulk mail, the mailing must meet the following criteria: a minimum of 200 recipients, a non-personalized mail piece, domestic mail, and a standard letter/postcard. Bulk mail must be indicated when submitting a print authorization form. Bulk mailings must be planned early to allow time to arrive before the deadline of the event/promotion. The post office has up to 3 weeks to process and deliver bulk mail once it receives it. For any questions about bulk mail services, contact the Development and Community Services Office or Printing Services.

3.22.21 Photography and Videography

Photographs and videos used should be carefully reviewed for the following criteria: The photo represents the purpose of the publication, the integrity of the College, and does not infringe on any copyright or trademark laws, or permission has been granted by the originator. All photos should be no less than 300 dpi and should be in CMYK mode. File formats suggested are jpg, tif, eps, and nef.. Photography services may be requested by forms submitted electronically on the website or by calling the NOC photographer.

3.22.22 NOC Policy on Photos and Videos

Photos and video footage add significantly to the communication value of Northern Oklahoma College publications, videos, marketing, and websites. It is the college's desire to share the achievements and recognition earned by students with the broader community. This effort can be aided by the use of photos or video footage showing students involved in the classroom and college-related activities.

This policy does not apply to the use of approved unsupervised cameras or webcams in public areas and in accordance with the NOC Unsupervised Camera (Webcam) Policy.

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Model Release Form

While enrolled at NOC, a student acknowledges that NOC, without compensation, may use the student's image, likeness, and other representations in any video, photograph, recording, or digital file taken, recorded, or obtained while attending or participating in any NOC-sponsored activity or event or in any public spaces across campus.

If a student needs to be recorded (visually or audio) or photographed, and the situation does not comply with the specifications above, a model release form must be completed. The photographer will have a release form available in these situations.

Opt-Out Form

Unless notified in writing of an objection by a student of age 18, parent, or legal guardian, photographs and video footage of students and/or names may be posted in college-produced materials, including printed publications, videos, advertising, marketing, websites, and social media.

If students do not wish photographs or videos of them to be used in these materials, they should complete a Photo/Video Opt-Out form, with a reference photo attached, and file it with the Office of Development and Community Relations. Please be aware that opt-out requests are valid for the current school year and must be renewed at the start of the next school year.

Circulation

In addition to inclusion in the Northern Oklahoma College Course Catalog and Student Handbook, this policy will be added to the Graphic Standards Guide. NOC will incorporate a statement that students must acknowledge in the application for admissions that allows NOC to use their image to promote the college.

3.22.23 Off-Campus Printing

Printing orders too large for the Printing Services Department to handle will be offered at bid to off-campus printers by the Director of Printing Services and must be approved by the Vice President for Development and Community Relations. The Director of Printing Services will secure bids, set deadlines, and make arrangements for delivery and return to the print shop. Items sent off-campus will be billed to the Printing Services Department and, in turn, billed back to the department at the end of the month.

3.22.24 Budget

Each department is given a printing/copying allotment each fiscal year. Individuals may have items printed, with written approval of the department head, as long as the department does not exceed its printing budget. Cost effectiveness should be considered in making such decisions to ensure good stewardship of state funds in the area of publications and print material. Cost and completion estimates may be obtained from the Print Shop before the submission of requests for printing services.

3.22.25 NOC Unsupervised-Camera (Webcam) Policy

1. Purpose

Northern Oklahoma College recognizes that cameras placed in public places for the purpose of promoting the College, drawing visitors to the College's website, recording construction projects, or other public uses can be of significant value. Such uses should not violate the reasonable expectation of privacy of members of the NOC community or the general public who use the campus. This policy outlines the conditions under which such cameras may be used.

2. Policy

1. Use of any video camera or webcam (Live Feed with no Audio), temporarily or permanently, by the College, which is placed in a fixed public location for the purpose of broadcasting images of that location in an unsupervised way, must be approved in advance by the College President in consultation with the Campus Security and Information Technology departments.
2. The webcam may not be placed in an area where its use would violate a reasonable expectation of privacy without legitimate cause and appropriate authorization as defined/required by law.
3. The location and purpose of the camera must be recorded in a public manner, such as the College website or other appropriate location, along with information on the expected retention time (if any) of the images it captures.
4. Appropriate informational signage should also be displayed in the location of the camera.

3. The Vice President for Development and Community Relations will be responsible for publicizing and administering this policy.

4. This policy does not apply to closed-circuit television or other security cameras used for security or law enforcement purposes, which are governed by the Northern Oklahoma College safety and security policy and procedures.

5. This policy is not intended to restrict the routine activities of photographers on college property, unless they intend to use a fixed, unsupervised camera as outlined in 2a.

6. This policy is subject to change without prior notice.

3.22.18 3.22.25.1 State and Federal Law

Publications such as booklets, newsletters, magazines, catalogues, and pamphlets that bear the College name and are produced for external audiences must carry the following two disclaimers:

1. Notice of compliance

Northern Oklahoma College does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, political beliefs, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Northern Oklahoma College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Jason Johnson, Vice President for Student Affairs, 1220 East Grand Avenue, PO Box 310, Tonkawa, OK 74653-0310; telephone 580.628.6240, 8 a.m. to 5 p.m. Monday through Friday.

2. Notice of printing cost

"This publication, issued by Northern Oklahoma College as authorized by (originator), was printed by (printer) at a cost of (cost of printing only)/ (number printed)/ (month printed)/(year printed)."

3.22.26 Community Service Jobs

Requests for printing services in support of externally-funded projects must be approved by the Vice President for Development and Community Relations. A community service printing authorization form must be completed and approved before community service orders will be processed. Charges will be determined to recover the cost of the services, which must be paid by the community service organization. Printing services that fall into this category will be accomplished on a time-available basis, and invoices will be mailed.

Jobs for an outside/professional organization may be submitted for approval as a Community Service job if the event or project meets the following criteria:

1. The organization or event has a direct tie to our institution, programs, or employees.
2. The College has some level of involvement in the event.

3.22.27 Disclaimer

Printing Services reserves the right to refuse any printing/copying item that violates copyright laws, that does not meet quality control measures, that has not been approved by department chairs, that does not comply with the institutional graphic standard guide, or that contains erroneous information that may be seen by the public. Printing Services will forward any item to the Vice President for Development and Community Relations if it is inappropriate until the person or department is contacted and the item in question is discussed. The Vice President for Development and Community Relations will determine if the item will be printed or returned to the department or individual. Printing Services does not police copyright laws or censor publications, but the staff will not be held accountable for information that does not meet the established standards.

3.22.28 Website and Content Management

The NOC website (www.noc.edu) is an essential source of information and a communication medium for all College audiences: current and prospective students, employees, colleagues at other academic institutions, NOC Foundation, parents, alumni, and media. Our website is a medium of communication that defines who we are today and who we will be in the future.

assures quality and integrity of the college's presence on the World Wide Web. The Webmaster reports to the Vice President for Development and Community Relations.

Each department or division will be responsible for appointing a person who is the web liaison. Web liaisons are responsible for maintaining department or divisional office web pages, keeping content up-to-date, and following NOC's graphic standards guidelines. Liaisons are expected to attend periodic training from the College's Webmaster to ensure proper maintenance and accessibility compliance with the Web Content Accessibility Guidelines (WCAG) 2.1/AA.

3.22.28.1 Content Management System (CMS)

The Content Management System is the system that stores and displays official College web content. Management and use of the CMS will comply with all official policies of the College, including but not limited to discrimination and harassment policies, compliance with all federal, state, and local laws, statutes, and regulations, brand standards, confidentiality of records, positive data security, and appropriate use of computing facilities. Any official College information made available to external users is subject to review by the College to ensure consistency with laws and College policies.

3.22.28.2 Web Accessibility

Web accessibility refers to the inclusive practice of removing barriers that prevent interaction with or access to websites by people with disabilities. When sites are correctly designed, developed, and edited, all users have equal access to information and functionality. Northern Oklahoma College follows the Web Content Accessibility Guidelines (WCAG) 2.1/AA.

3.22.28.3 Third-Party Hosting

Departments or divisions may need to host web services off-site with a third-party vendor. Each department or division should contact the Development and Community Relations office to request approval of such off-site services. It is further required that all Northern Oklahoma College faculty or staff in charge of maintenance of a third-party hosted site follow the Web Content Accessibility Guidelines (WCAG) 2.1/AA, as well as the graphic standard guidelines of the College. NOC Webmaster should serve as an Administrator on all NOC social networking sites as well as websites affiliated with NOC.

3.22.28.4 Inappropriate Web Content

Materials are prohibited on the Northern Oklahoma College's website if they:

-Contain copyrighted information without the written consent of the copyright owner

-Violate federal, state, or local laws or regulations

-Violate College policies

-Are defamatory to any group(s) or individual(s) or are disparaging of any group(s), organization(s), or institution(s)

-Are abusive, profane, or sexually offensive

-Consists of information that may injure someone else and/or lead to a lawsuit or criminal charges

-Use the College name and logo without official authorization in ways that imply endorsement of commercial organizations, their products, or services

-Are advertisements for commercial products or enterprises

-Represent the operation of a commercial enterprise(s)

-May constitute an invasion of the privacy of any group or individual

-Violate the confidentiality of college or student records

The types of material listed above or any direct link to another page containing such material should not be included in any Northern Oklahoma College webpage. Northern Oklahoma College reserves the right to remove any page or material that violates any of Northern Oklahoma College's standards or procedures guides.

3.22.29 Maintenance Requests

Maintenance Requests: Maintenance service requests can be made on the NOC website using School Dude's Maintenance Direct at http://www.noc.edu/facilities. Employees should submit electronic requests to report needed repairs.

3.22.30 Northern Oklahoma College Electric Scooters:

Northern Oklahoma College (NOC) permits electric scooters on campus and NOC properties, but NOC does not endorse, recommend, or promote the use of any electric scooter or scooter company.

Use of an electric scooter is subject to the college's scooter policy, and each rider must abide by the college's policies at all times.

Operation of any electric scooter is inherently dangerous, and individuals should use scooters at their own risk. By using any scooter, you are accepting all risks associated with the use of the scooter, including the risk of bodily injury or even death.

Operators should review and be aware of any rental agreements required to be entered into with any scooter company, as they may contain provisions that could significantly limit legal rights and may affect the ability to seek redress in the event of a dispute.

Campus visitors, students, staff, and faculty may use electric scooters on campus. Those who utilize electric scooters must operate them according to campus rules and regulations.

a. Scooters must be operated safely and may be subject to citations if operated in a manner determined to be reckless.
b. Users must follow all applicable state and local laws, ordinances, and college policies.
c. Scooter operators are responsible for following all the rules of the road. This includes, but is not limited to, stopping at stop signs and stop lights, yielding, and following the speed limit.

d. Pedestrians have the right-of-way at all times regarding scooters. Be cautious when pedestrians are present. Maintain a three-foot minimum distance from pedestrians.

e. Scooters should be operated at a low speed on campus at all times. The campus has periodic heavy pedestrian traffic, so it is imperative to operate slowly and always yield the right of way to pedestrians.

f. Scooter operators shall not carry passengers. Scooters are meant for single riders only.

g. Earbuds and headphones are not permitted while operating a scooter.

h. Riders shall not operate a scooter while impaired.

i. Scooters should be parked in designated scooter parking spaces/areas only.

1. NOC Website Link for designated parking areas: https:// bit.ly/3CexQJN
2. Individuals can seek approval from the Office of Student Affairs for permission to park personal scooters in alternate locations.
3. Students, staff, and faculty are subject to a fine for scooters parked improperly, including but not limited to the following:
4. Parking outside of designated spaces/areas
5. Parking in a manner that obstructs ADA access or parking
6. Parking in or near doorways
7. Blocking ramps and stairways
8. Parking on campus sidewalks
9. Scooter access may be limited during various large-scale events on campus.
10. Scooter access on campus may be suspended at any time by the Office of Student Affairs.

Scooter Safety

a. Scooters can provide an important tool for commuting to and from campus. For the college community to benefit requires the safe operation and parking of all scooters on campus.

b. If you are unfamiliar with scooter operations, take time to look at the operation and safety information provided by the scooter company that you use.

c. Scooters can start very quickly for those unfamiliar, so start slowly to keep the scooter from running out from under you.

d. Be mindful of your surroundings.

e. Keep both hands on the scooter handlebars at all times.

f. NOC HIGHLY RECOMMENDS that you wear a helmet at all times when operating a scooter. Consider other protective gear as well, such as wrist guards, knee pads, and elbow pads. City municipal codes may require an operator to wear a safety helmet while riding an electric scooter on a roadway.

g. Use caution in pathways that cross.

The scooter safety recommendations included above are intended to increase safety when riding a scooter, but are not intended to be an exhaustive list of safety precautions or to guarantee operator safety. Operators are expected to review and abide by any terms and conditions agreed to ride the scooter. As with any device used for transportation, users operate at their own risk.

3.22.31 Purchasing Card Program

3.22.31.1 Policy

Northern Oklahoma College (NOC) will use commercial purchasing cards (P-card) to facilitate the acquisition of lower dollar goods and services, and to access vendors who do not accept purchase orders or when a quick turnaround time is needed to purchase goods and services. P-cards are intended to enhance departmental effectiveness or economy of operation, as we conduct official College business.

Benefits of using P-cards may include reduced paperwork and transaction costs, ease of purchasing, prompt payment to suppliers, a good audit trail, potential rebates, an expanded number of suppliers willing to do business with the College, and, potentially, the use of a P-card may result in discounts.

P-Cards will be issued to select College employees. The cardholder is responsible for and accountable to the College for all charges made with the P-Card. Use of the P-Card is solely for official College purchases.

3.22.31.2 Procedures

Compliance with the College's Policy and Procedures statements and the P-Card Guidelines is essential for NOC to adhere to the State Statutes regarding purchases. To ensure that proper and allowable purchases are made by College employees using the P-Card, these Policies and Procedures and P-Card Guidelines and training have been developed to ensure that employees issued P-Cards and Designated Approvers will understand how they may be used, and the purchases that are not allowable. They will also understand the expectations to reconcile their accounts, and they will know how to reconcile their transactions each month.

College employees, as a condition of being issued a P-Card, shall abide by the terms of these Policy and Procedures statements and the P-Card Guidelines. Misuse of the P-card in any manner by a cardholder may result in revocation of the privilege to use the P-card, disciplinary action, termination of employment, and/or the pursuit of any legal action available to the College.

Liability for payment, as well as responsibility and accountability for P-Card purchases, resides at the departmental level. Designated Approvers for each department/division are responsible for reviewing/verifying that all cardholder transactions are appropriate and related to college business. Failure to perform these duties as a Designated Approver may result in revocation of the privilege to use the P-Card within the department and may lead to disciplinary action, including termination of employment.

The Purchasing/Accounts Payable Department is designated to oversee the implementation and operation of the P-Card program. The P-Card Administrator is responsible for managing the P-Card program. P-Card guidelines and applicable forms will be available from the NOC portal, Employees tab under Finances.

The P-Card will be issued by NOC in coordination with a bank. All P-Cards issued under this program are the property of NOC and shall be surrendered at the time of termination of employment with a College department, or upon the request of the Purchasing/Accounts Payable Department.

All Cardholders, Designated Approvers, and anyone with access to the P-Card software are required to complete training on the P-Card Guidelines. Instructions for use of the software will be available on the NOC Portal Employees tab under Finances. Each individual issued a P-Card is responsible for turning in signed receipts and other required documentation for all transactions. The individual is responsible for ensuring that P-Card purchases are made in compliance with College Policy and Procedures statements, P-Card Guidelines, and State Statutes. The Designated Approver is responsible, at the department/division level, to ensure that all required documentation is submitted, with approval signatures by the due date provided in the P-Card guidelines.

The Purchasing/Accounts Payable Department will monitor transactions and retain all documentation supporting the purchases that are submitted by the P-Card holder. All documentation supporting the purchases, including original receipts, explanations for purchases, etc., must be provided by the cardholder as per the P-Card guidelines.

Compliance reviews will be conducted by the Purchasing/Accounts Payable Department, internal auditors, and state miscellaneous claims audits to determine compliance with NOC Policy and Procedures, P-Card Guidelines, and State Statutes.

3.22.32 Use of Buildings, Equipment, and Supplies

The use of all College buildings and facilities is to be scheduled through the appropriate office. The use of college buildings, recreational facilities, furniture and equipment, and supplies, for personal gain is prohibited by state statutes.

3.22.33 Classroom Buildings

Scheduling of classroom space, including changes to meet class expansion or reduction, is to be approved by the Vice President for Academic Affairs in Tonkawa, the Vice President for NOC Enid, or the Vice President for NOC Stillwater. When evening or weekend use of a building is required in Enid and Tonkawa, NOC Security will open the building according to official instructions. For NOC Stillwater, requests for evening and weekend use should be submitted to the VP for NOC Stillwater.

3.22.34 College Facility Use (Other than Classrooms)

Use of the College facilities (other than classrooms) is scheduled using SchoolDude's FS Direct. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

General regulations regarding the use of the College facilities are as follows:

a. Use of College facilities for seminars, community service classes, student activities, college organizations, or college functions may be utilized at no charge. All courses, meetings, and practice sessions must be properly scheduled through the Office of Financial Affairs in Tonkawa, the Administration Office in Enid, or the Administration Office in Stillwater and must be supervised by the employee scheduling the event or their designated representative.

   Employees renting college facilities for personal use should inquire about the availability and applicable rental fees. Extra fees may also be charged for technician services, custodial services, security needs, and any damage to property. The facilities must be properly scheduled through the Office of Financial Affairs in Tonkawa or the Administration Offices in Enid or Stillwater.

   Any external group renting College facilities must submit a facility request form in writing. Rental will be based on availability, with scheduled college activities taking priority. Upon approval by the Assistant Vice President for Business/Financial Affairs in Tonkawa, the Vice President for NOC Enid, or the Vice President for NOC Stillwater, applicable rental fees will be due. Extra fees may also be charged for technician services, security needs, and any damage to property. External groups are required to carry liability insurance to cover their group and all of its participants.

b. All events should be scheduled well in advance. Technology equipment needs for employee or non-employee events (microphones, projector, computer equipment, CD or DVD player) will be communicated to the Information Technology Department via the event request form as soon as the rental is confirmed. The event request form can be found on the IT Services web page. The Event Request Form is available online. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

c. The Event Request Form and Facilities Request Form are available on the Link Resource Page (see the Resources section of this handbook).

d. NOC Security will be notified via School Dude in Enid and Tonkawa. The office of administration will be notified for the Stillwater campus.

e. Tobacco and alcohol use are prohibited on all College properties. The full tobacco policy can be found on the NOC website. This resource is available on the **Link Resource Page** (see the *Resources* section of this handbook).

f. Use of candles or open flames is prohibited inside all College properties.

   Northern reserves the right to refuse the use of any NOC facilities. Limited access may be available to save on energy and personnel costs.

3.22.35 Recreational Facilities

Employees may use the College recreational facilities during posted hours. Special arrangements must be approved by the Assistant Vice President for Business/Financial Affairs and scheduled through the Athletic Director and the Office of Financial Affairs in Tonkawa and Enid. Employees and their families may use the Wellness Center and Racquetball Courts. Family is defined as employee, spouse, and natural or adopted children. Children under the age of 16 may use the facilities but must be accompanied by a parent. Kaw Lake facilities may be rented by employees' dependents upon availability.

Reservations must be made through the Administrative Assistant for Financial Affairs.

3.22.36 Furniture and Equipment

Employees should exercise reasonable supervision over furniture, equipment, and apparatus in their rooms. Any malicious damage done to furniture or equipment should be reported immediately to the Assistant Vice President for Business/Financial Affairs.

Personal furniture and equipment should not be stored or used on campus. Modifications, painting, etc., must have prior approval from the Assistant Vice President for Business/ Financial Affairs' office.

3.22.37 Use and Lending of Equipment

If employees desire to use special equipment in another location on campus, they must secure permission from the department responsible for the inventory of the equipment. The use or loaning of college equipment for personal use is prohibited by state statutes. For College equipment to be loaned off campus for civic or public service use only, the President must approve the request for such loans. The Vice Presidents for NOC Enid and NOC Stillwater may approve loans of equipment off campus for civic or public service.

3.22.38 Office Décor

Office décor should be professional and collegiate in appearance and representative of NOC spirit. Décor promoting other collegiate institutions is permitted when the employee holds a degree from the institution or when Northern Oklahoma College has an articulation agreement or memorandum of understanding (MOU) with the institution.

Office areas should be kept neat, orderly, and free of excessive clutter.

3.23 Communications

3.23.1 Information Resources Acceptable Use Policy

Northern Oklahoma College relies on networked computers and the data contained within those systems to achieve its missions. This Acceptable Use Policy is to protect these resources in accordance with state law and OneNet rules. All individuals granted access to Northern Oklahoma College Electronic Information Resources must follow the acceptable use rules. Employees should refer to the Information and Instructional Technology Policy. A copy can be found on the IT Services web page located at the Planning and Policies web page.

3.23.2 General Use

Electronic information resources are provided for the express purpose of conducting the business and mission of the College.

Information resources must not be used to: engage in acts against the mission and purposes of the College, intimidate or harass, degrade performance, deprive access to a college resource, obtain extra resources beyond those allocated, or circumvent computer security measures.

Information resources must not be used to conduct a personal business enterprise or for the exclusive benefit of individuals or organizations that are not a part of Northern Oklahoma College. Any exceptions must be in support of college missions and require the prior written approval of the President of Northern Oklahoma College.

Illegal activities, such as harassing other users, accessing or distributing threatening or obscene material, and intentional spread of computer viruses or other destructive information, malicious service disruption, unauthorized attempts to break into any computer system or use resources or access or destroy data belonging to Northern Oklahoma College or any other organization or individual, or unauthorized use or retrieval or distribution of copyrighted material are strictly prohibited. Any illegal use of Northern Oklahoma College-provided electronic mail and Internet/Intranet services will subject the user to prosecution to the full extent of the law. Users can also be held personally liable for any damages caused by such activities and may be subject to immediate discharge.

Faculty, staff, and students must not copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on college-owned computers, or use software known to cause problems on college-owned computers.

3.23.3 Electronic Mail and Internet Services

Northern Oklahoma College-provided electronic mail and Internet/Intranet services are valuable business tools that enhance productivity and communication, but these tools cannot be abused. While incidental and occasional personal use of provided electronic mail and Internet/Intranet services is permitted, they are valuable corporate resources and must not be used for personal solicitation of non-college business, advancement of individual views, or illegal activity. All use and product of such use, including e-mails, is the property of Northern Oklahoma College, not the individual, and is subject to the Open Records Act.

As part of our visual brand, employees are required to use the official email signature. Email signature links are available at the Standards and Guides web page or on the **Link Resource Page** (see the *Resourc*es section of this handbook).

Electronic information on Northern Oklahoma College-provided electronic mail and Internet/Intranet services is an asset of Northern Oklahoma College, not the individual user. The College has the right at all times to monitor all electronic activity and information on the provided electronic mail and Internet/Intranet services. This Policy serves as notice to each user that the College may monitor activity on the provided electronic mail and Internet/Intranet services without any advance notification to or consent by the user. Northern Oklahoma College reserves the right to disclose any

information or communication transmitted or received using the provided electronic mail and Internet/Intranet services as may be appropriate, including disclosure to management, internal security, and law enforcement.

All employees—including administrators and supervisors—are expected to respond to internal emails or phone messages requiring attention within two business days. If a full response is not possible within that timeframe, an acknowledgment should be sent to confirm receipt and provide an estimated reply time.

When an employee is going to be out of the office for longer than two business days and will not be closely monitoring email, an auto-reply should be constructed that includes the date of return to the office, a plan for responding after return, and contact information for individuals who will be covering urgent needs during the employee's absence. This includes faculty members during off-contract times. The auto-reply should not be used as a means to communicate that emails may not be responded to due to the demands of everyday responsibilities.

While email remains a primary mode of internal communication, staff are encouraged to seek out more effective forms of communication when appropriate, including face-to-face meetings, phone calls, or collaborative online platforms, especially when clarity, timeliness, or tone may be better served through direct interaction.

The full policy can be found on the NOC website at the Planning and Policies web page or on the

Link Resource Page (see the Resources section of this handbook)

3.23.4 Incidental Use of Information Resources

Incidental personal use of email and Internet access is permitted by college policy but is restricted to employees (it does not extend to family members or other acquaintances). It must not interfere with the normal performance of an employee's duties, must not result in direct costs to the College, and must not expose the College to unnecessary risks.

All messages, files, and documents stored on college computing resources, including personal messages, files, and documents, are owned by the institution and are subject to review.

Any files, messages, or documents residing on college computers may be subject to public

information requests and may be accessed in accordance with this policy. Therefore,

college email accounts should not be used for personal email correspondence that is confidential in nature.

The full policy can be found on the NOC website at the Planning and Policies web page. (see the Resources section of this handbook).

3.23.5 Official College Seal

The Official College Seal combines the firm foundation and rich traditions represented in the original seal of 1933 with a modern, progressive image.

It is important to realize the pride and heritage that the College Seal represents. It should not be used as a logo. Its use is limited to official Northern Oklahoma College business – official certificates, legal documents, diplomas, transcripts, and other uses as approved by the Office of Development and Community Relations.

3.23.6 NOC Logo and Graphic Standards Guide

The Northern Oklahoma College graphic standards guide reflects our comprehensive exploration of ways in which we can build consistent visual impressions of NOC and expand our reputation for providing quality education to our growing audiences.

This system promotes clear and consistent use of these standards across our sites, branding Northern Oklahoma College as an institution that, although in three separate locations, works together to carry out a common mission. The standards guide covers the use of the logo, signature colors, type fonts, and other matters that strengthen NOC's visual identity. The graphic standards guide represents the authorized guidelines for using our current identity system for the College, including the identity system for the athletic programs. The guide is available at the Standards and Guides website. (see the *Resources* section of this handbook).

3.23.7 Wayfinding Signage

Wayfinding signage is a hierarchy of identifying landmarks, identity, and directional elements with a visual identity system for exterior/interior buildings, parking, fire safety, regulatory, and other miscellaneous signage. As part of the wayfinding master plan, the exterior/interior signage shall:

1. Promote simple and effective navigation throughout the locations by students, faculty, staff, and visitors.
2. Create an identity at each gateway to the locations.
3. Have a theme that incorporates existing logos and colors in accordance with the Graphics Standards Guide.
4. Maintain compliance with ADA regulations. For a detailed wayfinding master plan or for additional guidelines on usage, contact the Vice President for Financial Affairs.

3.23.8 Telephone

This policy is designed to help employees understand the importance of phone usage for Northern Oklahoma College landlines and cellular telephone use. NOC employees rely on the telephone system and cellular telephones to conduct daily business and to better serve the NOC community. The full Telephone Usage Policy can be found on the NOC website or by visiting the Link Resource Page (see the back of this handbook for the *Resource l*ink).

3.23.9 Information Resources Acceptable Use Policy

All Northern Oklahoma College-owned or operated telephone systems should be used only to conduct official business. Employees should limit personal telephone calls, in frequency and duration, to the greatest extent possible. This includes incoming as well as outgoing telephone calls. Personal calls should not interfere with an employee's

duties or with the duties of others and should not impact an employee's productivity. Certain personal phone calls may be allowed, including:

1. Calls to notify or contact family members and/or a physician in the case of an emergency;
2. Calls to notify family members of a scheduling change or travel delay that is a result of NOC business, including calls to make alternate child care or transportation arrangements;
3. Brief calls to an employee's residence or family members, and
4. Brief calls to local businesses, including government agencies, physicians, auto or home repair, which can only be reached during working hours. These calls should always be kept to a minimum and only be made using an NOC-owned telephone if they cannot reasonably be made on a personal cell phone.

3.23.10 Long Distance Calls

Long-distance telephone calls using NOC-owned telephones should only be made for official college business. Students are not authorized to make long-distance calls on NOC-owned telephones. Collect calls to the College are not authorized unless the employee accepting the call has full knowledge of the intent of the call and that it is college business-related. Long-distance calls should not be made for personal reasons.

3.23.11 Cellular Phone

Cellular phone use in the workplace shall fall under the same policy standards as listed previously. Employees should limit personal cell phone calls, in frequency and duration, to the greatest extent possible. This includes incoming as well as outgoing cell phone calls. Personal calls should not interfere with an employee's duties or with the duties of others and should not impact an employee's productivity.

In addition, NOC employees who use cellular phones to conduct business should be aware of the laws and regulations that pertain to the use of cellular devices while operating a motor vehicle. These laws and regulations differ among states. Employees should act in a manner that is in accordance with these laws and regulations while operating a motor vehicle. Confidential information should not be discussed on a cellular phone in a public place where the information could be overheard.

3.23.12 Emergencies

For emergencies, call 911 and then immediately inform the Office of Student Affairs in Tonkawa, the Administration Office in Enid, or the Administration Office in Stillwater

regarding the emergency. These offices will then notify the President's Office of the situation. Employees should be familiar with the College Emergency Action Plan and refer to the emergency response guide for summarized instructions and contact numbers. Emergency information can be found on the NOC website. (See *Resources* section of this handbook.).

3.23.13 Academic Calendar

The official academic calendar announcing the opening and closing dates of all terms and all observed holidays is available in the Office of the Vice President for Academic Affairs and on the NOC website. (see the *Resources* section of this handbook).

3.23.14 Media Relations

Each employee plays a part in shaping the College's public image. The actions and comments of each employee reflect on the College. Each employee must be conscious of this fact. The President and the Vice President for Development and Community Relations are the official media spokespersons for the College, and all media inquiries should be directed to their offices.

3.23.15 Social Networking and Social Media

Northern Oklahoma College recognizes the need for a strong presence in the social media realm. The use of social networking and social media websites is increasingly common for departments, students, and employees, and these communication tools have the potential to create a significant impact on organizational and professional reputations. Northern Oklahoma College has developed a social network and social media policy and application process to ensure that any and all interactions on behalf of Northern represent the College's best interests. The policy intends to properly portray, promote, and protect the institution and to assist Northern entities in creating and managing their social media accounts. The policy also provides suggestions on how to protect personal and professional reputations while using social media. The full policy is available on the NOC website. (see *Resources* section of this handbook).

3.23.16 Ban on TikTok Executive Order 2022-33

On December 8, 2022, Executive Order 2022-33 was signed, banning TikTok at State agencies. The order says that no executive branch employee or agency of the State of Oklahoma shall download or use the TikTok application or visit the TikTok website on government networks or government-issued devices, including State-issued cellphones, computers, or any other device capable of INTERNET connectivity, and that TikTok shall be blacklisted from State networks and State-managed devices.

To the fullest extent of the law, no person or entity that contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment. You may view the order at EO 2022-33 TikTok EO.pdf (oklahoma.gov).

3.23.17 Emergency Alert System

To ensure the safety of all students and employees during an emergency (e.g., impending severe weather, intruder on campus, etc.), Northern Oklahoma College has implemented an emergency alert system. The NOC Alert System uses text, voice, and email messages to alert the NOC community in these events.

Northern employees and students are automatically signed up for the "NOC Alert." If you need to make changes to your account, add a number, or opt out, please see the

Resource section of this handbook and look for MyNOC. After logging in with your username and password, click on the tab that reads “NOC Alert,” and then click on the “Alert” icon. You will be asked to “Agree to the Terms”; then the screen that follows will allow you to add or change numbers and/or emails. Your NOC email will always remain the same and cannot be deleted from your account.

Click the “Help” tab for information on how to opt out.

NOC conducts a test of this system on the first working day of each month. If you do not receive a test text message on your cell phone, please contact the Webmaster at 580.628.6330.

3.23.18 NOC Policy on Timely Warnings and Immediate Notifications

In an effort to provide timely notification to our campus, and in the event of a crime that may pose a serious ongoing threat to our community, the NOC RAVE alert will issue “timely warning” and “immediate notification” crime bulletins to notify members of the community about serious crimes against people that occur on campus. These procedures will expedite communication within the campus, from the campus to the media, and to the public in the event of an emergency or crisis.

NOC will issue a “Timely Warning” notice, without releasing confidential information about the victims, whenever a Clery crime is considered to pose a threat to students and employees. These crimes include Criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, Arrests and referrals for disciplinary actions, including liquor law violations, drug law violations, and illegal weapons possession. If any Clery crime is determined to be a hate crime, it will be counted as a hate crime as well. If it is determined that larceny-theft, simple assault, intimidation, dating violence, domestic violence, stalking, or destruction/damage/vandalism of property are acts of hate crimes, such crimes will be reported as such in the annual crime statistics.

Timely warnings will also be issued when a crime poses an ongoing threat to the NOC community. The NOC President or their designee shall decide as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required. NOC is NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. In the event of an immediate threat to the health or safety of this campus, NOC will follow its emergency notification procedures. NOC is not required to issue a timely warning based on the same circumstances; however, NOC must provide adequate follow-up information to the community as needed.

NOC will issue an “Immediate Notification” if there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (per judgment of the NOC President or their designee), NOC will, without undue delay, and considering the safety of the community, determine the content of the notification and initiate the immediate notification system. However, if the NOC Emergency Response Team believes the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

The NOC President or their designee shall provide the VP for Development and Community Relations with specifics of the case for the purpose of drafting the content of the immediate notification. The NOC Emergency Communication Team also maintains pre-scripted short messages for a variety of hazards to assist in the timely

issuance of immediate notifications. In all cases, Immediate Notifications and Timely Warnings will be sent to NOC employees and students via campus e-mail.

Northern Oklahoma College also uses a mass text and email notification system, RAVE Alert System. The system is tested monthly. To sign up to receive these emergency warnings via text or email, visit www.noc.edu and follow the links to sign up for this service.

3.23.19 Bring Your Own Device (BYOD) Usage Policy

3.23.19.1 Purpose

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate requirements to access college data from a mobile device connected to an unmanaged network outside of Northern Oklahoma College's direct control. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers
- Mobile/cellular phones
- Home or personal computers used to access institutional resources
- Any mobile device capable of storing corporate data and connecting to an unmanaged network

The policy applies to any hardware and related software that could be used to access institutional resources, even if said equipment is not college-sanctioned, owned, or supplied.

The overriding goal of this policy is to protect the integrity of the private and confidential institutional data that resides within Northern's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of student or employee information, damage to critical applications, and damage to the institution's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Northern's direct control to back up, store, and otherwise access corporate data of any type must adhere to college-defined processes for doing so.

3.23.19.2 Applicability

This policy applies to all Northern Oklahoma College employees, including full- and part- time staff, contractors, freelancers, and other agents who utilize either company-owned or personally-owned mobile devices to access, store, back up, or relocate access to any department or student-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust Northern has built with its students, employees, and community. Consequently, employment at Northern does not automatically guarantee the initial and

ongoing ability to use these devices to gain access to institutional networks and information.

It addresses a range of threats to or related to the use of institutional data:

a. Loss - Devices used to transfer or transport work files could be lost or stolen.

b. Theft - Sensitive institutional data is deliberately stolen and sold.

c. Copyright - Software copied onto a mobile device could violate licensing.

d. Malware - Viruses, Trojans, Worms, Spyware, and other threats could be introduced via a mobile device.

e. Compliance - Loss or theft of financial and/or personal and confidential data could expose the College to the risk of noncompliance with various identity theft and privacy laws.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed and issued at the sole discretion of the Department of Information Technology.

3.23.19.3 Affected Technology

Connectivity of all mobile devices will be centrally managed by Northern's Information Technology Department and will utilize authentication and strong encryption measures. Although Northern is not able to directly manage external and mobile devices, which may require connectivity to an external network, end users are expected to adhere to the same security protocols when connected to non-institutional networks. Failure to do so will result in immediate suspension of all network access privileges to protect the College's infrastructure.

3.23.19.4 Policy and Appropriate Use

It is the responsibility of any employee of Northern who uses a mobile device to access institutional resources to ensure that all security protocols normally used in the management of data on conventional storage infrastructure are also applied here. It is imperative that any mobile device that is used to conduct college business be utilized appropriately, responsibly, and ethically. Failure to do so will result in the immediate suspension of that user's account. Based on this, the following rules must be observed:

a. Access Control

1. Northern reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to institutional and institutionally connected systems. Northern will engage in such action if it feels such equipment is being used in such a way that puts the College's systems, data, employees, and students at risk.

2. Prior to initial use on Northern's network or related infrastructure, all college-owned mobile devices must be purchased through and registered with the Information Technology Department.

3. All mobile devices attempting to connect to the corporate network through an unmanaged network (i.e., the Internet) will be inspected using technology centrally managed by Northern's Information Technology (IT) Department. Devices that have not been previously approved by IT, are not in compliance with IT's security policies, or represent any threat to the College network or data will not be allowed to connect. Laptop computers or personal computers may only access the College network and data using a Secure Socket Layer (SSL) Virtual Private Network (VPN) connection. The SSL VPN portal Web address will be provided to users as required. Smart mobile devices such as smartphones, PDAs, and UMPCs will access the corporate network and data using Mobile VPN software installed on the device by IT.

b. Security

1. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a strong password (See Section 3 of IT Policy). Employees agree to never disclose their passwords to anyone, particularly to family members, if institutional work is conducted from home.

2. All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity, whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain college data. Any non-college computers used to synchronize with these devices will have installed up-to-date anti-virus and anti-malware software deemed necessary by Northern's IT Department.

3. Any mobile device that is being used to store Northern Oklahoma College data must adhere to the authentication requirements of Northern's IT Department.

4. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with in accordance with Northern's Information Technology policy.

5. Employees, contractors, and temporary staff must erase all college-related data permanently from personally owned devices once their use is no longer required. Divisions and departments must notify the IT Department when a college-owned device needs a transfer in users, is replaced, or is no longer needed.

6. In the event of a lost or stolen mobile college device, it is incumbent on the employee to report this to IT immediately. IT will attempt to remotely wipe all data and lock the device to prevent access by anyone other than IT. If the device is recovered, it can be submitted to IT for re-provisioning.

7. Usage of location-based services and mobile check-in services, which leverage device GPS capabilities to share real-time user location with external parties, is prohibited within the workplace. This applies to corporate-owned mobile devices being used within the College premises.

c. Help and Support:

1. Northern's IT Department will support its sanctioned hardware and software, but is not accountable and will support such devices on a very limited basis and at the discretion of the Director of Information Technology for conflicts or problems caused by the use of unsanctioned media, hardware, or software. This applies even to devices already known to the IT Department.

2. Employees, contractors, and temporary staff will make no modifications of any kind to company-owned and installed hardware or software without the express approval of Northern's IT Department. This includes, but is not limited to, any reconfiguration of the mobile device.

3. IT reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.

4. IT can and will establish audit trails, and these will be accessed, published, and used without notice. Such trails will be able to track the attachment of an external device to a device, and the resulting reports may be used for the investigation of possible breaches and/or misuse. The end user accepts that his or her access and/or connection to Northern's networks may be monitored to record dates, times, duration of access, etc., to identify unusual usage patterns or other suspicious activity. This is done to identify accounts/devices that may have been compromised by external parties. In all cases, data protection remains Northern's highest priority.

5. Northern employees must immediately report to his or her manager and Northern's IT Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.

6. Northern Oklahoma College will not reimburse employees if they choose to purchase their own mobile devices. Employees will not be allowed to expense mobile network usage costs.

3.24 Employee Service Recognition

In order to celebrate the Northern Oklahoma College employees' commitment to excellence, the administration will host an annual employee recognition ceremony in late spring. Lapel pins of appreciation will be awarded at this time to full-time employees completing one-year and five-year increments. These will be engraved with NOC and the number of years of service in the following increments:

Years of Service	**Award**
5 years	Bronze Lapel Pin
10 years	Silver Lapel Pin
15 years	Gold Lapel Pin
20 years	Bronze Lapel Pin
25 years	Ruby Silver Lapel Pin
30 years	Ruby Gold Lapel
35 years	Ruby Watch
40+ years	To be determined

3.25 Weapon, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals

3.25.1 Purpose and Scope

The students, faculty, and staff of Northern Oklahoma College can best learn, work, and live in an environment free from the dangers and constraints, both physical and psychological, which can arise from the presence or use of weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals on the campus. It is therefore the policy of the College to prohibit or strictly regulate the possession or use of any of the items on campus, in college vehicles, or on college-sponsored trips.

3.25.2 Definitions

a. Campus shall include any real property, buildings, or other structures or improvements owned or controlled by the College. Note: By definition of the Higher Learning Commission, for state budgeting purposes, Northern has a campus in Tonkawa and locations in Enid and Stillwater; however, campus is used in this document to mean an NOC location, or any space leased by the College or foundation for functions.

b. Firearm shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation,

firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other similar devices.

c. Weapon shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, bayonets, clubs, knives other than small pocket or kitchen knives, and other similar devices.

d. Fireworks shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation. By way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.

e. Ammunition shall mean any device which contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm.

f. Explosives and dangerous chemicals shall mean any substance whose chemical properties make it inherently dangerous. By way of example, without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facility maintenance functions or in the operation of equipment or motor vehicles.

g. Certified police or peace officer shall include those persons employed by municipal, county, state, or national agencies who comply with the statutory requirements for certification as a police or peace officer.

3.25.3 Policy

Except as expressly provided in this policy, no person is allowed to possess, display, or use firearms, weapons, ammunition, or fireworks on campus at any time.

3.25.4 Procedures and Exceptions

a. No person in possession of any concealed handgun pursuant to the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon any college property, except as provided below.

b. Police and peace officers employed by the College and those who have been called to assist or to perform law enforcement duties on campus may possess or use firearms, ammunition, or weapons in a manner consistent with professional standards which prevail in the State of Oklahoma and in accordance with state statutes.

c. Police and peace officers, who in their official on-duty capacities and in the performance of their duties find it necessary to come on campus, may possess firearms. In all such instances, the officers must coordinate their efforts with the Office of Student Affairs.

d. Police and peace officers who have been invited to demonstrate or lecture to a class may carry a firearm, ammunition, or weapon on campus. College employees responsible for extending these invitations should advise the Office of Student Affairs.

e. Police or peace officers who are also students shall not be permitted to possess or display firearms, ammunition, or weapons in class.

f. Certain classes and activities, both on campus and off, involve the use of weapons, firearms, ammunition, dangerous chemicals, or fireworks. Authorization and conditions for these classes and activities, and other appropriate exceptions, shall be submitted for consideration to the Vice President for Student Affairs, with final decision given by the President.

g. Employee authorized by written consent of the College president, provided the written consent is carried with the handgun and the valid concealed handgun license while on college property.

Guidelines for Presidential Authorization for Request Under O.S. 21 53 1277, D3

Process for requesting Authorization to Carry a Firearm with a Concealed Carry License on Northern Oklahoma College Property.

A request for authorization to carry a firearm at any Northern Oklahoma College property must be made in writing to the President. A written request may be submitted in person or mailed to:

Northern Oklahoma College Office of the President 1220 E. Grand Ave.

Tonkawa, OK 74653

Upon receipt, the request will be reviewed and considered for authorization by meeting the following requirements:

- A copy of the requestor's valid concealed handgun license must be attached to the request.
- The requester must disclose any mental health diagnoses and medication currently being taken. Documentation must be submitted from a licensed Medical Doctor and/or Psychiatrist.
- The request must be made for a specific period of time. If authorized, the dates within which a requestor may be authorized to carry a handgun on campus will be determined by the circumstances.
- The requester must specify the type of gun, the maximum capacity of the clip/magazine, and the type of ammo in use.
- The requester must specify which Northern Oklahoma College properties the authorization is being requested for.

Upon meeting the requirements listed above, a background check will be conducted for any recent convictions that would otherwise revoke licensure under the Oklahoma Self-Defense Act. The request will be made available to the Northern Oklahoma College Student Affairs Office as well as other Police Departments within the Northern Oklahoma College service area.

Requests for authorization will be reviewed within the scope of the following determinants:

- The level of immediate threat to the requester,
- Whether or not the threat is internal or external,
- The relationship of the requester to the College, for example, part-time, contractor, etc.

- A full disclosure must be made surrounding the relationship of the requester to the threat, the circumstances, and the reasons for the request.
- The ability of the Northern Oklahoma College Security Department to provide safety measures to the requester,
- The background of any student requester with regard to violations of the Student Code of Conduct,
- The background of any employee requester with regard to violations of the Employee Handbook.

Any request submitted in compliance with the procedure described here will be acted upon within 30 working days by the Office of the President. False or misleading statements within the request will be grounds to dismiss the request for authorization to carry a firearm with a Concealed Carry License on Northern Oklahoma College property.

Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law, and the handgun is not removed from the vehicle without the prior consent of the College president while the vehicle is on any college property.

3.26 Background Screening

Northern Oklahoma College conducts background checks on all final job candidates and volunteers, and some students, depending upon the program and responsibilities. All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment unless it is determined to be job-related. Northern Oklahoma College may also use a third-party administrator to conduct background screenings. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, Social Security trace, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine their suitability for employment.

The College will ensure that all background screenings are held in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act (FCRA). Northern Oklahoma College reserves the right to make the sole determination concerning information or any employment decision arising out of the background screening.

3.26.1 Offer of Employment Process

All offers of employment, oral and written, shall include the following statement. “This offer is contingent on the College’s verification of credentials and other information required by state law and Northern Oklahoma College policies, including the completion of a criminal history check.” Final candidates may not start employment until the hiring department is notified by the Human Resource Department that the background screening has been successfully completed.

3.26.2 General Guidelines

- New Hires: Background screenings are required for all new hires, excluding students. The background screenings must be completed and verified before any employee begins work. At no time should an employee begin work until the

Human Resource Department has verified the results of the background screening.

- Rehires: A background screening is required for all rehires who have been separated for longer than 120 days.
- Current Employees: A background screening on employees will be required when they transfer to, or are promoted to, a new position or role that includes new or first-time responsibilities. Background screenings can be required for other current employees at the discretion of the President, with consultation from the Assistant Vice President for Business/Financial Affairs and the Human Resource Department. The results of the previously performed verifications and/or history check will be considered in any pending employment decision.
- Employment Contingency: Background screenings are to be processed after a contingent offer of employment has been extended to the applicant.

  Note: The offer of employment is contingent upon the successful results of the background screening.

- Authorization by Applicant: The candidate must authorize the background screening. This is done by having the applicant complete the Fair Credit Reporting Act Disclosure and Candidate/Employee Authorization form. This form is available to the applicant on the Northern Oklahoma College website and can be sent via email to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the Human Resources Department.
- Background Screening: The standard background checks for final candidates will include Social Security trace, criminal records search, and sexual offender search. For those individuals who will occupy a position that may expose the College to significant liability, a standard background screening, including a credit report, will be required.

3.26.3 Verification of Background Screening

- The results of the background screening will be sent directly to the Human Resources Department. The Director of Human Resources will review the report. If any discrepancies or criminal history are noted, the Director will notify the hiring department and the President for final determination.
- If the background screening is favorable, the Human Resources Department will notify the hiring department that the candidate is approved to begin employment.

3.26.4 Adverse Action Notification

- If a background screening is returned with unfavorable results, the Human Resources Department will notify the hiring department.
- The hiring department will contact the candidate to inform him or her that Northern Oklahoma College is rescinding its contingent offer of employment and that he or she will receive written notification that the Northern Oklahoma College third-party administrator will send a summary of the candidate's rights under the Fair Credit Reporting Act. The third-party administrator will give the candidate the opportunity to

review a copy of the report, which informs him or her of his or her rights to dispute inaccurate information.

3.27 NOC Security

Northern Oklahoma College maintains full-time certified security officers in Tonkawa and Enid who work directly with the Office of Student Affairs. The Tonkawa and Enid Police departments are available for assistance with campus security matters. The Stillwater location works directly with the Oklahoma State University Police Department, Stillwater Police Department, and the Payne County Sheriff's Department. The essential function of NOC security officers is the protection of persons and property on the College campuses.

3.28 Pet Policy

A pet is any domesticated or tamed animal that would normally be expected to belong to someone, whether or not there is any acknowledged ownership.

Pets under the control of an adult are permitted on college property, but are not permitted within college-owned or leased buildings, or College-owned or leased vehicles.

a. Exceptions to this policy are:

    1. Animals trained to assist persons with disabilities as defined in Title II and Title III of the Americans with Disabilities Act. The Service Animal Policy can be found on the NOC website or in the Resource section of this handbook.

    2. Animals used for classroom or observation purposes.

    3. Animals used in instruction at the Agricultural Center.

b. Animals must be leashed and under the control of an adult.

c. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult.

d. Animals which are unleashed, or leashed and unattended, on college property are subject to impoundment.

e. Animals left unattended in motor vehicles on college property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened.

f. Any pet found within a college-owned or leased building may be impounded. Impounded pets may be reclaimed by the owner at the local animal shelter upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

3.29 Visitors and Children in the Workplace

The practice of family members or friends spending excessive time with an employee during the employee's work period is discouraged and may lead to disciplinary actions. Employees should not bring children to the worksite as a substitute for childcare, and faculty are asked to include the following statement in their syllabi: "To ensure a classroom environment conducive to learning, children are not permitted to attend class with their parents."

3.30 Tobacco-Free Policy

3.30.1 Purpose

The purpose of this institutional policy is to eliminate all tobacco use, whether indoors or outdoors, on property owned, leased, or contracted for use by Northern Oklahoma College and in state vehicles used for college business.

3.30.2 Tobacco-Free Environment

The use of tobacco products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco including chewing on an unlit cigar, vapes or other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned, leased, rented,

maintained, or under the control of the College, including parking lots owned or under the control of the College, facilities leased by the College, and in college vehicles. This policy also prohibits the use of e-cigarettes, as well as herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products.

This policy applies to all faculty, staff, students, guests, contractors, vendors, visitors, or anyone else on Northern Oklahoma College property. NOC will not accept donations, gifts, money, or materials intended to promote the use of tobacco. NOC will not participate in any activity that promotes the use of tobacco. The sale of tobacco products or tobacco-related merchandise on NOC property is prohibited.

For more information on policies and procedures, reference:

2026-2027 NOC Employee Handbook – (add link once uploaded)

Northern Oklahoma College employees will not use tobacco products while providing services, regardless of location.

Northern Oklahoma College is committed to providing support to all College employees and students who wish to stop using tobacco products. The College is committed to ensuring that its employees and students have access to several types of assistance, including cessation options and telephone counseling through the Oklahoma Tobacco Helpline (1-800-QUIT-NOW, 1-800-784-8669. Individuals are encouraged to refer employees or students to the Helpline as appropriate or to the NOC Counseling Office at their respective NOC location.

Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Faculty shall be directed to and handled by the Office of Academic Affairs. Staff shall be directed to and handled by the Office of Human Resources.

Noncompliance by students will be cause for intervention and may result in corrective or disciplinary action in accordance with Northern Oklahoma College Policies and Procedures. Students shall be directed to and handled by the Office of Student Affairs. Violations occurring within College Housing shall be directed to and handled by the Office of Student Affairs. College Housing may refer complaints to the Office of Student Affairs.

Noncompliance by guests, contractors, vendors, visitors, or anyone else on Northern Oklahoma College property shall be directed to and handled by NOC Security or the Office of Student Affairs.

3.31 Open Records Request-Policy and Procedures

As a state agency, Northern Oklahoma College is subject to the Open Records Act. This law is set out in Title 51, Section 24 of the Oklahoma State Statutes. Northern welcomes the public's right to know and be informed about certain operations of the college. The college is committed to protecting that basic right and upholding the state's Open Records Act. The following details Northern Oklahoma College's policy for fulfilling the public's right of accessibility, review, and copying of records relating to business operations.

Northern Oklahoma College welcomes the public's right to know and be informed about operations of the college. The college is committed to protecting that basic right and upholding the state's Open Records Act. Although there is no statutory deadline for providing requested information, NOC will provide a prompt, reasonable response. Promptness and reasonableness will be determined by the relationship between the amount of information requested and the time required for preparation of the requested information, which will be directly related to the reasonable fee payment required.

POLICY

In promoting openness in its operations, Northern Oklahoma College also has a legal responsibility to deny public access to certain records. Records that are confidential

and sealed from public accessibility include proprietary information, information which is privileged and non-discoverable, and information that is of private interest to individuals, or other information restricted by state or federal statutes. Records in these restricted categories include, but are not limited to, the following:

a. Teacher lesson plans, tests, and other teaching material*

b. Individual student records*

c. Personal communications about individual students*

d. Material gathered in anticipation or preparation for trial or adversarial administrative proceedings*

e. Records protected under law, such as attorney-client and physician-patient

f. Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act

g. Personnel records of individuals relating to internal personnel management considerations and including examination and selection material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation, or retirement

h. Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired

i. Contents of sealed bids prior to date established for public opening

j. Computer software and programs

k. Donor records

l. Records controlled by confidentiality agreements

The format of the information being supplied will be determined by Northern Oklahoma College to be the most appropriate and least disruptive to the functions of the unit(s) providing the information.

*If kept, statistical information not identified with a particular student and directory information shall be open for inspection and copying. The items below are designated as directory information and may be released for any student for any purpose at the discretion of Northern Oklahoma College unless a written request for non-disclosure is on file:

*Student Name

* NOC Email

* Grade Level

3.31.1 Procedure

Requests for copying and document review are to be made to the office of the Vice President for Development and Community Relations, Northern Oklahoma College, Vineyard Library Administration Building, Rm. 107B, Tonkawa, OK 74653-0310 during regular business hours. The office of the Vice President for Development and Community Relations will coordinate with the College President and other appropriate unit(s) to fulfill the request. Some requests may be referred to legal counsel for advice on accessibility.

Northern Oklahoma College charges a fee for the direct cost of copying. Any request for

materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work, will be charged at a rate to recover the direct costs of document search plus copying costs.

Fees for copying and excessive document search are set out on a schedule displayed on the Public Notice Board in the Office of Financial Affairs, 1220 East Grand Avenue in Tonkawa, Oklahoma, as well as under the compliance section of the NOC Website.

3.32 Handling of Gifts to the College

The Northern Oklahoma College Foundation, Inc. (Tax ID 73-0770227) is a charitable and nonprofit corporation organized under the laws of the state of Oklahoma and existing solely for the purpose of promoting and benefiting Northern Oklahoma College. It is a 501(c)3 organization headquartered in Tonkawa, Oklahoma.

It is the intention and desire of the Northern Oklahoma College Board of Regents to collaborate with the Northern Oklahoma College Foundation, Inc. to the fullest extent, to promote and encourage contributions to the Northern Oklahoma College Foundation, Inc.

It is the belief and judgment of the Northern Oklahoma College Board of Regents that all gifts of money, security, and other funds to Northern Oklahoma College can be handled most economically and expeditiously and can be invested to the greatest advantage of the College if said gifts are made to the Northern Oklahoma College Foundation, Inc. for the use and benefit of Northern Oklahoma College rather than directly to the College.

3.32.1 Procedure

To the fullest extent permitted by law and by any controlling documents, all gifts and donations to Northern Oklahoma College should be managed, invested, reinvested, and distributed by and through the Northern Oklahoma College Foundation, Inc.

The Board of Regents recommends to all persons or corporations desiring to make gifts or donations for the benefit of Northern Oklahoma College that such gifts or donations be made to the Northern Oklahoma College Foundation, Inc., rather than to Northern Oklahoma College.

Gifts should be delivered to the following address:

Northern Oklahoma College Foundation, Inc.

P.O. Box 310

1220 E. Grand Ave. Tonkawa, OK 74653-0310

3.33 Nepotism

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement at Northern Oklahoma College or, in the case of faculty members, to eligibility for tenure. The College recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the College of having an employee supervise a family member outweighs the potential harm. Therefore, no two persons who are related by consanguinity or affinity within the third degree shall be given positions in which either is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by the appropriate vice president and approved by the President.

3.33.1 Policy

The basic criteria for appointment and promotion of all College faculty, staff, and student employees will be appropriate qualifications and performance. This policy intends to emphasize that the selection of personnel will be based on job-related qualifications.

Relationship by family, marriage, or domestic partnership will not preclude hiring or promotion/transfer, as long as the individual meets and fulfills the appropriate appointment standards.

Family members, whose qualifications rank them first for the positions under consideration, may be employed, so long as neither family member is immediately responsible for or influences any employment action. In such instances, all decisions will be referred to the Human Resource Department and the appropriate vice president; this includes dual career, spouse/partner, and any other family hiring. All decisions will be sent to the President for final approval.

3.33.2 Definitions

a. Nepotism - Favoritism applied, without regard to merit, through authority or influence by someone in a position of power, toward family members or others for whom the employee is legally responsible. Favoritism is shown by giving preferential treatment in any employment action to family members and others as defined in the policy.

b. Employment Action - Hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, or terminate employment.

c. Family Member - Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; first cousin; aunt; uncle; niece; nephew; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding step-relatives; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis (acting in place of a parent and assuming the parent's rights, duties, and responsibilities) to the employee as a child.

3.33.3 Procedure

a. Disclosure

1. Individuals must notify their supervisor if any family member applies for a position for which they will be responsible or may influence the employment actions referred to in this policy.
2. Internal and external applicants are required to self-disclose, at the time of application, if the position for which they are applying reports to or supervises a family member.
3. Individuals who do not notify their supervisor violate this policy and will be subject to corrective action in accordance with college policies and procedures.

b. Waiver

In recommending the waiver, the appropriate vice president must make a written statement of the facts that have led them to conclude that the benefit to the College in granting the waiver outweighs the potential harm. In addition, the appropriate vice president must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee, and must state in writing how that means will avoid the conflict of interest. Waiver requests will be sent to the President for final approval.

c. Duty to Act

Any employee of Northern Oklahoma College who becomes aware of information regarding nepotism must notify the appropriate vice president within five work days of becoming aware of the information. The appropriate vice president will work with the Human Resource Department to determine how to eliminate the conflict. All decisions will be sent to the President for final approval.

d. Accountability

Individuals violating this policy will be held accountable through the selection and corrective action processes, with consequences ranging from non-selection to discipline up to and including termination.

3.34 Fundraising

This Policy applies to any members of Northern Oklahoma College (College), as well as to any other individuals or organizations who may represent themselves to be members of the College or who claim to be acting on behalf of the College. This Policy does not apply to members of the College when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the College. This Policy also pertains to Northern Oklahoma College Foundation, Inc. (Foundation).

3.34.1 Definition of "College Fundraising" Activities

A College fundraising activity employs the name, image, or reputation of Northern Oklahoma College in an effort to secure financial contributions and also meets at least one of the following criteria:

- The activity is for the benefit of Northern Oklahoma College and/or its students, employees, or programs;
- Checks are made payable to Northern Oklahoma College Foundation, Inc. or Northern Oklahoma College;
- Donors expect a gift receipt for tax purposes or are promised a gift receipt; or
- The organization uses the Foundation or College federal identification number.

3.34.2 Process for Seeking Approval of Fundraising Activities

Request Form before the start of any fundraising action. To avoid duplication and proliferation, all Northern Oklahoma College faculty, staff, and student organizational fundraising shall be coordinated through the Office of Development and Community Relations. Any potential fundraising activities on behalf of a college program or initiative must first be formally communicated to the Vice President for Development and Community Relations. When seeking grant assistance, notify the Vice President for Development and Community Relations and follow procedures outlined by the Grants Oversight Committee. Upon approval, all fundraising activities will be reported to the NOC Executive Council by the development office.

3.34.3 Use of College or Foundation Name on All Fundraising Materials

Letters, brochures, clothing, and all materials to be used in fundraising campaigns must include the logo of Northern Oklahoma College and/or the Northern Oklahoma College Foundation, Inc. as outlined in the Graphic Standards Guide. All promotional materials for NOC fundraising efforts shall be approved by the Office of Development and Community Relations. Any materials designed by the college print shop shall not be executed until proper approval of the Institutional Fundraising Activity Request is obtained by the Office of Development and Community Relations. Once the design is completed by the print shop, it will be forwarded by the fundraising organizer to the development office for

final approval. If outside vendor(s) are being used for fundraising products, designed elements must accompany the Institutional Fundraising Activity Request form in order to seek approval.

3.34.4 Lists of Donors and Potential Donors

Northern Oklahoma College Foundation, Inc. will not share lists of donors or other constituents with individuals and organizations not affiliated with approved College fundraising activities. Lists may be provided to the fundraising coordinator working on approved fundraising projects. The College will honor the wishes of donors who request that their giving to the College be anonymous.

3.34.5 Contributions to Northern Oklahoma College Foundation, Inc.

All private contributions are to be made directly to Northern Oklahoma College Foundation, Inc. and may be specifically designated to the College program of the donor's choice.

Northern Oklahoma College Foundation, Inc. is a non-profit corporation (Oklahoma) for the support of NOC and has been granted 501(c)3 status. Contributions to the Northern Oklahoma College Foundation for scholarship programs and other uses related to NOC are tax-deductible under IRS regulations. Some contributions may not be tax-deductible, or only a portion of the contribution qualifies as a tax deduction. Contact the Foundation for clarification on all types of contributions to the College. The Northern Oklahoma College Foundation shall receive contributions, acknowledge receipt to the donor(s), and credit contributions to accounts established for approved fundraising groups.

3.34.6 Processing of Gifts

Contributions submitted to the Foundation office must be received within 48 hours of cash received, not at the end of the approved fundraising period. Cash contributions must be accompanied by the original envelope in which they are received. The donor's name and address must be clearly written on the envelope. In cases where at-will contributions are made, or in any other case where the donor cannot be identified, such cash contributions will be classified as anonymous. All monies deposited must be verified and accompanied by a Contribution Deposit form filled out by the organization representative who is an approved signer on the foundation fund account. All gifts received are subject to the current Gift Fees Policy. Some fundraising monies handled through approved third-party vendors may also assess a processing fee prior to distribution. Additionally, a merchant services fee will be assessed by the Foundation for each third-party payment processed, such as but not limited to credit card payments.

At no point may an NOC employee set up any accounts outside the college or foundation or hold funds separately for any fundraising activity.

Receipts will be issued by the NOC Foundation only when a donor's gift has been given for a purpose consistent with the College's mission and when the donor has not retained any control over the gift's use or demanded goods or services in consideration for their gift. Any donation(s) contributed through an approved crowdfunding site will not be receipted through the foundation, as an automatic receipt will be generated electronically through the crowdfunding site.

In conformity with IRS regulations, the NOC Foundation must process and record all gifts received by the College. This includes producing a written acknowledgement for any contribution of $1.00 or more, less the value of any *quid pro quo* benefits received by the donor.

Contributions submitted to Northern Oklahoma College shall be deposited with the Northern Oklahoma College Bursar's office into a properly designated account on the same banking day as received. (Title 62, Oklahoma State Statutes, Section 7.1, C, 1 2000 Supplement). If contributions are collected during a weekend or holiday, the monies must be kept in a secure environment and deposited with the Northern Oklahoma College Bursar's office on the ensuing working day.

3.34.7 Disbursement of Designated Funds from the Foundation

Funds given to the NOC Foundation, but designated for academic or other College programs, may be disbursed by a written request utilizing the NOC Foundation Purchase Requisition Order form. Costs associated with the fundraising campaign (i.e., banners, liability insurance, printing, postage, etc.) will be expensed from the fundraiser revenue generated.

3.35 Prohibited Fundraising Activities

Members of the college community are prohibited from engaging in the following tactics and activities for purposes of fundraising or soliciting funds.

- Using any crowdfunding site other than NOC Foundation-approved *JustGiving.*
- Conducting lotteries or similar games of chance, which the State of Oklahoma defines as gambling, unless certain conditions are met, such as using numbered tickets for each participant. Such games would be a 50/50 raffle, pick-a-square raffle, etc.
- Using one's status as a Northern Oklahoma College employee or student to secure a gift commitment unless specifically authorized to do so.
- Using "mass" emails on the institution's email system to solicit gifts unless specifically authorized to do so by the President or Vice President for Development and Community Relations.

3.36 Naming or Renaming Opportunities

Naming opportunities exist to recognize the dedication, accomplishment, or generosity of extraordinary individuals and entities whose support is valuable to the mission and programs of Northern Oklahoma College. This procedure will guide the President, the Northern Oklahoma College Board of Regents, and the Northern Oklahoma College Foundation in establishing consistent definitions, minimum standards, and general guidelines to be used in approving naming proposals. Nothing in this policy is intended to restrict the Board of Regents from initiating and approving a naming action for any naming opportunity covered by this policy. The following guidelines will apply to naming or renaming facilities.

3.36.1 Definitions

a. Donor - The person, including a person's estate, or entity [a corporation, a foundation, or other organization] that is seeking to make a significant gift to the College.

b. Nominee - A person (currently alive) or entity for whom or for which a building, space, or program is proposed to be named, including the donor him or herself.

c. Honoree - A deceased person for whom a building, space, or program is proposed to be named.

d. Facility - Buildings, areas or rooms within buildings, streets, courts, athletic fields, etc.

e. Gift - A voluntary, philanthropic transfer of assets received from an individual or entity. A gift may be made through a number of vehicles, including but not limited to cash, stock, estates, trusts, in-kind, and real estate.

f. Naming - The conferral of an individual's or organization's name to a building, room, or another initiative or property to honor the philanthropic support and/ or distinguished contributions of that individual or organization.

g. Programs - Credit or non-credit curricula, administrative units, or the cultural or civic activities of the College.

h. Positions - Faculty or staff titles. Positions may include endowed chairs.

i. Permanent - Life of existence of the named facilities, positions, or programs, absent any exceptional circumstances.

3.36.2 Policy/General Conditions

a. The final responsibility for naming or renaming of any facility, position, or program at Northern Oklahoma College for a person or entity rests with the Board of Regents and must follow established administrative procedures.

b. The Board of Regents shall consider all relevant circumstances, and it reserves the right to determine naming rights on a case-by-case basis.

c. Facilities may be named for persons who have rendered significant service to education in Oklahoma or the nation; or who have distinguished themselves in the work of a college, discipline, department or elsewhere; or who are indigenous to the area and hold a unique place in history.

d. Facilities also may be named for persons who have made a substantial gift to the College through the Northern Oklahoma College Foundation. A "substantial gift" is usually defined as at least 50 percent of the cost of a construction project, although it is appropriate to negotiate this percentage with the College through the NOC Foundation. A financial gift will not necessarily result in the naming of a building in honor of a donor.

e. College facilities shall not be named for persons active as NOC faculty, staff, or administrators, active members of the Board, or persons active in positions relating to college operations, such as legislators and members of the State Regents for Higher Education.

f. A prospective donor may indicate to the President of Northern Oklahoma College and/or Executive Director of the Northern Oklahoma College Foundation an interest in making a gift of significance to benefit the College, either in response to a formal solicitation by the College or on his, her, or its own volition. The

President and/or Executive Director of the Foundation will determine the exact nature of the gift and the intentions of the donor and will discuss the College's Naming Policy with the donor to identify naming opportunities that may be of interest to him, her, or it.

g. A specific proposal for naming will be developed by the Facilities and Program Naming Taskforce appointed by the President in accordance with the College's naming policy and the naming procedures described herein, as well as with the NOC Foundation's Gift Acceptance policy and procedures and the Oklahoma State Regents for Higher Education policies and procedures.

h. To minimize exterior lettering and space required for listings in databases, directories, mailing addresses, class schedules, and so forth, the Board prefers (but does not require) that a building name assigned to honor an individual should include the person's surname only, such as "Wilkin Hall" and "Kinzer Performing Arts Center."

i. When buildings are named to honor individuals, the designation of "Hall" also should be considered. In some instances, the "Hall" designation is not appropriate. In those cases, it may be best to include in the building name a preference to its use or function, e.g., "Gantz Student Center."

j. Institutional buildings, or parts thereof, and streets shall not be named for persons active as faculty members or administrators, active members of the Board, or persons active in positions relating to institutional operations such as legislators and members of the State Regents for Higher Education.

k. If the proposed donor, nominee, and/or honoree is one or more individuals, or the estate of one or more individuals, the proposal must include:

    1. The full name and contact information for the donor or his or her estate, and for the nominee or honoree
    2. The date of birth of the donor and of the nominee or honoree, and, in the case of a proposed honoree, the date of death
    3. Relevant history, information, and experience of the donor
    4. Relevant history, information, and experience of the proposed nominee or honoree which would justify naming a building, space, or program for him, her, or it
    5. List of significant honors received by, and a resume of the proposed nominee or honoree
    6. The gift that is proposed to be given; if a financial gift, the amount must be specified
    7. The name of the building, space, or program to be considered for the name
    8. Other information related to the nomination, as may be requested

l. In the case of a proposed donation by, and/or a nominee that is a business or corporation, the proposal must include, in all cases, for both the proposed donor and prospective nominee:

1. Name(s) of the business or corporation and its leadership
2. Summary of community standing
3. Relationship of the business or corporation to the College
4. Previous and/or proposed contributions of service or gifts to the College
5. The gift that is proposed to be given; if a financial gift, the amount must be specified
6. The name of the building, space, or program to be considered for naming
7. Other information related to the nomination, as may be requested

3.36.3 Procedure

a. Proposals for the naming or renaming of any facility, position, or program must be directed to the office of the President.

b. The President will then submit his or her recommendation to the College's Board of Regents for its consideration. Upon approval of the naming opportunity by the Board of Regents, the President and/or the Executive Director of the Foundation may accept the proposed gift.

c. Upon agreement, a formal contractual commitment will be executed that sets forth the gift in support of the College, as well as the named recognition.

3.36.4 Responsibility

a. The credentials, character, and/or reputation of each individual, corporation, or group for whom or which naming is being considered, as well as the credentials, character, and/or reputation of each prospective donor, will be researched thoroughly. The College President, upon advice and consent from the College Board of Regents, may require that a background check be performed on a donor (living or deceased) or prospective nominee or honoree based upon particular facts and circumstances. If a background check is determined to be necessary, the donor (or donor's executor) or prospective nominee or honoree shall be required to sign an authorization allowing the background check.

b. Only the College President and/or the Executive Director of the Foundation may negotiate a gift with a donor. It is the responsibility of the President and/or Executive Director of the Foundation, when leading or negotiating on behalf of the College, to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with College and/or Northern Oklahoma College Foundation, Inc. policy and procedures.

c. No commitment regarding naming will be made to a donor or a non-donor prior to approval of the related proposal for naming. Formal proposals, naming

recommendations, and final naming agreements will be in writing and maintained as part of the permanent archives of the College. Official communication with donors or nominees during the proposal and negotiation process will originate from the President and/or Executive Director. No individual unit of the College may independently negotiate or commit to a naming opportunity. All negotiations and commitments will follow College policies and procedures. Levels of support for naming buildings, spaces, or programs will be determined by the Executive Committee of the Northern Oklahoma College Foundation, Inc.

d. The College President, in collaboration with the Northern Oklahoma College Foundation, has the right to:

    1. determine the content, timing, location, and frequency of any public announcements associated with the gift,

    2. approve the color, design, and size of any physical marker that provides information about the donor, prospective nominee, or honoree and/or the nature of the gift of the donor;

    3. determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

e. A plan for media announcements, additional ceremonial recognitions, installation of signage in accordance with the institutional graphic standards and wayfinding signage guidelines, and other appropriate tasks will be developed by the appropriate College departments (e.g., Marketing and Public Information).

f. Any signage or exterior memorials to recognize the names and historical significance of Malls, Plazas, and Architectural Landscapes shall be approved only after the Facilities and Program Naming Taskforce Committee has made a thorough investigation into the implications of their construction on campus character, beautification, safety, and site maintenance.

g. Other than building name lettering affixed to the exterior of a building conforming to sections above, other external memorials to a building name's honoree in the form of free-standing statuary, kiosks, signs, pedestals, and so forth are discouraged.

3.36.5 Financial Contributions

Gifts for naming must be realized by the College before naming becomes official or any further action is taken. Legally binding pledges normally should be paid within five (5) years of naming the building, space, or program. Trusts, bequests, and other assets will be considered. In general, a completed gift of cash or assets that can be readily converted to cash or its future transfer is legally assured is required prior to a naming action being taken. Acceptance of gifts will comply with the Northern Oklahoma College Foundation, Inc.'s gift acceptance policy and procedures.

3.36.6 Changed Circumstances and Renaming

At the request of the President and/or Executive Director, and with the approval of the Board of Regents, Northern Oklahoma College may rename a facility based on any of the following conditions and circumstances:

a. if a donor for whom a facility is named fails to fulfill a financial commitment to the College, the Board may remove his or her name, and the facility may be renamed;

b. if a donor's reputation changes substantially so that the continued use of the name may compromise the public trust, bring dishonor to Northern Oklahoma College, or be contrary to the best interests of the College, the Board reserves the right to revoke the name, and the facility may be renamed. Northern Oklahoma College would have no financial responsibility for the return of any contributions received.

c. When NOC buildings and other facilities are demolished, their names shall be retired from service for historical purposes. The College may offer the original naming donor an opportunity to retain naming rights by making a gift at the requisite level. If a facility is renamed, the College may choose to recognize the previous facility name with a plaque and/ or by naming a space in the renamed facility.

3.37 Energy Management

Northern Oklahoma College embraces energy conservation and endorses the concept that it is everyone's responsibility to ensure every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

3.37.1 Responsibilities

Every person is expected to be an "energy saver" as well as an "energy consumer."

Faculty and staff members are responsible for implementing the guidelines during the time within their classrooms and respective offices.

3.37.2 General

a. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times, for example, between hallways and the gym or pool area.

b. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.

c. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network or sensitive equipment is excluded.

d. All capable PCs should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10 minutes of inactivity.

e. Air conditioning occupied temperature settings shall NOT be set below 74°F unless that area is identified as a critical environment that requires cooling below 74°F.

f. During unoccupied times, the air conditioning equipment shall be off.

g. Air conditioning should not be utilized in classrooms during the summer sessions unless the classrooms are being used for instruction or extracurricular activities.

h. Heating occupied temperature settings shall NOT be above 72°F unless it is a critically controlled environment.

i. All unnecessary lighting in unoccupied areas will be turned off. Faculty and students should make certain that lights are turned off when leaving an empty classroom. Utilize natural lighting where appropriate. “Lights off in unoccupied areas” is the theme to spread around campus.

j. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

The full Energy Policy can be found on the Northern Oklahoma College website, or see the *Resources* section of this handbook.

3.38 Grants and Contracts

For Northern Oklahoma College to enhance the College’s ability to achieve the vision of high-quality, accessible, and affordable educational opportunities and services, NOC encourages faculty, staff, and administrators to be aware of external funding opportunities supporting projects, programs, and activities that will deepen and enhance our institutional mission. NOC hopes to strengthen the College’s ability to secure a broad base of external funding to assist those in search of such funding. Grants can help you accomplish identified community needs, build strong community partnerships, establish new connections and supporters, and increase the sustainability of your personal research goals. NOC also hopes to achieve financial benefits for all departments at NOC, and to enhance the student experience, especially in the areas of recruitment, retention, and graduation. Even small grants can be worth the effort as they may be easier to obtain, be a better fit for your project scope and intent, lead to other grant opportunities, and may even result in increased support from community and NOC officials. The full version of the Grants and Contracts Policies and Procedures can be found in the Resources section of this handbook.

4.0 Faculty Policies and General Information

4.0.1 Faculty Personnel Policy

Each faculty member files a form supplying personal data to be maintained as confidential information in the Office of the Vice President for Academic Affairs and the Office of Human Resources. Forms for this report are obtainable from the Human Resources Department. Transcripts and personal data forms will not be returned when a faculty member leaves the institution. They are retained as part of the permanent records of the College. All original documents for full-time faculty shall be kept in the Office of Human Resources. Official transcripts for adjunct and part-time faculty are kept in the Office of Academic Affairs.

Employees in higher education institutions who are teachers will not be affected by the Final Rule of the U.S. Department of Education in accordance with the Fair Labor Standards Act. The salary level and salary basis requirements do not apply to bona fide teachers. See 29 CFR 541.303(d),.600(e). Accordingly, the increase in the standard salary level in this Final Rule will not affect the overtime exemptions of bona fide teachers.

Teachers are exempt if their primary duty is teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. See 29 CFR 541.204(b),.303.

Educational establishments include institutions of higher education.

Exempt teachers in higher education may include college and university professors or adjunct instructors. Faculty members who are engaged as teachers but also spend a considerable amount of their time in extracurricular activities are still engaged in the primary duty of teaching. In addition, coaches and assistant coaches qualify as exempt teachers as their primary role includes instructing athletes, students in performing arts, and students participating in other organized activities, such as the Livestock Judging Team. Extracurricular activities might include coaching athletic teams or acting as advisors for club activities, academic contests, or performing arts groups; such activities are a recognized part of the College's responsibility in contributing to the educational development of the student. In all situations, examining the particular duties of the employee is how the applicability of an exemption must be determined (rather than location, job title, or other criteria).

4.0.2 Membership

The faculty is composed of four categories. These classifications include full-time faculty, part-time faculty, adjunct faculty, and contractual faculty.

a. Full-Time Faculty

The full-time faculty includes members of the faculty who are full-time employees of the College. Authority to make appointments to the regular faculty is delegated to the President with recommendations from the Vice President for Academic Affairs. Appointments to the regular faculty are reported to the Board at the next regular meeting following the appointment. Full-time faculty have instructional and non-

instructional duties as assigned by the College. Instructional duties include but are not limited to the teaching of assigned classes, with a 15-credit hour per semester standard load in each of the fall and spring semesters [adjusted as needed for 30 credit hours per academic year when enrollment needs are greater in either the fall or spring term], evaluating the students in the classes, and meeting with those students who require assistance in the classes. Non-instructional duties include but are not limited to advising students toward graduation, serving on committees, sponsoring organizations, participating in professional organizations, professional development, recruitment, and retention of students.

b. Part-Time Faculty

Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students' performance in that instruction, and to meet with those students who require assistance in their classes.

c. Adjunct Faculty

Adjunct appointments are temporary appointments made for one semester or summer session only and involve instructional duties for certain course sections only. A standard maximum load for an adjunct faculty member is 12 credit hours, considered equivalent to 2/3 (approximately 24 hours of a 40-hour work week) of the teaching load of a full-time faculty member, with the same expectations that instructors will meet with students who need additional assistance in their classes but without the additional obligations of academic advisement or required participation in committee work and student organizations. Adjunct faculty who are employed in hourly positions within the College may be further restricted in teaching load to maintain the workload equivalent to adjunct status and in time slots that do not conflict with other work responsibilities.

d. Contractual Faculty

NOC staff members who also have teaching assignments as a part of their contracted job duties are classified as Contractual Faculty. Job responsibilities will be defined per the individual term of agreement.

4.0.3 Types of Appointments to Faculty

A Tenured Faculty member who was granted tenure by Northern Oklahoma College prior to the discontinuation of new tenure appointments will retain their previously granted tenure status, subject to applicable law, Oklahoma State Regents for Higher Education policy, Board of Regents policy, institutional policy, and the terms and conditions of employment established by Northern Oklahoma College.

In accordance with Oklahoma Governor Kevin Stitt's **Executive Order 2026-06, issued February 5, 2026**, Northern Oklahoma College will not grant new lifetime tenure appointments. Existing tenured faculty will remain subject to applicable performance evaluation and review requirements.

Faculty members who previously attained tenure will continue to be notified of their annual reappointment through a letter of intent to reappoint, pending budget approval, issued by the Office of Academic Affairs following Board review of the faculty rehire list. This letter will be sent no later than June 15 of each year.

4.0.4 Faculty Credentials

Institutional, State Regents', and HLC guidelines dictate that faculty members, whether full-time, part-time, or adjunct, be "appropriately" credentialed or qualified, with a minimum of a master's degree in the teaching field or a master's degree in a related field and at least 18 graduate hours in the teaching field.

For accredited programs, such as Business and Nursing, guidelines for faculty credentialing will meet the above guidelines (or recognize exceptions as listed in the following section for tested experience) plus any additional standards required by the program accrediting agency (e.g., ACBSP and ACEN) for degrees and/or experience. Examples: Faculty teaching within the Business Division will have a master's degree in a business field, a minimum of 18 graduate hours in the specific Business discipline taught, and/or a bachelor's degree plus in-field research in peer- reviewed journals, licensures (e.g., CPAs), or a minimum of 2 years of documented work experience in the specific field being taught—e.g., Marketing, Computer programming, etc. For the Nursing Program, all full-time faculty will have a minimum of an MSN degree, and/or meet tested experience guidelines, and will have at least 2 years of experience as a practicing nurse. Clinical supervisors must have a minimum of a BSN degree.

For non-accredited programs (currently all other than Business and Nursing), exceptions to the minimum master's degree will be rare and will be granted only in fields for which a high level of proficiency can be verified through licensures, certifications, or professional experience, as illustrated by examples below approved by faculty within the discipline:

- A minimum of two years of diagnostic laboratory experience in a hospital or government lab
- Foreign language proficiency demonstrated by a standardized exam equivalent to college credit at graduate level
- For courses in the humanities that may address multiple content areas (e.g., art, literature, philosophy, music), faculty will have a minimum of 18 graduate hours in one of the fields of study and/or 18 graduate hours in a combination of those fields
- Performing Arts—a bachelor's-degree applicant may meet two of the following to meet the qualifications for master's level instruction in Music and/or Theatre:
  - Hold a chair in a symphony orchestra, professional or semi-professional.
  - Soloist for a symphony orchestra, professional or semi-professional.
  - Perform in a national tour for two or more years

- Perform with major leading actors, recording artists, opera stars, etc., in a professional setting, i.e., soloist, Canterbury choral, OKC Pops Chorale, Mormon Tabernacle Choir.
- Play host to own broadcast, television, or radio show, on regional or national scene.
- Set design/construction for major productions on the regional or national scene.
- Lighting/sound design for major productions on the regional or national scene.
- Collaborative pianist for 10 or more years for instrumental and vocal recitalists.
- Direct and perform piano and/or organ with a large congregation for 10 or more years.
- Dance/Theatre Dance—a bachelor-degree applicant must meet three of the following to qualify for master's level instruction in dance or theatre dance courses:
- Be a member of a dance company of professional status for one or more years and in good standing.
- Choreograph or assist in choreographing at a professionally recognized organization for one or more years, i.e., a television dance show, a major cruise line, a Las Vegas main stage show, a Broadway or off-Broadway musical. Dance in a professionally recognized organization for one or more years, i.e., a television dance show, a major cruise line, a Las Vegas main stage show, a Broadway or off-Broadway musical.
- Produce, manage, or facilitate a dance routine for a professional music video, commercial, or film.
- Perform as a member or solo dancer for a professional music video, commercial, or film.

- Visual Arts—a bachelor's degree applicant must meet two of the following to meet the qualifications for master's level instruction in Art.
  - Be recognized as an outstanding artist on a state or national level.
  - Have art on exhibit in major galleries in the region.
  - Be featured in publications as an outstanding artist.
  - Have art published in peer-juried publications.
  - Have lectured on art at major events, conventions, or seminars.
  - Have brought new and/or inventive ideas to art in a regional or national workshop medium.

- For the nursing program, all faculty requirements must comply with those set forth by the Oklahoma Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). All nursing faculty shall:
  - Hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma;
  - Present evidence of a minimum of two years of full-time equivalent practice as a Registered Nurse in a clinical setting preceding the first date of employment as a nursing faculty member.

    The nursing program's minimal educational requirements shall be as follows:
  - At least one-half of the full-time faculty will have a master's or higher degree in nursing; and
  - Part-time clinical instructors, regardless of the title used, will have a minimum of a BSN (baccalaureate degree in nursing).
  - Exceptions for tested experience may be made for the following:
  - A baccalaureate degree in nursing plus evidence of continued progress toward a master's or higher degree in nursing with the completion of a minimum of six semester hours per calendar year and a national nursing certification, or a minimum of three years of supervisory experience in an acute care setting. Part-time clinical instructors, under the guidance of full-time instructors, will meet requirements with a minimum of a bachelor's degree in Nursing and three years of work. Faculty teaching technical classes in an applied science degree program may be considered credentialed with a bachelor's degree and relevant professional experience, certifications, or licensures, as determined by the division. Faculty teaching non-transferable coursework (including physical activity courses and remedial coursework) may meet minimum credentialing guidelines with a bachelor's degree in the field and a master's degree in education and/or prior teaching experience, with additional qualifications determined by the division.

4.0.5 Length of Appointments

The Board may not obligate itself beyond a current fiscal year for salaries or compensation in any amount to its employees except as authorized by the Oklahoma Constitution.

4.1 Faculty Responsibilities

Faculty are expected to follow institutional policies that apply to all employees and are subject to the same disciplinary procedures for failure to comply.

Additionally, Northern Oklahoma College establishes the following standards as the minimum requirements of professional academic performance of faculty within the institution. The standards outline the faculty behavior necessary for the College to achieve its mission, goals, and objectives.

4.1.1 Roles and Responsibilities of Instructors

a. Instructors will demonstrate an understanding and support for the philosophy and mission of the comprehensive community college, as stated below:

   Northern Oklahoma College, the State's first public community college, is a multi-campus, land-grant institution that provides high-quality, accessible, and affordable educational opportunities and services which create life-changing experiences and develop students as effective learners and leaders within their communities in a connected, ever-changing world.

   Instructors will be expected to support this mission in the following ways:

   1. Developing a basic understanding of transfer, career education, and community service programs of the College.
   2. Being "student-centered" in creating classroom policies and procedures that encourage student success and assist in the recruitment and retention of students through degree completion.
   3. Placing obligations to students ahead of their pursuit of ancillary or vested interests within their professional group or association.
   4. Taking the role of student advisement and retention seriously and working intensively with each advisee. Being available to students in the office or classroom for individual help during the scheduled and posted office hours of each day.
   5. Being able to explain the role, purposes, and programs of the College to the students and the community.
   6. Using appropriate channels of communication to make positive suggestions for improving functions within the division and for the institution as a whole.
   7. Assuming additional responsibilities (e.g., sponsoring student activities or organizations, chairing or serving on committees, etc.) as needed by the division and/or institution.

b. Instructors will demonstrate knowledge of the subject matter being presented in such ways as:

   1. Providing evidence of preparation in their academic area(s)
   2. Indicating familiarity with current research and developments in their area of specialization.
   3. Making the body of knowledge relevant to contemporary life and issues and relating new concepts to previous learning.
   4. Maintaining the respect of colleagues in their discipline area.

c. Instructors will demonstrate an understanding of the basic elements of the teaching and learning process in such ways as:

1. Preparing measurable instructional objectives for each course and each individual class session.
2. Developing a variety of methods, techniques, and teaching materials for accomplishing course objectives, including field trips or other environmental experiences when appropriate.
3. Varying the assignments in class projects each year to keep material fresh.
4. Preparing appropriate criterion tests for evaluating student performance and updating measurements as needed.

d. Instructors will demonstrate that their instructional activities are carefully planned in accordance with the College Catalog descriptions, course outlines, and class schedules in such ways as:
    1. Following the standard syllabus template provided by the Office of Academic Affairs and turning in copies of all syllabi to division chairs by the Monday prior to when classes begin (or at the end of the prior semester). Division chairs will review all syllabi prior to submission and submit them to Academic Affairs by the first day of class.
    2. Preparing or obtaining relevant instructional material before instruction begins. Meeting classes for the full duration of the scheduled class period.
    3. Submitting an absence report and, when possible, a plan for who will cover the class missed and what assignment will be done for any days missed. The form for reporting faculty absences can be found under the “Employee Information” link of the portal with Human Resources forms.
    4. Utilizing Blackboard for posting assignments, grade reports, and/or notes for any class missed due to inclement weather, college closings, or other unplanned absences, and communicating this procedure to students at the beginning of the semester.
    5. Submitting no-show reports, midterm grade rosters, and final grades on time, and utilizing the Early Alert System to communicate with students and their advisors when early adjustments need to be made in attendance, classroom participation, and/or quality of work so that tutoring and other resources can be assessed.

e. Instructors will enhance the student learning environment in such ways as:
    1. Providing a safe learning environment
    2. Setting reasonable and appropriate behavior standards for students in their classes and enforcing those standards fairly and professionally.
    3. Challenging students to set realistic goals and purposes in relation to their learning activities.
    4. Conducting classes in such a manner as to allow students to share in the excitement of learning.

5. Encouraging participation by all students in classroom learning experiences, rather than allowing a few individuals to dominate a class.
6. Encouraging the use of the available physical facilities, including the tutoring services available within each discipline.
7. Enriching the classroom experience through the use of appropriate technology (e.g., the use of Clickers to encourage active learning, the use of the discussion board in Blackboard, etc.).

f. Instructors will demonstrate the ability to judge student performance in such ways as:
   1. Explaining at the beginning of each semester how grades will be determined and informing students, approximately every two weeks, of their progress and ways in which they can improve.
   2. Evaluating student performance as objectively as possible and in relation to standards established by the academic division. Using written assignments, projects, oral reports, demonstrations, and exams that accurately determine whether course objectives have been met.
   3. Assigning grades to students based on a composite evaluation of student performance, based on a clear description of how grades are calculated, as stated in the syllabus.

g. Instructors will furnish evidence of professional growth and development in such ways as:
   1. Participating in conferences, workshops, seminars, college-sponsored development activities, etc., which focus on their subject matter and/or the improvement of college instruction and college policies.
   2. Enrolling for credit in related courses in colleges or universities.
   3. Welcoming suggestions and constructive criticism, which are intended to improve their role as teachers.
   4. Completing the annual faculty service report and self-evaluation, with criteria also evaluated by and discussed with division chairs.
   5. Participating in in-service activities and the first semester teacher academy.

h. Instructors will display personal characteristics which reflect positively on the faculty of the College in such ways as:
   1. Respecting all other employees of the institution and observing ethical principles of a faculty member.
   2. Participating in community activities and organizations.
   3. Using appropriate vocabulary that is free from profanity and slang.

4. Displaying good judgment, tact, and an appropriate sense of humor in meeting situations.
5. Dressing appropriately and recognizing their responsibility to present a favorable personal appearance.
6. Presenting a positive view of the College, its leadership, and personnel in contacts with students, the public, and with outside agencies or persons.
7. Avoiding involvement of the College in personal legal or business matters (e.g., unsatisfied creditors) and preserving the good image generally enjoyed by all college employees.

4.1.2 Time Obligation

The time obligation of a faculty member is that specified in the appointment letter, based upon official action. For most faculty, this is nine months beginning in August and ending in May. Each year, the administration will define the beginning and end of the work obligation, giving consideration to the College's academic calendar and other relevant matters. A full-time faculty member will generally carry an instructional load of fifteen (15) credit hours per semester or 30 per academic year, including summer teaching when needed to complete the teaching load (or an equivalent through service responsibilities), and a non-instructional equivalent load of fifteen instructional hours. At least 10 hours must be posted as dedicated office hours. Any exceptions to the prior-listed requirements must be approved by the Division Chair and the Vice President for Academic Affairs.

The administration will also announce holidays and/or days when faculty have no formal class, office, in-service education, or other obligations of a work nature to the College. Under current calendar practices, faculty have five days at Thanksgiving, one or more weeks at Christmas, one week during spring break, one day at Labor Day, and one day honoring the birthday of Dr. Martin Luther King.

Persons on contracts longer than nine months and/or functioning in administrative, directive, or general services roles may have time obligations for days during class recesses when academic faculty may not. College offices and services are closed only during the days and times announced by the President.

Faculty members are required to attend all general faculty meetings and to participate in commencement activities unless excused by prior arrangement with the Office of Academic Affairs.

Any faculty member who will be away from their classes or other duties should file a request for leave as early as possible. The faculty member should counsel with the Division Chair about arrangements made to take care of classes and clear absences with the Office of Academic Affairs and the respective location vice president. A faculty member who deliberately cancels or misses a class, makes a habit of dismissing classes early, does not maintain proper office hours, or is absent from the campus without clearance will not be retained.

An important aspect of institutional service is participation in campus activities. Faculty will be expected to participate in campus events such as career nights, fair booths, and academic contests. Faculty members are also expected to support student activities

such as performing arts, athletic events, lecture series, and cultural enrichment activities. Those persons with identified or shared responsibility for individual programs are expected to exercise initiative and leadership in the recruitment and placement of students.

Teleworking Policy:

NOC's Telework Policy, noted in Chapter 3 of the Handbook, will apply to faculty to the degree that it aligns with faculty role (non-exempt employee status) and responsibilities (including 30 hours of on-campus responsibility) and length of contract (normally 9 months unless teaching summer classes).

4.1.3 Guidelines for Faculty Instructional Loads

A number of factors influence faculty instructional load. Among these are:

1. Number of credit hours taught;
2. Total contact hours, including labs;
3. Number of students per class or lab;
4. Other assignments and duties;
5. Number of different preparations;
6. Nature of the discipline taught.

The following are general policy guidelines in this area:

a. Standard faculty instructional loads will be 15 credit hours per semester, and evening and online courses can be a part of a normal load.

   If the instructional load exceeds 15 credit hours, faculty will be compensated; however, the availability of overloads can never be guaranteed, as they are dependent upon enrollment.

   As one example, the Nursing Division is unique in implementing a team approach to instruction. This includes theory lecture, lab instruction, and practicum hours. Each full-time nursing faculty member is required to have 2 clinical groups, along with lecture and lab duties. Practicum hours may range from 9-13 hours one to two times per week. This may vary depending on healthcare facility requirements.

   The nursing faculty ascertains that the faculty/student ratios are sufficient for adequate teaching, supervision, and evaluation. These ratios adhere to the requirements placed upon NOC by the following bodies: the Oklahoma Board of Nursing, the Accreditation Commission for Education in Nursing, and participating hospitals/agencies.

   Due to the unique aspect of the nursing program, standard faculty instructional load will be greater than 15 credit hours per semester. Nursing faculty members will be compensated for this additional load.

b. In fields involving laboratories, contact loads of 18 to 25 hours are normal. Contact loads beyond 25 hours should not occur.

c. All faculty are subject to assignments that best meet the needs of students. Convenience of faculty is considered, but must be subordinate to institutional objectives and student and program needs.

d. Payment for services will be at the currently prevailing rate of compensation for overload and/or summer instruction. Course days and times are finalized by Academic Affairs.

4.1.4 System for Compensation of Instructional Overloads and Special Assignments

a. Payment is made for overloads which are beyond the normal fifteen (15) credit hours per semester.

b. As of the Fall 2024 term, adjunct/overload payments will be paid at $2100 per 3-credit-hour class for all faculty, plus STEM market adjustment for discipline if applicable.

c. During summer terms, full-time faculty may be paid at overload rates with assignment of advising hours on a 1:1 ratio (3 hours total of advising hours per 3 credit hours taught).

Adjunct or Overload Pay Scale:

1. All NOC Locations

   $2100 per 3-credit-hour course. ($700 per 1-credit-hour course). Courses in STEM-related disciplines will receive the market adjustment rate.

   $1050 per lab hour for all sciences except Microbiology, which is paid at $1300 per lab hour.

   All overload, adjunct, and part-time emeritus positions are determined on a semester basis, renewable as budget permits.

2. Emeritus Returning Full-Time (and fulfilling all duties of a full-time instructor) who no longer have a salary cap set by OTRS may be employed in one-year appointments, renewable annually as needed and as budget permits. Pay will be determined by degree classification and years of experience, with up to 20 years of total prior teaching experience credited.

3. If a course does not meet the required minimum of 12 students, it may be paid at a prorated amount per student based on the current overload rate divided by 12. The contract amount will be based on the number of students enrolled after the add/drop period. Faculty who do not wish to teach an overload course on a per-student rate should notify their division chair when they determine that a course has borderline enrollment; exceptions for full payment of classes with fewer than 12 may be made in instances when a program course is offered only once in an academic year and is needed for graduation. Single sections of summer and evening

general education core courses may be allowed to make with a minimum of 10 to allow students the coursework needed to graduate on time.

4. Instruction for credit offered in alternative formats such as seminars, weekend workshops, independent study, and applied music courses will be paid at the current approved rate.

5. Compensation for community service instruction will be paid by the clock hour at the current approved rate and must be pre-approved by the supervising vice president before scheduling.

4.1.5 Processes Related to Division Chairs

In selecting new division chairs, the following procedure will be followed:

a. Priority will be given to qualified full-time faculty members within the division. If no candidate within the division meets this qualification, if no current faculty member within the division is interested in the position, and/or if internal candidates are interviewed and the interview committee determines that reopening the position is desirable, the position may be advertised externally and/or appointed by the Vice President of Academic Affairs.

b. Candidates must agree to be physically present for all division chair meetings. College transportation will be provided.

c. Any qualified full-time faculty member within the division may request to be considered for the division chair position.

d. All current division chairs will be invited, but not required, to sit in on interviews of the candidates conducted by the Vice President for Academic Affairs.

e. At least one full-time faculty member from the division per campus may be invited to sit in on interviews for input.

f. The final responsibility for selecting the division chair will be made by the Vice President of Academic Affairs, with consideration given to experience, degrees earned, faculty input, input from those sitting in on the interview, and program presence on each campus.

g. Division chairs will be compensated for their extra duties with a course release and stipend. Division chairs of divisions with accredited programs will receive a two-course release. Courses taught beyond the regular load will be compensated through an overload contract. As part of the compensation, chairs are required to be on campus the standard minimum 30-hour work week for two weeks beyond the final report date for the spring semester to complete the budgeting process, assessment reports, and other year-end obligations.

h. Number of advisees will be monitored in recognition of other duties.

i. Division chairs will be responsible for all of the following at all three locations, with input from and campus vice presidents.

- Advertising and hiring for all full-time positions, with a position offered after a clear background check and the Vice President for Academic Affairs and the President's approval.
- Conducting classroom observations for full-time faculty as required by the faculty evaluation process.
- Creating and monitoring plans of improvement for any faculty member with identified weaknesses, and submitting a written plan to the Academic Affairs Office annually or until the problem has been corrected.
- Dismissing full-time faculty who fail to meet improvement standards set in the plan of improvement in consultation with the Vice President for Academic Affairs, and/or Vice Presidents for NOC Stillwater or NOC Enid.
- Dismissing adjunct faculty (in conjunction with campus vice presidents' input when faculty are on alternate campuses) who fail to meet divisional performance standards.
- Resolving student issues in conjunction with the faculty member involved.
- Meeting with full-time and adjunct faculty for all disciplines within the division from all four NOC locations a minimum of twice a year to review curriculum and regularly visiting other learning locations.
- Involving faculty from all four NOC locations in textbook considerations, distribution of travel funds, and curriculum changes.
- Signing off on all textbook order forms.
- Submitting annual strategic plan and budget request, with input from faculty within the division at all NOC locations.
- Reviewing division course schedule for all four NOC locations to ensure required courses are offered in proper rotation at needed times, and ITV courses are coordinated.
- Meeting as needed with Academic Affairs administrators.
- Approving all new courses offered within the division, with input from the Vice President for Academic Affairs, the Vice President for NOC Enid, and the Vice President for NOC Stillwater.
- Fulfilling other duties as assigned by the President and the Vice President for Academic Affairs.
- Notifying administration as soon as possible when retirement or resignation will open their position so that the "ex officio chair" can sit in on meetings and, in other ways, prepare for the upcoming role.
- Advertising for and hiring adjuncts
- Conducting classroom observations for all adjuncts.

- Scheduling courses for all full-time and adjunct faculty and coordinating rooms for input from Academic Affairs and Registrar's Office.
- Meeting annually with all full-time faculty to review self-evaluations and supervisor evaluations, and maintaining records of those evaluations.
- Ordering materials and meeting the needs of the campus department.

4.1.6 Outside Employment and Activities

A faculty member may engage in outside business or financial interests as long as they do not create a conflict of interest or interfere with the duties for which they were hired or detract from the ability to perform their job at Northern Oklahoma College. None of the outside work can be done during scheduled NOC work hours or using NOC facilities or equipment.

An employee may engage in outside activities; however, the College may collect information routinely. Advance documentation of employment through an additional state agency or other educational institution outside of Northern Oklahoma College should be cleared through the faculty member's division chair, the Office of Academic Affairs, and should be on file in the Office of Human Resources. If the nature of the extra activity, or the time and effort on the part of the employee, results in a conflict with their primary employment with Northern, the activity may require reduction or elimination. In addition, no college resources (e.g., copying, printing, email) should be used to conduct business outside of the faculty member's primary responsibilities with Northern.

4.2 Evaluation of Faculty

The purpose of the evaluation of faculty is to provide a mechanism through which continual improvement of instruction can be fostered. The process is designed to enable faculty to assess their teaching and learning effectiveness, identify opportunities for improvement, and make changes based on the feedback provided.

4.2.1 Evaluation of New Full-Time and New Adjunct Faculty

It is the intent of this institution to provide the most effective and efficient level of instruction possible in each course. The following process will be utilized each semester during the first year and annually during the remaining two or more years of their probationary period to assess the effectiveness of each new full-time and each new adjunct faculty member. The process may be continued in subsequent years at the discretion of the division chair or campus vice president.

4.2.2. Process and Timelines

a. Week 8 of a 16-week class or week 3-4 of an 8-week class: Division chair or campus vice president sends an informational letter to each full-time and each adjunct instructor to be assessed, explaining the process and window of dates for observation.

b. Week 10-12 of 16-week class or week 5-6 of 8-week class: Division chair or campus vice president makes an official observation of at least one section of

each of the full-time or adjunct instructor's classes and completes the "Assessment of Instructor Effectiveness."

c. Week 13-14 of 16-week class or week 7-8 of 8-week class: Division chair or campus vice president schedules a meeting with each observed full-time and adjunct instructor to discuss the "Assessment of Instructor Effectiveness" and overall instructor performance. If someone other than the division chair or campus vice president conducted the official observation, that person should be included in the meeting. The mentor assigned to each new full-time and adjunct instructor may also be included in the meeting at the division chair's and/or campus vice president's discretion.

d. Week following the observation: Both the division chair and the campus vice president and the instructor sign and date the "Assessment of Instructor Effectiveness" instrument. The original instrument will be kept in the instructor's personnel folder, and copies will be provided to the instructor, the division chair, the campus vice president, and the Office of Academic Affairs.

4.2.3 Evaluation of Continuing Full-Time Faculty

The evaluation process for full-time faculty consists of three parts: (1) student evaluations; (2) self-evaluation and service report; (3) division chair and/or campus vice president evaluation. Student evaluations are conducted each semester, while the others are done in the spring semester. All full-time faculty, including new faculty, will be subject to this process. Adjunct faculty will have classes observed by their supervisors, and they are responsible for having classes complete the student evaluations, but are not required to turn in self-evaluations or service reports.

a. Student Evaluations:

Student evaluation forms will allow students to respond to a set of questions about classroom performance on a scale from "Strongly Disagree" to "Strongly Agree" and will also allow students to write in comments about what they like and dislike about the course and whether or not they recommend the instructor.

The following procedure was adopted in December 2010 by division chairs as the means of choosing which courses would be evaluated:

Components of the Faculty Evaluation by Students

Faculty to be Evaluated

The following categories of faculty members will be evaluated as follows:

- Adjunct Faculty in years 1-3 of service: Every class, every semester

With the Approval of the division chair after year 3:

- Adjunct Faculty teaching 1-2 classes: One class per semester
- Adjunct Faculty teaching 3-4 classes: Two classes per semester
- First-year full-time Faculty: Every class, every semester

- Faculty with Existing Tenured Status: Two classes per semester selected by the division chair or supervisor

Selection of Classes in which Faculty with Existing Tenured Status are to be Evaluated: The classes per faculty that will be evaluated are as follows:

- Online Classes: Every class, every semester*
- ITV Classes: Minimum of 1 per instructor teaching ITV*

Results from Online and ITV Class evaluations will be assessed in a different group from the faculty member's other classes.

- Faculty member's classes: The Faculty member selects one class and
- Division Chairs and/or Director of Institutional Research select one to two classes

*Required ITV and Online Evaluations may count toward the two-class minimum course evaluations for tenured faculty.

Timelines for Evaluations

The evaluation instruments will be disseminated to students in the following weeks of the semester:

- Eight-Week Classes: 6^{th}-8^{th} week
- Full Semester Classes (on-site and online): 12^{th}-14^{th} week
- Seminars: At the conclusion of the class, Evaluation Instruments to be utilized

  The evaluation instruments to be utilized have been designed and developed as a collaborative effort of the Faculty Affairs & Personnel Policies Committee, the President, the Vice President for Academic Affairs and the Division Chairs of Northern Oklahoma College.

b. Self-Evaluation

   This form requires faculty to assess their current year performance in a series of broad areas relating to their effectiveness as a faculty member and service to the institution.

c. Division Chair Evaluation

   The division chair (with input from the campus vice president when the faculty member is based on an alternate campus from the chair) will evaluate the faculty member on the same form used by the faculty for their self-evaluation. If the evaluation process reveals significant deficiencies in professional performance, an official plan of improvement will be developed and monitored during the subsequent academic year.

4.3 Faculty Association

The purpose of the Faculty Association is to foster a working relationship with the community, the College administration, and the students in matters of curriculum development, subject

matter, methods of instruction, professional development, and aspects of student life related to the educational process.

4.3.1 Membership

Faculty Association Members consist of all instructional employees. Only full-time faculty members have voting privileges.

4.3.2 Officers

a. Chair

The Vice President for Academic Affairs is designated as the Chair.

b. Vice-Chairs

The full-time faculty members from each campus location shall elect a Vice-Chair (Vice-Chair for Tonkawa, Vice-Chair for Enid, and Vice-Chair for Stillwater). The term of office for these positions is one year, beginning June 1 and ending May 31. The Vice-Chairs are each elected by a majority vote of the full-time faculty from the campus where the faculty member has primary instructional responsibility.

1. Qualifications

Each Vice-Chair must be a full-time faculty member of the institution before taking office.

2. Duties

- Preside over meetings of the Faculty Association members at their respective campuses.
- Serve as liaison between the faculty members on their respective campuses and the Vice President for Academic Affairs and/or appropriate administrators for campus-specific issues.
- Serve as Vice-Chair of the Faculty Affairs Subcommittee of the Policies and Procedures Institutional Committee.
- Establish a nominating committee, develop a slate of nominees, and provide a ballot at the final faculty meeting of the year, at which time other nominees may be added, and a formal vote can be taken to determine the Vice Chair for each campus for the upcoming year.

4.4 Academic Freedom and Responsibility

4.4.1 Academic Freedom

a. Faculty members are entitled to freedom regarding research and in the publication of the results, subject to the adequate performance of instructional and non-instructional duties.

b. Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching a controversial matter that has

a relation to that subject, and of controversial topics introduced by students. The faculty member should not introduce controversial matters that have little or no relation to the subject of instruction.

c. Faculty members are individuals, members of a learned profession, and representatives of a college. When faculty members speak or write as individuals, they should be free from institutional censorship or discipline, but their faculty position in the community imposes special obligations. As persons of learning and education, the faculty members should remember that the public might judge the profession and the College by what is said off campus as well. Hence, each faculty member should, at all times, be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that faculty do not speak on behalf of the College. See Social Media Policy in Section 3.21.12 at www.noc.edu/socialmedia.

d. Academic freedom should be distinguished clearly from constitutional freedoms, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competencies.

e. Intellectual Property--Courses that are certified through Quality Matters with institutional resources used in development, and institutional or grant funds provided as stipends, are considered jointly owned by the instructor and institution through the period of certification (typically five years). Instructors developing the course will be given the first opportunity to teach the course; however, if the instructor is unable or unwilling to teach the course when needed, or if additional sections of the course are needed to help create a teaching load for other faculty, the master course may be shared. At the end of the certification period, ownership of course materials created by the instructor will revert to the instructor who developed them.

4.4.2 Academic Responsibility

a. The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The concern of the College and its members for academic freedom safeguards must extend equally to requiring responsible service, consistent with the objectives of the College.

b. Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. Their primary obligation in this respect is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, and they shall practice intellectual honesty.

c. Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role

as intellectual guides and counselors. Faculty members shall make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect their true merit. They shall not exploit students for private advantage, and they must acknowledge when they have received significant assistance from them in academic research. They shall protect students' academic freedom.

d. Faculty members have responsibilities to their colleagues, deriving from common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they should show due respect for the opinions of others. They shall acknowledge their academic debts and strive to be objective in the professional judgment of their colleagues. Faculty members shall accept a reasonable share of faculty responsibilities for the governance of the College.

e. Institutions of higher education are committed to open and rational discussion as a principal means of clarification of issues and the solution of problems. In the solution of certain difficult problems, all members of the academic community must take note of their responsibility to society, to the institution, and to each other, and must recognize that at times the interests of each may vary and will have to be reconciled. The use of physical force, harassment of any kind, or other disruptive acts that interfere with ordinary institutional activities, with freedom of movement from place to place on the campus, or with freedom of all members of the academic community to pursue their rightful goals, are the antithesis of academic freedom and responsibility. So, also, are acts which, in effect, deny freedom to speak, to be heard, to study, to teach, to administer, and to pursue research.

f. Faculty members have responsibilities to their community. As a person engaged in a profession that depends upon freedom for its health and integrity, the faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

g. Administrators must protect, defend, and promote academic freedom.

4.5 Faculty Employment Process, Status, and Dismissal

4.5.1 Faculty Employment Process: Hiring Procedures

Pre-Interview

a. The Division Chair will provide the Vice President for Academic Affairs with the job description/announcement of the vacant position, and the Vice President for Academic Affairs will seek approval from the President to add the position or advertise for a replacement position.

b. In collaboration with the Office of Human Resources, the Office of Academic Affairs will make the appropriate contacts to publicize the vacancy in appropriate national, regional, local, and professional publications.

c. A selection committee, appointed by the division chair, may wish to discuss the qualifications of a successful candidate.

d. All applications should be sent to the Office of Human Resources. The Office of Human Resources will send each applicant a letter of acknowledgment that materials have been received and that the letter serves as the notification that they will be contacted for an interview if being considered for the position.

e. The selection committee will review all applications and select candidates to interview.

f. Upon approval of the Vice President for Academic Affairs, the selection committee chair will contact each candidate to schedule interviews.

g. Division chairs may ask each candidate selected for an interview to write a statement of their teaching philosophy and how it fits with Northern's mission statement.

Interview

a. Separate interview sessions should be scheduled with the selection committee and the Vice President for Academic Affairs. The committee and the Vice President for Academic Affairs should all be given copies of the candidate's application materials before the interview.

b. It is highly recommended that each candidate makes a presentation or a lecture as part of the interview process to demonstrate teaching ability

c. Candidates who are not familiar with the campus and community may be given tours.

d. During the interview, questions about race, age, sexual orientation, medical conditions or disabilities, marriage status, family, or citizenship should be avoided. However, candidates may be asked if there is any part of the job that they would not be able to perform, and if they are eligible to work in this country.

e. Fundamental questions asked of interviewees should be the same for all candidates for the same position. Consistency must be maintained in the interview process.

f. In the interview with the Vice President of Academic Affairs, candidates will be given information on institutional requirements, including institutional assessment procedures, time obligations, advising and retention responsibilities, and requirements for participation in new teacher academy sessions in the first semester of employment.

Post-Interview

a. The Division Chair will recommend to the Vice President for Academic Affairs which candidate the committee prefers to be hired.

b. If needed, the Vice President for Academic Affairs may ask the search committee to re-evaluate their selection and submit another name.

c. Once the Division Chair and the Vice President for Academic Affairs have agreed on a successful candidate, the Vice President for Academic Affairs will submit the name to the President. The President also has the right to accept or reject any candidate.

d. Once the President has approved a successful candidate, the Vice President for Academic Affairs will contact the candidate with a conditional offer contingent upon a state and federal background check.

e. The candidate will be directed to Human Resources to sign a waiver as soon as possible so the screening can be initiated. Upon a favorable screening and upon approval from the President, the Vice President for Academic Affairs will make an official job offer, providing a written and signed salary computation sheet.

f. If the successful candidate responds to the Vice President for Academic Affairs with their acceptance of the job offer, the Vice President for Academic Affairs will then notify the President of the acceptance, and the appointment will be reported to the Board of Regents at the next regular meeting.

g. After the candidate selection has been finalized, the Vice President for Academic Affairs or Division Chair will complete the form for “NOC Request for Personnel Action” available on the NOC website by logging in to MyNOC.

h. In the event the search process does not produce an acceptable candidate or the candidate chosen declines the job offer, the Division Chair will recommend to the Vice President for Academic Affairs whether to make an offer to the search committee's second choice, to reopen (and/or re-advertise) the position, or to discontinue the search.

i. The search committee will make every effort to support a culturally diverse faculty.

Post-Hire

a. Once a successful candidate has accepted a job offer, the Office of Human Resources will notify all other candidates who were interviewed that the position has been filled.

b. The Administrative Assistant in the Office of Academic Affairs will complete an Employee Record form for the new faculty member.

c. The new faculty member will complete and provide appropriate paperwork in the Office of Human Resources.

d. The Division Chair and faculty mentor will meet with the new faculty member as soon as possible to begin orienting them to the new position.

e. All records for full-time faculty are maintained in the Office of Human Resources.

4.5.2 Faculty Status

All new instructors are employed on a probationary status for a minimum of three years. Each year during the probationary period, faculty members are carefully evaluated. Initial

employment carries no obligation for continuance. Employment is on an annual basis. Continuance of employment requires approval by the President, who will inform the Board of Regents at their May meeting through an official list of faculty to be rehired for the next academic year. Faculty who have turned in notices of resignation or retirement, or who have not been approved for rehire, will not be included on the official rehire list.

The President charges the Vice President for Academic Affairs with responsibility for ensuring that probationary faculty are properly evaluated and supervised.

Employment may be terminated at the end of any academic year during this time without statement of cause, and during any given academic year for cause as defined later in this policy statement.

4.5.3 Existing Faculty Tenure Status

Faculty members who were granted tenure prior to the discontinuation of tenure at Northern Oklahoma College will retain their previously granted tenure status, subject to applicable law, Oklahoma State Regents for Higher Education policy, Board of Regents policy, and the terms and conditions of employment established by Northern Oklahoma College. No new tenure will be granted following the discontinuation of tenure pursuant to Oklahoma Executive Order 2026-7, issued February 5, 2026.

4.5.4 Faculty Discipline and Dismissal

Any faculty member who retains previously granted tenured status may be removed from their position of employment or their services otherwise terminated at any time, at the discretion of the President with subsequent approval of the Board of Regents, for any of the following causes:

a. Personal misconduct; unethical or unprofessional conduct; failure to exercise proper professional courtesies and restraints; failure to meet legitimate personal obligations or debts promptly; conduct which materially and adversely affects one's value or usefulness to the College; abuse of academic freedom as defined in college policies.

b. Professional incompetence; failure to perform one's duties acceptably; capricious or unjust dealing with students; evidence that personal relationships with students have jeopardized instructor objectivity in assigning grades (In addition to this guideline see Section 3.4 of this handbook for the policy on sexual harassment as it applies to all employees); failure to perform assigned duties or functions; failure to fulfill time obligations; failure to maintain office hours; habitually dismissing classes early; absence from the campus without clearance; deliberately canceling or missing class; failure to comply with deadlines for no-shows, grade submission, and retention initiatives such as using the early alert system.

c. Failure to obey the law as materially and adversely to affect one's value or usefulness to the College (e.g., use of illegal substances, purchasing alcohol for a minor, and/or providing alcohol to any student on college grounds or on any College-sponsored activity or trip).

d. Insubordination or non-cooperation affecting professional effectiveness or working relationships within the institution; failure to observe defined or established institutional channels; failure to follow institutional policies and procedures; unwillingness to accept supervision; failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority or discretion.

e. Failure to meet the standards or requirements of a formal Plan of Improvement.

f. Encouragement of or participation in student protest matters or other activities inconsistent with the harmonious conduct of college activities, business, or other affairs; attempting to involve or involving students in staff, staff-administrative, personal, or other controversies within the institution; actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituencies, or the general public or groupings thereof.

g. Inability or unwillingness to adjust to changes in the institutional program, philosophy, or purposes.

h. Bona fide lack of need for one's services – e.g., including discontinuation of the faculty member's academic program.

i. Bona fide necessity for reduction in faculty force (e.g., RIF).

j. Normal retirement as defined in other Board policies.

k. Significant weaknesses or gaps in professional performance revealed in the evaluation process, as referred to in Section 4.2.

For infractions of any of the foregoing list of causes by a faculty member who retains previously granted tenure status, the Vice President for Academic Affairs may have the option of returning the faculty member to probationary status when such an action is merited as an alternative to dismissal.

The decision of the Vice President for Academic Affairs to return a tenured faculty member to probationary status must be approved by the President. A faculty member who retains previously granted tenure status and is informed of such action or recommendation may request a hearing before the President, who may also appoint a hearing committee of three faculty members who retain previously granted tenure status to meet within thirty (30) days of notification of the status change. The request for a hearing shall be in writing, made through the President, and shall summarize in concise form the reasons for requesting such a hearing. Both action on the request and the conduct of a hearing, if allowed, shall be fully within the discretionary province of the President. The judgment of the President in such cases shall be final, including their right to alter the recommendation of the Vice President for Academic Affairs to a dismissal action.

In dismissal procedures involving faculty members who retain previously granted tenure status, at whatever time the action is taken, it is expected that such employee(s) shall be informed by the Vice President for Academic Affairs of the reasons for this action and

have thirty (30) days to request a hearing before the President. This request shall be in writing and shall state concisely and in summary form the principal points of defense and main reasons why a hearing should be held. The granting of such a hearing and the form of its conduct is at the discretion of the President, whose decision is considered final. The decision and judgment of the President relating to the interpretation of the terms of this policy and to the discharge or removal of a faculty member shall be final for all purposes.

These regulations are a part of all future employment conditions by implication, whether or not referred to specifically in letters and contracts.

4.6 Faculty/Student Instructional Procedures

4.6.1a- Class Attendance

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the instructor for the course. Attendance in class is expected, and faculty are required to keep attendance records for each class meeting. Only authorized absences— e.g., College-related absence or documented illness--will entitle students to perform make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. Students who are absent due to school-sponsored/required absences should notify instructors ahead of their absence.

4.6.1b Concurrent Student Attendance

As stated in OSRHE Policy 3.10.2.B, the purpose of concurrent enrollment is “to increase students’ ability to access and succeed in college.” However, concurrent enrollment is a choice made by high school students; thus, the responsibility for attending class rests upon the student. Attendance in class is expected, and faculty are required to keep attendance records for each class meeting. Only authorized absences— e.g., school-related absence or documented illness--will entitle students to perform make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. Students who are absent due to school-sponsored/required absences should notify instructors ahead of their absence. Instructors should make good faith efforts to work with school district personnel to schedule make-up examinations for concurrent students at the school site within a proctored test environment, if at all possible.

4.6.2 Admission and Withdrawal from Classes

A student should not be admitted to a class after the Friday of the first week of a semester except by special permission from the instructors and the Vice President for Academic Affairs. The student should be sent to the Registrar's Office if there is any question concerning their enrollment so that records may be corrected or enrollment completed.

Withdrawal from a class will be permitted until Friday before the start of final exams. To withdraw from a class, a student must obtain the appropriate form from the Registrar’s Office, process it as instructed, and return it to the Registrar's Office. The grade to be recorded by the instructor may be "W" (withdrawal with passing grade) in the third through eleventh week. From the beginning of the twelfth week through the Friday before Finals, the instructor’s signature on the withdrawal form indicates approval to award “WP” for the final grade. Instructors may choose not to sign the document, indicating students have earned a “WF,” which will convert to an “F” on the transcript. The date of last attendance is required for all W, WP, and WF grades. For a student to withdraw from all classes, they must secure a withdrawal sheet from the Registrar’s Office.

Per academic policy established by the Oklahoma State Regents, instructors, authorized by the Office of Academic Affairs, may also assign an “AW” [an involuntary administrative withdrawal that is GPA neutral] for students who fail to attend a single class within the first two weeks. Instructors may also assign an “AW” in weeks 3-12 for those students whose absences will prevent them from attending a minimum of 75% of instructional time for the semester. While instructors may establish a more stringent attendance policy that will preempt the minimum of 75% if such a policy is clearly stated in the class syllabus, the maximum number of absences for a 3-credit-hour course is noted below (based on attending a minimum of 1800 minutes of the 2400 minutes required by State Regents).
16-week courses meeting MWF: 12 absences

16-week courses meeting TR: 8 absences

8-week courses meeting MWF: 6 absences; 8-week courses meeting TR: 4 absences

4-week courses meeting MTWR: 4 absences

An “AW” may not be assigned after week 12 in a 16-week course (or after week 6 in an 8-week course). Another option exists, however, for students who have stayed in the class, tried hard, but are struggling to pass. In this situation, after consultation with the instructor, the student can sign a “WP” drop slip that the instructor can turn in before submitting final grades. There must also be a very clear, written agreement between the instructor and student of the conditions under which the student would like the drop slip to be submitted. The pre-signed drop slip should not become a standard default for students. Under most circumstances, a student not satisfied with their grade should withdraw from the class before finals week.

Students who have not withdrawn or made other arrangements with the instructor before final exams shall receive the grade earned in the course. We are to encourage student responsibility, and it is each student’s individual responsibility to protect their transcript through a proper withdrawal. Neither an “I” (Incomplete) nor an “AW” should be recorded as a final grade for a student who has stopped attending in the final weeks of class and cannot be contacted to determine the reason. In that situation, students should receive the grade earned in this course. If instructors later learn of an emergency that contributed to the attendance problems, that instructor has the prerogative to submit a grade change after working with the student to complete coursework.

Oklahoma State Regent Policy can be found in Chapter 3, on page 117 of the Policy and Procedures Manual, or see the Resources section of this handbook.

Examinations

Final examinations will be given at the regular periods scheduled by the Office of Academic Affairs. Any exceptions to the finals schedule must have prior approval from the Office of Academic Affairs. Changes in the final exam schedule will be approved only for emergencies or circumstances beyond a student’s control. This schedule is posted online each semester. Summer session examinations may be given either in the last class period or the last two class periods, as the instructor desires.

Make-up examinations are given at the discretion of the instructor but must not be scheduled so that they interfere with the regular class periods of other instructors of the same students.

4.6.3 Student Advisement

Each student, upon entering Northern, is assigned an academic adviser. All full-time faculty serves as academic advisors. In this role, faculty should encourage students to schedule appointments with them each semester to discuss their plan of study and should be proactive in tracking advisees’ progress toward their degree as well as any issues related to the early alert system. Students are encouraged to confer with academic advisors on all matters relating to course programs.

4.6.4 Disciplinary Action

Non-academic student disciplinary procedures, when deemed necessary, should be referred to the Dean of Students for the Tonkawa or Enid campus or the Student Conduct Officer for the Stillwater location. Academic integrity issues should be reported to the direct academic supervisor (adjuncts or division chairs for full-time faculty), or the VPAA. If disciplinary action results in dismissal or suspension, the student may submit a written appeal following the procedures noted in the Course Catalog and Student Handbook, or the *Resource* section of this handbook.

4.6.5 Student Complaints

Students who wish to lodge complaints against an instructor should be encouraged to follow an appropriate chain of command. For complaints against the instructor, students should first speak directly to the instructor in question and try to resolve the issue. If the issue cannot be resolved, the student should next be directed to the division chair and then the Vice President for Academic Affairs. The instructor and/or division chair might be asked to participate in later meetings with the student present if deemed appropriate for resolving the issue.

Students who wish to complain about an institutional policy or procedure should contact the supervisor most closely related to the issue and then follow the chain of authority if further assistance is required.

While many issues can be quickly resolved by discussing the matter with an appropriate supervisor, students who wish to lodge a formal institutional complaint—whether it be related to the classroom experience, student support services, ADA guidelines, or any other matter—should be directed to complete the online Student Grievance Form, including the required signature and contact information so they can be notified of any resolution related to the issue. Students unable to complete the form may receive assistance in doing so by visiting the Office of Student Affairs on the Tonkawa campuses, the Administration Office in Enid, or the Administration Office in Stillwater. All Student Grievance Forms are reviewed by a supervisor in the appropriate area, both to address individual issues and to identify common areas where procedures may need to be revised.

In addition, students should refer to the procedures in the “Student Guide to Rights and Responsibilities” to lodge a complaint against an institution at the state or federal level.

The State policy for handling student complaints is reflected in the following Wording from the Oklahoma State Regents for Higher Education:

“At this time, current and prospective student complaints are handled through OSRHE Academic Affairs Office by reviewing the circumstances of the complaint and providing the individual with contact information for the most appropriate campus office with the authority to resolve the complaint. If the individual has exhausted the process for review and appeal at the institution and believes the complaint is unresolved, OSRHE staff requests permission to contact the institution on their behalf to identify any possible resolution. OSRHE staff remains in contact with the student to determine if their issue has been resolved or adequately addressed.”

The Higher Learning Commission, serving as the accrediting agency for the institution, has established the following procedure for complaints:

Each year, the Commission receives a number of complaints about institutions from faculty, students, and other parties. The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response.

Source: Higher Learning Commission: Statement of Accreditation Status (http://www.higherlearningcommission.org/information-for-thepublic/complaints.html)

Questions about HLC policy can be emailed to complaints@hlcommission.org.

4.6.6 Student Records and Reports

Transcripts of student records are kept on file in the Registrar's Office. Faculty may consult the records of their advisees.

Records of disciplinary problems and organizations in which a student is active are compiled and kept in the Office of Student Affairs in Tonkawa and in the office of the Vice President in Enid and Stillwater.

At the close of a semester or session, each faculty member completes a grade report on Campus Connect, showing the names of students who have enrolled in each course taught, the grade assigned in the course, and the last date of attendance for students who have withdrawn. Timely completion of this grade report is vital so that grades can be submitted to partner institutions and students can remain eligible for scholarships and transfer of credits. Failure to meet the deadline for a final grade report may be considered a reason for dismissal unless extreme extenuating circumstances exist.

The deadline for final grade reports is announced each semester and is posted on the academic calendar distributed during faculty orientation and in-service meetings. Faculty members may also verify these dates with their supervisors, the Office of Academic Affairs, and/or the Registrar's Office. The faculty's promptness in submitting the final grade reports is very important. The final evaluation and assignment of grades rest wholly with the individual instructor.

4.6.7 Grades and Grade Points

A – Superior: 4 grade points per semester hour. Highest level of achievement, indicative of originality, resourcefulness, and exceptional general competence.

B – Above Average: 3 grade points per semester hour. Achievement of excellent rank; better than average, but somewhat less marked than that of "A" rank.

C – Average: 2 grade points per semester hour. Scholastic attainment of medium quality, representative of the large middle segment of the student group; clearly better than minimum, but not outstanding.

D – Below Average: 1 grade point per semester hour. Achievement of a minimum "passing" grade, although lower than the average of all grades required for graduation.

F – Failing: No grade points. Unsatisfactory achievement in the course; failure to meet minimum course requirements for credit allowance; the course, if required, must be repeated with a higher grade.

P: These grades are used in specific courses at the discretion of the instructor with prior approval of the Vice President for Academic Affairs. The Pass grade indicates hours earned but does not contribute to the GPA.

I – Incomplete: An "I" may be assigned as a grade to allow the student to complete the course no later than eight weeks after the final date of the semester in which the course was taken. Guidelines for conditions warranting an "I" include the following:

a. Prolonged illness,

b. Personal emergencies preventing completion of final papers or projects. The issuance of an "I" is a decision made by the instructor after conferring with the student. Incomplete coursework should be completed within eight

(8) weeks after the final date of the semester in which the course was taken, unless extreme circumstances exist and are documented by the instructor at the time the Incomplete is assigned. If work has not been completed by the eight-week deadline, the instructor may assign a letter grade based on the grade earned or allow the "I" to become a permanent grade.

W – Withdrawn: Disregarded in computing grade average. No grade assigned.

Faculty Record-Keeping Policy: All faculty should retain copies of any graded work (including papers and exams) that is part of the final grade calculation but was not returned to students for a minimum of one year. These records should be retained in the event of a grade appeal. Adjunct faculty should provide a copy of complete grade records for all assignments included in the calculation of final grades to their direct supervisor at the end of each semester. Non-returning full-time faculty should provide a copy of these complete grade records to their supervising division chair or to Academic Affairs for the last full academic year of their service.

4.6.8 Academic Appeals

While at Northern, instructors are expected to be fair in their grading systems and grading practices. Occasionally, a student may question whether or not they have received a proper grade in a course and may question whether there is an error in the recording, averaging, or information transfer process. The first step is to go to the instructor personally and request that the grade be checked for errors. If there is no error in processing, the student may ask the instructor to explain how the grade was calculated and to reconsider. The student may courteously present their rationale as to why they believe a different grade would be more fair or appropriate.

After the conference with the instructor, if a student still feels that the grade is unfair, they may go to the instructor's division chair and present their views. The division chair will investigate and attempt to adjudicate the situation with an outcome satisfactory to both the student and the instructor. If the issue cannot be satisfactorily resolved by the division chair, it may be referred to the Vice President for Academic Affairs, who will ask the student to present their appeal in written form. Official academic appeals must be

submitted in writing from the student to the Vice President of Academic Affairs no later than one month following the date the final grade is recorded for the semester in question. The written appeal will be reviewed by the Vice President for Academic Affairs. If the appeal is determined to have validity, the Vice President will call an advisory or hearing committee, including professional staff and one student, to consider the matter. Upon receiving the advice and counsel of the group, the Vice President may or may not direct the Registrar to change the grade. In either case, the Vice President will report the findings of the appeal to the student in writing.

4.6.9 Course Auditors

A student who wishes to audit a class must inform the instructor and apply to the Registrar's Office for enrollment. Students who audit a course pay the regular enrollment fee. Full-time faculty members may audit courses without charge.

4.6.10 Veterans

Veteran students who are receiving veterans' benefits are referred to the Veteran's Coordinator for specific regulations concerning their matriculation requirements.

4.6.11 Field Trip Regulations

Field trips refer to all extra-class activities such as organizational travel, athletic trips, and music appearances.

Field trips that are no longer than the regular class period may be planned at any time. Academic field trips that result in absence from other classes must be approved by the Office of Academic Affairs; student organization field trips must be approved by the Dean of Students in Tonkawa and Enid or the Vice President for NOC Stillwater; and athletic trips must be approved by the Athletic Director.

Arrangements should be made as follows:

a. At least two weeks before a trip, a travel form is to be filed to reserve the transportation.

b. At least three days before the trip, all faculty members will be notified of absences via email or hard copy.

4.6.12 Course Modes of Delivery

Note: In all of the following modes of delivery, Northern faculty members are required to post syllabi to their Blackboard pages and to use Blackboard to post schedule updates and assignments in the event of inclement weather. The following definitions describe existing modes of delivery; however, all Northern classes are either web-enhanced, hybrid, or online due to requirements for the use of Blackboard and HLC accreditation guidelines. In addition, all modes of delivery require adherence to minimum course competencies and objectives as established by the academic division and supported by syllabi submitted to the division chair and Academic Affairs.

a. Traditional

A class is considered “traditional” when instruction relies solely upon face-to-face instruction with 800 minutes of seat time per credit hour issued, e.g., 50 minutes of a class meeting 3 times a week for 16 weeks, 75 minutes of a class meeting 2 times a week for 16 weeks, or 150 minutes of a class meeting 1 time a week for 16 weeks.

b. Web-enhanced

A web-enhanced class is one in which a Learning Management System (e.g., Blackboard) is used for posting notes and/or homework assignments as a supplement to traditional class meetings. Because faculty are required to post syllabi and grade updates on Blackboard for classes, all classes may be considered web-enhanced.

c. Hybrid

A hybrid class represents a mixture of traditional and Online elements with a minimum of 65% face-to-face instructional time and the use of a Learning Management System (e.g.., Blackboard) as a supplement for either synchronous or asynchronous learning, with the expectation of student interaction with other students and the teacher.

d. Online Live

An Online live class meets at established times as noted for traditional class delivery, but allows web access for students to attend class from their homes or other non-campus locations through delivery modes such as Zoom.

Students must have access to a computer camera and microphone to be seen and heard in class participation.

e. Online

An Online class is one in which 75% or more of the instruction occurs through the use of a Learning Management System such as Blackboard. All faculty who wish to teach an Online course must complete a Quality Matters training before offering the course. Learning in an Online course may be both synchronous and asynchronous, but with internal deadlines requiring students to log in a minimum average of once a week. As with traditional classes, instructors teaching Online courses are expected to provide regular feedback to students as part of the instructional process. In addition, instructors are expected to respond to emails, voicemails, and/or text messages on time, preferably within 48 hours.

Note: All Online courses also require students to take one proctored exam to authenticate the identity of students enrolled in distance education. Instructors should provide further information about this requirement in their syllabi, as students must make arrangements early in the semester for this proctored exam to ensure adequate scheduling of testing center hours. Students may test at any Northern campus testing site—the Enid location, the Stillwater location, or the Tonkawa campus—or at another official testing site (e.g.., a university in another community) if pre-approved by the instructor. If instructor-approved, ProcturU may also be utilized for off-site testing. Students should be made aware in the syllabus of the potential for a small testing fee if they do not take the exam at an NOC site.

f. Correspondence

A correspondence course is a self-paced course in which instructional materials are delivered by mail or electronic transmission with limited student-instructor interaction, primarily initiated by the student. Currently, Northern is not authorized by its accrediting agency, the Higher Learning Commission, to offer correspondence courses.

4.6.13 Other Definitions for Coursework

a. ITV: Interactive television courses—delivery might be traditional, web-enhanced, or hybrid.

b. Supervised Study: Project-based courses allowing students the opportunity to investigate topics in depth not covered in other coursework. All supervised study courses must have prior approval from the division chair and Academic Affairs, with submission of a syllabus to clarify meeting times required, whether face-to-face or online. Documentation submitted should support how the assignments will be appropriate for the number of credit hours awarded, based on the anticipated hours required to complete the work and the competencies addressed.

c. Arranged: Individualized instruction used to meet program requirements for graduation—i.e., a private voice or music lesson or program course out of sequence for the student's timely completion of the degree. Any course taught by arrangement must be approved by the instructor, division chair, and Vice President for Academic Affairs. Only courses required for the degree program will be considered for arrangement. Only courses that have not been scheduled in the current year or in which there is a schedule conflict may be considered for arrangement. No course being repeated may be taken by arrangement. A student may appeal to the Office of Academic Affairs in the event of a special situation not covered by the preceding guidelines.

4.6.14 Study Abroad Program

Northern Oklahoma College has as part of its mission a commitment to help students "create life-changing experiences and develop as effective learners and leaders within their communities in a connected, ever-changing" (Mission Statement) both within the classroom environment and with experiential learning programs.

Study abroad programs demonstrate Northern's commitment to its Vision Statement of being "a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness."

4.6.14.1 Objectives

a. Advance learning and scholarship

b. Link academic learning with experience.

c. Expand perspectives on people, culture, and events in a way no other experience can equal.

d. Generate respect among different people.

e. Enhance the resume when seeking entrance to academic and professional programs or when seeking employment.

f. Build the confidence, leadership qualities, and critical thinking skills employer's desire.

4.6.14.2 Types of Study Abroad Programs

a. Short Term--These programs are normally arranged through a travel company. These companies provide escorted tours to help student groups to "learn it by living it" when they experience firsthand the historic, cultural, and natural sights in the world. These contracts include flights, ground transportation, comfortable hotel accommodations, most meals, and the guidance and support of a full-time tour director.

b. Semester or Summer Program--These programs are established and led by individual full-time Northern faculty members through their relationships with colleagues throughout the world. Students typically live in college or university housing, attend class daily, and have the use of college dining and library facilities while participating in these programs. Tour and travel are part of the academic experience within the location, and on weekends, students can experience the surrounding environs. The faculty member directs the entire experience.

The Guidelines for conducting Study Abroad Programs can be found by logging in to MyNOC, selecting the employee tab, and choosing the Study Abroad Guidelines link.

4.7 Academic Integrity

Northern, as an academic community, considers student learning its utmost priority and considers academic integrity a major catalyst to the higher education process. To that end, all forms of academic misconduct and dishonesty are serious matters and warrant serious attention. Academic dishonesty includes, but is not limited to, cases of cheating and plagiarism, and is, at the very least, subject to disciplinary action by the instructor of record. More serious infractions will warrant disciplinary actions by the College. The distinction of an intentional or unintentional academic infraction originates with the instructor of record. Consultation with division chairs and/or other faculty members may be needed to clarify the nature of the infraction. Note that all faculty are required to use this statement as a foundation for academic infractions; however, due to the differing missions and policies within each department/division, specific procedures may be more stringent. The definitions of cheating and plagiarism are further discussed, as well as the protocol for dealing with these infractions.

a. Cheating

Cheating is a serious infraction of academic integrity and, as such, is not tolerated at NOC. Generally, cheating exists when someone fabricates and/or manipulates their work, or the work of others, in order to impact grades or standing in the academic process.

Specifically, cheating includes, but is not limited to, instances where work is turned in that is not one's own, copying others' answers in exams and/or papers, infiltration of grading systems, use of deception in the acquisition of answers in course requirements, and/or instances of forgery. Instances of cheating should never be accepted for credit without review. In more grievous forms, sanctions should be employed by the instructor of record. Protocols for both unintentional and intentional academic infractions are set forth below.

b. Plagiarism

Plagiarism is an unacceptable and prohibited practice and incompatible with the educational mission of Northern. Since plagiarism always carries with it consequences, all students are expected to be familiar, at a functional level, with the rules for avoiding plagiarism.

Instructors should distinguish between unintentional and intentional plagiarism.

a. Unintentional plagiarism (i.e., the incidental use of another's ideas or works without proper attribution) arises from a lack of understanding of the rules of citation and quotation and/or poor revision or proofreading. Unintentional plagiarism can often occur as well when students write summaries or paraphrases that too closely resemble the original version or when students do not understand where a writer's ideas end and another's begin. While unintentionally plagiarized work should not be accepted for credit and must be revised, instructors will deal with it as an educational issue.

b. Intentional plagiarism is a deliberate act of academic dishonesty in which an individual knowingly represents the work or knowledge of another person as one's own, knowingly incorporates into one's work the words or ideas of another person without clear attribution, fails to acknowledge clearly the partial or full authorship of someone else when submitting a work, and/or consistently fails to cite or quote textual resources properly.

4.7.1 Unintentional Academic Infractions

As noted above, unintentional plagiarism is to be regarded as an educational matter. No plagiarized work, whether intentional or not, will be counted toward a passing grade; however, in the case of unintentional plagiarism, the student should normally be allowed to revise or rewrite the work for credit, correcting all plagiarism problems in consultation with the instructor. The instructor should impose clear guidelines, including a deadline for any rewritten or revised material in such a case. In these instances, the following protocol should be utilized:

a. The work in question should be brought to the attention of the student by the instructor.

b. The instructor should discuss and demonstrate the correct manner in which the student is required to have completed the questioned academic work, so that the student has an example of the academic expectations and the proper way to complete them.

c. The instructor should make documentation noting the incident and the steps taken to rectify the situation.

4.7.2 Intentional Academic Infractions

Any student deemed to have knowingly and intentionally engaged in academic misconduct or dishonesty shall be subject to the following procedures at the discretion of the instructor of record. The instructor of record will need to have convincing evidence of the infraction. For example, an originality report, a copy of suspected exams, or witness statements of the infraction.

a. The student in question will be contacted by the instructor of record and made aware of the nature of the infraction. It is recommended that the instructor consult with the chair of the division and ask the chair to be present at the student meeting if deemed necessary.

b. At any time, an intentional act of plagiarism has occurred, it is the instructor's responsibility to notify the Vice President for Academic Affairs.

c. The instructor will inform the student of any disciplinary action to be initiated. The instructor of record will exercise one of the following options:

    1. Require the student to complete additional work that may or may not be worth the same number of points possible for the original assignment.

    2. Award a grade reduction for the assignment, exam, or course. *

    3. Award a grade of "F" for the course. *

    4. Recommend to the Vice President for Academic Affairs that suspension or expulsion actions be taken by the College, including, for grievous instances, a notation on the transcript that students were expelled for academic dishonesty.

*The instructor of record shall document the incident, whether intentional or unintentional. Any intentional infraction meriting a grade reduction should be forwarded to the division chair.

4.8 Textbook Adoption and Rental

After divisional schedules are submitted to the Office of Academic Affairs each semester, the bookstore requests course booklists from each faculty member. The book approval process is outlined on the book adoption form. Faculty members should anticipate special needs (i.e., outline maps, paperback books, use of e-books, etc.) well in advance and advise the Bookstore Manager in writing. If possible, these special needs should be included with the semester booklists.

Given the cost of new textbooks for students, instructors are expected to use a given text for a minimum of two years unless special circumstances dictate a change.

Exceptions must be approved by the division chair and the Office of Academic Affairs. Some courses provide the option for the rental of texts as described below.

Faculty members should order desk copies of textbooks from the publisher before the start of the semester. The division chair can assist faculty members with the process. In the event that a desk copy is not available at the start of the semester, faculty members may receive desk copies of textbooks from the bookstore. At the end of each semester, the Bookstore Manager will charge the department/division for the books not returned to the bookstore. When the desk copy arrives, the faculty member should return the bookstore copy to the bookstore, and a credit will be issued to the appropriate division/department.

4.8.1 Textbook Rental Guidelines

a. The textbook rental adoption policy requires that titles normally be retained for a minimum of two years. Exceptions must be approved by the Office of Academic Affairs unless a title becomes unavailable to the bookstore.

c. Books are not automatically updated when a new edition becomes available. A request for a new edition may be submitted as a new book order, subject to the two-year policy.

d. Books will be purchased from used book companies when available. A request for all new books will be evaluated on an individual basis.

e. There is a $10 minimum for any book purchased for the rental service.

f. Supplemental texts covered by the rental program may be ordered through the bookstore to be purchased by students.

g. When a book is no longer used, the text will be discarded at the discretion of the bookstore.

h. Textbooks for workshops, seminars, workbooks, books containing software access codes, and other one-time offerings are not available through the rental program.

4.9 Instructional Support- Library

4.9.1 Northern Oklahoma College Libraries

The College libraries provide support of instruction at all levels of commitment. The College library on the Tonkawa campus houses circulation materials, reference materials, bound and current periodicals, periodical indexes, and computers for access to the electronic card catalog, electronic databases, and the internet.

Individual study carrels are available on the east side of the library, along with media equipment. Other study areas are available throughout the library. The library at NOC Enid is located on the second floor of Zoller’s building. The Zoller’s Library houses circulation materials, reference materials, current periodicals, and computers for access to the electronic card catalog, electronic databases, and the internet.

Study tables are available on the west side of the library, while individual study carrels are available on the north side. Media rooms are accessible on the east side of the library.

4.9.2 Circulation Policies

General collection materials are checked out to faculty on a two-week basis. However, if the faculty member requests it, the material may be checked out for up to one year. Reference materials will be checked out to the faculty if needed.

Current and bound periodicals may be checked out to faculty or staff only.

4.9.3 Reserve Collections

Reserve collections are maintained at the circulation desks of Tonkawa and Enid libraries. If an instructor wishes to place books on reserve, they should contact the Access Service Librarian at the desired location. The faculty must decide what type of reserve checkout is needed: in-library use only, one day, one week, etc. The faculty will be contacted at the end of each semester to pick up personal items on reserve or to resubmit the items for the next term.

4.9.4 Collection Development

The collection development policy is intended to be a statement of the guidelines used for acquiring and maintaining material for the library collections at Northern Oklahoma College. These guidelines are based upon the ALA Guidelines for University Library Services to Undergraduate Students. The library, in cooperation with the college teaching faculty, is responsible for developing the monograph collection; coordinating the collection review process, and acquiring library materials. College faculty are expected to take an active role in selecting library materials. Any faculty member may request that material be added to the library's collections. All requests should be designated for the Tonkawa library or the Enid library or, if necessary, both.

4.9.5 Library Instruction

Librarians or library aides are available in Tonkawa and Enid for classroom instruction, library orientation, or other specialized instruction. Faculty should contact the library prior to bringing classes to either library.

4.9.6 Intra-Library or Inter-Library Loans

All material owned by the College is available through courier service to any faculty member, regardless of campus assignment. These intra-library loans may be facilitated through the Tonkawa library or the Enid library, and material may be returned at either location. Interlibrary loans may be processed for material not owned by Northern Oklahoma College libraries.

5.0 STAFF POLICIES AND PROCEDURES

5.1 Recruitment and Selection

5.1.1 Advertising

Vacant position notices for all jobs shall be posted internally for three work days. A job may be posted externally at the same time period.

For all locations, the internal posting requirement will be met with an email to NOC employees notifying them of the job opportunity. In addition, a printed posting will normally be placed on the bulletin board located in the Office of Human Resources. For external posting, the job will be placed on the Northern Oklahoma College website on the Human Resources: Prospective Employee web page, or see the Resources section of this handbook, along with local newspapers. Jobs may be posted on other online sites at the request of the supervisor.

It is recommended that full-time, permanent, administrative and executive positions be posted nationally. It is recommended that these positions be posted for a minimum of three weeks.

The Staff Assistant for Human Resources will place any advertisements, and the budget of the appropriate department will pay for the advertisement.

5.1.2 Selection and Employment

5.1.2.1 Application for Employment

Persons who wish to be considered for employment should complete and submit to the Office of Human Resources the Application for Employment form, which can be found at the NOC website on the Employment Opportunities web page, or see the Resources section of this handbook. Other materials, including the Application for Employment form, are required for some positions. These materials will be referenced in the job posting.

5.1.2.2 Interview Process

Supervisors shall review applications for employment on file with the Office of Human Resources. The supervisor and the appropriate vice president will complete interviews and recommend an applicant for the position by completing the Position Interview Sheet, indicating all applicants interviewed and the selected potential new employee.

Full-time, permanent, administrative and executive positions should be interviewed by a screening committee of a minimum of three individuals. The screening committee will provide the strengths and weaknesses of each candidate to the hiring manager.

5.1.2.3 Recommendation for Employment

The supervisor shall submit the Position Interview Sheet to the Office of Human Resources upon completion. In addition, the Request for Personnel Action Form must be completed by both the supervisor and the potential new employee. The

potential new employee must complete the Background Authorization forms. Employment is contingent upon a satisfactory Background and is not to begin until these forms are routed through the assigned channels to the President for employment approval.

5.1.2.4 Employment

After final approval from the President of the Request for Personnel Action Form, Position Interview Sheet, and Background Screening, the supervisor notifies the employee that the screening process is complete and they are able to begin work. For full-time employees, the supervisor will call and schedule an appointment for the new employee with the Benefits Coordinator to complete the official employment process. Hourly employees should contact the Office of Human Resources or designated personnel in Enid or Stillwater. The immediate supervisor will begin the new employee orientation utilizing the new employee checklist.

5.1.2.5 Follow-Up

Once the selection has been made, all applications and supporting documents shall be forwarded to the Office of Human Resources for reference and filing. The Office of Human Resources will file all applications in the personnel file. The Staff Assistant for Human Resources is responsible for sending letters to the unsuccessful applicants notifying them that the position has been filled. The Office of Human Resources shall verify that all necessary employment documents are complete before directing the information to the Payroll Officer for State of Oklahoma payroll processing.

5.1.2.6 Conditions of Employment

The following forms must be completed in the Office of Human Resources or as otherwise designated. Other forms may be required in addition to those listed:

5.1.2.7 Employee's Withholding Allowance Certification (W-4 form)

Federal law requires all employees to complete and sign a W-4 form. When the W-4 form is changed, an additional state form must be completed as well. The employee must present a current Social Security card with the completed W-4 form. A copy of the Social Security card will be placed in the employee's personnel file.

5.1.2.8 Employment Eligibility Verification (I-9 form)

Federal law requires all persons employed after November 6, 1986, to complete Form I-9 and to provide certain documents that prove identity and eligibility for employment in the United States.

5.1.2.9 Drug-Free Workplace Policy

All employees are required to sign an Acknowledgment of Understanding and Compliance with the Drug-Free Workplace Policy.

5.1.2.10 Health Policy

The College may request a physical, psychological, or psychiatric examination from an applicant for employment after a job offer is extended or from an employee returning to work from leave that resulted from an injury or illness. Whether such a request is made will be determined solely by the administration, and the examination will be at the college's expense. Compliance with a request for examination is a condition of employment.

If the examination shows that the individual is unable to perform the principal job duties, with or without reasonable accommodation, the job offer will be withdrawn, or in the case of a returning employee, they may not be permitted to return. Questions regarding accommodation for disabilities (under the Americans with Disabilities Act) may be presented to the Vice President for Student Affairs at 580.628.6240.

5.1.2.11 Background Screening

Northern Oklahoma College conducts background checks on all final job candidates, excluding students. All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment unless it is determined to be job-related. Northern Oklahoma College may also use a third-party administrator to conduct background screenings. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, Social Security trace, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine their suitability for employment.

5.1.2.12 Types of Appointments

Appointments are for the fiscal year, July 1 through June 30, unless otherwise stated on the Employee Action Form. This appointment does not change an employee’s “At-will” status.

Northern Oklahoma College is an “at-will” employer. The contents included in this Handbook in no way modify or amend the right of the College as an “at-will” employer in originating or terminating employment of personnel. “At-will” employment is for no specified term and is terminable at the will of either the employee or employer. Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, express or implied, do not negate the right of the College to terminate employment at any time, without notice and with or without cause.

Positions at Northern Oklahoma College are categorized as one of the following:

5.1.2.13 Full-Time Salaried Employees

Full-time salaried employees are those employees who work at least 40 hours per week and maintain continuous regular employment status.

5.1.2.14 Part-Time Salaried Employees

Part-time salaried employees are those employees who work 30 hours or less per week and who maintain continuous regular employment status. Employees in this classification are designated either certain working hours or a task assignment to perform with flexible hours. Compensation is based on monthly salary.

5.1.2.15 Hourly Employees

Hourly employees are those employees who normally work fewer than 30 hours per week, are considered temporary, and have job assignments with an hourly rate of compensation. Hourly employees are not eligible for retirement, leave, vacation, insurance, or other similar benefits. The President is authorized by the Board of Regents to select full-time employees and to make appointments. Part-time and temporary employees may be employed by the President as required to carry on institutional programs. The President is encouraged to seek the advice and counsel of others in the selection process. Involvement of the proper vice president and supervisor is appropriate in the selection of staff. An advisory committee should be of assistance in choosing a vice president or other major administrator with supervisory authority over several employees. The Board must utilize an advisory committee of internal and external persons in the selection of a president.

5.1.2.16 Volunteers

Occasionally, volunteers assist with activities or programs. These volunteers must comply with the policies and procedures of the College. Volunteers do not receive compensation or benefits.

5.1.2.17 Overload Teaching for Staff

An employee may teach a class as contractual faculty in a subject area for which they are qualified if their services are needed and it does not interfere with the duties for which the employee was hired or detract from the employee's ability to do their job at Northern Oklahoma College. Employees are limited to teaching 3 credit hours per semester. The class must meet after 5:30 p.m. or outside the staff member's designated working hours. Preparation, grading, and all other activities associated with the class should not be done during regular office hours.

Per the Fair Labor Standards Act, employees classified as Exempt will be compensated at the adjunct rate. Non-exempt employees will be compensated at time and one-half of their primary job responsibility hourly rate. These teaching assignments are approved at the discretion of the President.

To apply for an adjunct teaching position, the employee will need to submit a transcript and a letter of interest to the Division Chair in that area and must have a completed application packet on file before the semester begins. If there is a need for course coverage, eighteen hours of completed coursework in the discipline are normally required for all adjunct positions, and a master's degree is required in most areas. Compensation for this teaching will be detailed and paid on an overload pay schedule. A Request for Personnel Action must be completed for the available coursework with

signatures of the employee being considered, the division chair, and the Vice President for Academic Affairs.

5.1.2.18 Outside Employment

An employee may engage in outside business or financial interests as long as it does not create a conflict of interest or interfere with the duties for which the employee was hired or detract from the employee's ability to perform their job at Northern Oklahoma College. An employee may engage in outside activities; however, the College may collect information routinely. Procedures for advance clearance of certain types of activities may be required and arranged. If the nature of the extra activity, or the time and effort on the part of the employee, results in a conflict with their college employment, the activity may require reduction or elimination. Use of college resources, including supplies and equipment, is prohibited.

5.2 Employment Policies

Northern Oklahoma College is an "at-will" employer. The contents included in this Handbook in no way modify or amend the right of the College as an "at-will" employer in originating or terminating employment of personnel. "At will" employment is for no specified term and is terminable at the will of either the employee or employer.

Promises or representations made by anyone except the President of Northern Oklahoma College concerning the conditions of employment, express or implied, do not negate the right of the College to terminate employment at any time, without notice, and with or without cause.

5.2.1 Management Provisions

The College has the right to exercise customary functions of management, which include, but are not limited to, the following:

a. Hiring, promoting, transferring, disciplining, and terminating employees in accordance with college policies;

b. Reassigning an employee from one position to another position;

c. Directing the workforce; determining its composition, organization, and structure; and scheduling and assigning work;

d. Establishing reasonable job standards, expectations, work rules, policies, and regulations;

e. Determining the extent and schedule of its operations;

f. Maintaining the orderly conduct of the workforce, requiring job performance which meets job requirements, and terminating employees in accordance with college policies; and

g. Amending, revising, revoking, or issuing policies and rules governing college employees.

5.2.2 Employee Provisions

Full-time salaried employees may:

1. Be apprised of job-related criteria;
2. Express employee concerns and complaints;
3. Be expected to work in a safe environment;
4. Expect reasonable and nondiscriminatory application of the Northern Oklahoma College Board of Regents, College, and departmental policies and rules; and
5. Expect termination proceedings and other disciplinary action to be made in accordance with the Northern Oklahoma College Board of Regents and College policies.

5.2.3 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, school, classification, or position at Northern Oklahoma College, or pertaining to personal information or background information on any authorized form, record or file, may result in refusal of employment by Northern Oklahoma College. If such information is found after employment, appropriate disciplinary action up to and including termination may be taken.

5.2.4 Vacancies

In order to be considered for a vacancy, an employee should apply through the Office of Human Resources.

5.2.5 Definitions

a. Employment

   1. Initial Employment

      Initial Employment refers to placing an individual on the payroll for the first time.

   2. Reinstatement

      Reinstatement refers to placing a former employee with at least two years of continuous service on the payroll after a break in service of six months or less.

   3. Re-employment

      Re-employment refers to placing a former employee on the payroll after a break in service of more than six months.

b. Promotion - Promotion is defined as the advancement of an employee to a classification with a higher pay range.

c. Transfer - A transfer occurs when an employee moves from one position to another position of equivalent responsibility within the same pay range.

d. Demotion - Demotion is defined as the movement of an employee to a classification with a lower pay range. Demotions may be either disciplinary or non-disciplinary.

5.2.6 Promotions and Transfers

Transfers can be made in order to provide equitable consideration and opportunity for qualified employees to fill job vacancies at Northern Oklahoma College. An employee desiring to transfer should discuss possibilities with their supervisor.

Employees being considered for promotions or transfers will be required to agree to a background screening check, and the promotion/transfer is contingent upon receiving necessary approvals on a completed Personnel Action Form.

The College encourages the upward mobility of employees to positions for which they are qualified and which meet their career interests and objectives.

Promotion will be based on qualifications such as experience, education, attendance, ability, and other job-related factors.

a. An employee interested in promotional opportunities must provide the Office of Human Resources with updated employment application material as positions open.

b. When an employee transfers to a different department, all sick leave and annual leave balances transfer with the employee.

5.2.7 Reinstatement

An employee with two or more years of continuous full-time service before termination under satisfactory conditions, upon application and completion of proper documents, may be reinstated by the College within six (6) months following termination, contingent on recommendation of the department supervisor and approval of the President. Reinstatement is possible only if a vacancy for which the person is qualified exists. Such an employee will have sick and annual leave accrual rates restored to their employment record.

5.2.8 Re-Employment

An employee who terminates their employment under satisfactory conditions and who desires to return after six months may do so upon application and completion of proper documents, with a recommendation from the department supervisor and approval by the President, if a vacancy exists for which the person is qualified. The returning employee in this category would return with no restoration of previous sick and annual leave accrual rates.

5.2.9 Probationary Period

A probationary period is used to evaluate an individual’s ability to perform their assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the College. The end of the probationary period does not indicate permanent employment. The College

maintains its right to employ “at-will” and may choose not to renew an appointment to a position, regardless of probationary status.

All full-time salaried and part-time, new-hire and rehire employees are considered to be on probation during the first twelve months of employment. During this period, a supervisor will closely monitor the performance of the probationary employee to determine fitness for the position. Probationary full-time employees are eligible for benefits.

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. Every supervisor should routinely keep notes on each employee’s performance, and especially document counseling sessions. As an employee’s evaluation period, prior to completion of the first twelve months of service, approaches, those notes should be reviewed to consider whether the probationary employee should be retained. All Performance Evaluation Forms are to be forwarded to the Office of Human Resources, where they become a part of the employee’s permanent file.

5.2.9.1 Promotion

Upon promotion to a new classification, an employee shall be placed in a three-month probationary period to allow the department supervisor a sufficient amount of time to measure the efficiency and productivity of the probationary employee. Such probationary periods do not affect an employee’s eligibility for accrual or use of college benefits.

5.2.9.2 Transfer or Demotion

A three-month probationary period is also served each time an employee receives a transfer or demotion. Such probationary periods do not affect an employee’s eligibility for accrual or use of college benefits.

5.2.10 Performance Evaluations

A Performance Evaluation Form reflecting an employee’s progress becomes a permanent part of their personnel file. This file is referred to for salary review and promotional considerations and is also used as background material should a supervisor feel the need to discuss improvement in an individual’s work.

5.2.10.1 Probationary and Annual Evaluations

Supervisors will evaluate a new employee after ninety (90) days and before the first twelve months of service. Annual evaluations will be completed each year thereafter. In addition, supervisors may evaluate an employee more often at their discretion.

5.2.11 Termination Clearance Process

Employees should submit resignations to the College in writing. Management personnel are requested to provide one month's notice, and all others are requested to provide ten work days’ notice of resignation. For pay calculation purposes, the employee must be physically present at work on the official date of resignation.

The exiting employee should submit a signed letter of resignation indicating the last day of employment to the President's Office, with a copy of the resignation letter to the department supervisor and the appropriate vice president. The original resignation letter will be forwarded to the Office of Human Resources for inclusion in the employee's permanent record. The salary of an employee whose services are terminated before the end of the month will be prorated on the basis of hours worked during the month of termination.

The employee must complete a Faculty and Staff Checkout Clearance Form before the last regular paycheck can be processed. The clearance procedure includes turning in keys, electronic devices, parking permits, etc., and clearing all college debts. The form is available in the Office of Human Resources and must be returned there when completed.

Supervisors are responsible for completing the Personnel Action Form and submitting it to the Director of Human Resources.

5.3 Compensation and Classification

The compensation and classification program of Northern Oklahoma College is administered by the Vice President for Financial Affairs. The program also provides recognition for differences in individual ability and performance.

5.3.1 Job Descriptions

The College classifies each position in accordance with its functions, duties, responsibilities, and relationship to other positions. Supervisors, with assistance from the Office of Human Resources, develop descriptions for positions specifying the duties, responsibilities, supervision received, supervision given, and the education, training, and experience necessary for a person to function effectively in that position.

5.3.2 Employee Classification

The Vice President for Financial Affairs shall determine and specify, subject to the provisions of the Fair Labor Standards Act, those classifications that shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications.

5.3.3 Exempt Classification

Exempt classifications are those classifications that shall neither be entitled to the earning of, accrual of, nor credit for overtime and/or compensatory time.

5.3.4 Non-Exempt Classification

Non-exempt classifications are those classifications that shall be eligible for earning of, and credit for, appropriately authorized overtime and/or compensatory time.

These employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the actual time worked. The employee's supervisor and the appropriate vice president must approve overtime work in advance, except in cases of emergency.

5.4 Hours of Work

5.4.1 Work Week

For payroll record-keeping purposes, the work week at Northern Oklahoma College begins at 12:01 a.m., Saturday, and ends at 12 midnight, Friday. A full-time salaried employee will normally be scheduled to work 40 hours per work week. Regular daily work hours are from 8 a.m. to 5 p.m., Monday through Friday, with one hour off for lunch, coordinated within the department to maintain more coverage for support services. At the discretion of the President, the official work hours may vary during the summer months and by location.

In order to accommodate college activities and events scheduled during evenings or weekends, full-time non-exempt salaried employees may be required to work a flexible 40-hour work week schedule. This 40-hour work week schedule shall be scheduled and approved in advance by the immediate supervisor and the appropriate vice president. See below for definitions and policies on altered work weeks.

5.4.2 Definitions:

Core Work Schedule: Defined by the hours when support services are most in demand, the core work schedule is 9:00 a.m. - 4:00 p.m. Flex time scheduling and alternative work schedules that are approved should focus on maintaining and supporting these hours of operation when possible.

Flex Time: Release time earned when an employee is asked to vary the normal work week by fulfilling a work-related obligation outside of the normal work hours of 8:00

a.m. - 5:00 p.m. and then is allowed to take an equal amount of time in work release (e.g., working one hour later in the evening to sponsor an institutional event and coming in to work one hour later the following morning). Flex time applies to non-exempt employees only.

Compensatory time: When employees work more than 40 hours a week to meet institutional obligations and are unable to adjust their work week through release time to stay within the 40 hours. Compensatory time applies to non-exempt employees only.

Alternative Work Schedule: A varied work schedule that is based not on institutional obligations but on an employee's request for adjustment (e.g., coursework, child care drop-off, or other routine obligations that might fall within the normal 8-5 workday). For purposes of this policy, an alternative work schedule is an ongoing schedule adjustment that lasts one semester or longer. Adjustments for individual days should normally be addressed through the personal leave or annual leave policy.

5.4.3 Flex time for Non-Exempt Employees

If actual hours worked plus hours paid for but not worked (holidays, annual leave, etc.) exceed 40, the employee will be given flex time at the rate of one hour for each hour worked. Flex time off must be taken during the time designated as the employee's normal work week. The College's policy of giving flex time off in place of payment for overtime worked should be followed in every possible situation.

Direct any policy exception request to the Vice President for Financial Affairs.

5.4.4 Compensatory Time or Overload Pay for Non-Exempt Employees

Should a non-exempt employee work more than 40 hours during the established work week (See Section 5.4.1, Work Week), they will be given compensatory time at the rate of one and one-half hours for each hour worked beyond 40. Holidays, annual leave, sick leave, and flex time off will not be treated as hours worked for the purpose of computing compensatory time at one and one-half.

Compensatory time off is to be taken within one year of the date of accumulation. The maximum compensatory time which may be accrued by any affected employee shall be 60 hours. Compensatory time accrued must be used before vacation time. The employee must be permitted to use compensatory time on the date requested by the employee unless the time off would unduly disrupt the operations of the department. Use of compensatory time can also be assigned by a supervisor to allow an employee to be absent from work.

An employee transferring from one department to another is required to use accumulated compensatory time before transferring.

If payment of overtime is approved rather than compensatory time, the rate of pay will be calculated using an hourly rate. For regular, salaried 12-month employees, the hourly rate equals the annual salary divided by 2080, the product of 52 weeks times 40 hours.

5.4.4.1 Authorization

Overtime hours worked and compensated with compensatory time, at a time mutually agreeable between the employee and their supervisor, must be approved in advance by the employee's supervisor except in cases of emergency.

5.4.4.2 Alternative Work Schedule Guidelines

Employees (both exempt and non-exempt) may submit a request for an alternative work schedule when they seek a longer-term adjustment that will alter the normal work

schedule (e.g., arriving one hour later and leaving one hour later). To be eligible for an alternative work schedule, a request must be submitted each semester, and all of the following conditions must be met:

a. Requests for an alternative work schedule are made by completing the online request form and submitting it to both HR and the direct supervisor for approval. If approved by the vice president in the area, the signed form must be filed in the Human Resource Office for the duration of the time during which the alternative schedule will apply. All requests, whether approved or denied, will be compiled in a quarterly report to be shared with the President.
b. Alternative work schedules must be adjusted within the work week so that the minimum 40 hours of work (or approved number of hours for summer work week) are completed.
c. The employee must be in good standing with strong performance evaluations and no plan of improvement or disciplinary action in place for the prior year.

d. While all employees are eligible to apply for alternative work schedules, not all positions may lend themselves to a flexible work week. The nature of the employee's work area must be considered, and whether or not work can be done outside of the normal working hours (8-5) and, in particular, the core service hours (9-4), or if services would be affected negatively by the altered hours.
e. If it is determined that services or productivity are being negatively affected, an approved alternative work schedule may be rescinded.

5.4.5 Absenteeism

An employee who expects to be late or absent from work shall be responsible for notifying their supervisor in advance or within one hour of the start of the workday, indicating when they will report back to work. This allows the supervisor to make other work arrangements as necessary. Any employee who fails to comply with this rule will be subject to disciplinary action.

In chronic or unusual cases of absenteeism, the College reserves the right to require documentation or verification of the reasons for absence. Excessive absenteeism must be noted on the Employee Performance Evaluation Form and may lead to dismissal.

5.4.6 Tardiness

An employee is expected to be at their work station at the scheduled work time. Excessive tardiness must be documented in a written counseling report and placed in the employee's HR personnel file and may lead to disciplinary action, including dismissal.

5.4.7 Abandonment of Position

An employee who has failed to report to work for three consecutive work days without notifying their supervisor will be considered to have voluntarily resigned their position.

5.4.8 Lunch Period

The lunch period consists of one hour daily unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the workday or work week. Offices consisting of more than one employee must stay open during the lunch period.

5.4.9 Work Breaks

Employees are granted a work break during each four-hour work period. Work breaks are scheduled by departmental or unit supervisors and are subject to revocation or modification as workload demands vary. Work breaks may not be accumulated to extend lunch periods or to shorten the workday. Working through scheduled rest periods either voluntarily or because of necessity does not entitle an employee to additional compensation or compensatory time off. Work breaks should not exceed fifteen minutes per four-hour period.

5.4.10 Monthly Time and Leave Reporting

Non-exempt full-time employees must accurately maintain their own Monthly Time Sheet. This timesheet is an important, legal, time-recording document. Completed timesheets

must be received by the Payroll Officer by the fifth day of the following month so the regular employee payroll processing can begin. The timesheet must be signed by both the employee and the supervisor. Failure to submit timesheets by the specified deadline will result in not receiving compensation at the scheduled pay dates. Compensation will be paid at the next scheduled pay date.

Full-time staff employees are required to continually maintain a minimum balance of 40 hours of annual leave and 40 hours of medical leave to remain on the Main Payroll that is paid the last working day of each month. Any employee using leave without pay and falling below the 40 hours of annual leave and 40 hours of medical leave will be required to complete weekly timesheets and could be moved to the Supplemental Payroll for the remainder of the fiscal year at the discretion of the Office of Human Resources and the Vice President for Financial Affairs. Employees placed on the Supplemental Payroll are required to submit an approved weekly timesheet on the following Tuesday of each week. The direct deposit for employees on the Supplemental Payroll will be paid by the 12th of the following month.

New full-time staff employees will fill out weekly timesheets and are placed on the Main Payroll, with leave balances being monitored until the employee accrues a total of 40 hours of annual leave and 40 hours of medical leave.

Employees must complete an Annual Leave Request Form or an Absence Report Form when absent from work. Absences from work are to be anticipated as much as possible and scheduled with the supervisor. In any case, the supervisor should be notified promptly.

5.4.11 On Call

Some jobs require an employee to be placed “on call,” subject to being available should

their services be required for duty outside of the normal work week for emergencies.

5.4.12 Remote Access/Cell Phones/Smartphones

The College expects that accessing networks remotely and using cellphones and smartphones be restricted to a non-exempt employee’s normal 40-hour work week or flex schedule. Usage outside of the normal schedule should be limited to emergencies.

5.4.13 Travel Time

Compensatory travel time for non-exempt employees varies depending upon the variety of contexts in which the travel occurs, including same-day travel, overnight travel, and conferences/meetings. Federal regulations recommend that the employee and supervisor visit the Office of Human Resources before the travel date to determine the appropriate compensable time.

Link Resource Page

Consumer Information

- Consumer Information: https://www.noc.edu/about-noc/consumerinformation/
- Higher Learning Commission: https://www.hlcommission.org/

Student & Academic Resources

- Complaint Process & Student Code of Conduct: https://www.noc.edu/students/future-students/student-affairs/student-complaint-grievance/
- Alcohol Exception Policy and Procedures: https://www.noc.edu/students/future-students/student-affairs/alcohol-drug-awareness-prevention/
- Course Catalog:
- https://www.noc.edu/academics/
- Employee Handbook: https://www.noc.edu/about-noc/employment-opportunities/
- Student Handbook: https://www.noc.edu/students/future-students/student-affairs/student-handbook/
- Admission & Withdrawal from classes https://www.noc.edu/admissions/
- Employee, Spouse, & Dependent Scholarship Program: https://www.noc.edu/development/foundation/
- Employee Associate Degree Scholarship Program: https://www.noc.edu/development/foundation/
- Political Activities of Employees: https://www.ok.gov/ethics/Ethics_Laws,_Guides_&_Forms/index.html and https://www.ok.gov/ethics/
- Retirement: http://www.ok.gov/TRS
- Institutional Committees: https://www.noc.edu/about-noc/institutional-committees/

Campus Services & Facilities

- Community Relations / Print Shop: https://www.noc.edu/about-noc/printshop/
- Facilities Procedures: https://www.noc.edu/about-noc/facilities/
- College Fleet/Travel: https://www.noc.edu/about-noc/facilities/
- Parking Policy: https://www.noc.edu/parking-policy/
- Tobacco Policy: https://www.noc.edu/about-noc/tobacco-policy/

Technology & Communications

- Electronic Mail & Internet Services: https://www.noc.edu/about-noc/graphics-standards/
- Planning & Policies: https://www.noc.edu/it/planning-policies/
- NOC Logo & Graphic Standards Guide: https://www.noc.edu/about-noc/graphics-standards/

- Emergencies: https://www.noc.edu/emergency/
- Social Networking & social media: https://www.noc.edu/about-noc/socialmedia/

Other Resources

- Grant Development: https://www.noc.edu/academics/grant-development/
- Application for Employment: https://www.noc.edu/about-noc/hr/new-employee/
- MyNoc: https://portal.noc.edu/ics
- Direct Deposit/Payroll: https://www.noc.edu/about-noc/hr/new-employee/
- Organizational Chart: https://www.noc.edu/about-noc/noc-president/organizational-chart/