I. Title:
Modification to HR Policies

II. Sponsorship: Personnel Policies and Compensation Committee

III. Background:
On Sept. 2, 2014, Diane Feinberg submitted a bill to the Staff Senate and Senator Kitsmiller moved to commit the bill “Conduct an annual review of current UCO policies and procedures, to look for points of policies and/or entire policies that may need to be updated, modified or abolished.” The motion was adopted after debate, and the issue was assigned to the Personnel Policies and Compensation Committee as SSB 2014/2015-001.

IV. Recommendation #1:
Policy ID: ADM-STU-5
Title: Direct Appointments

Currently, each policy is formatted to include: Title, Description, Category, Applies to, Contact, Purpose, and Policy Statement. This policy is missing wording for the Purpose of the policy.

Suggest adding wording thusly:
Purpose: Direct Appointment refers to the employment of a person into a position, where the normal advertising and competitive selection process is not applied.

Suggest amending the Category of the Policy to be Human Resources in lieu of Student Services.

V. Recommendation #2:
Policy ID: ADM-EMP-45 and ADM-PRS-1
Titles: Drug-Free Environment and Drug-Free Schools Policy

Suggest deleting ADM-EMP-45, Drug-Free Environment as it is duplicated in ADM-PRS-1, Drug-Free Schools Policy. We were unable to get feedback as to whether there is a legal reason to have two separate policies.

VI. Recommendation #3:
There are 4 different policies relating to driving automobiles for university business.
   a) ADM-LEG-29: Comprehensive Automobile Liability Insurance
   b) ADM-LEG-11: Use of State Vehicles and Private Automobiles
c) ADM-PUR-1: Fuelman Cards and University-Owned Pike Passes
   d) ADM-HUM-65: Driver’s License Policy

Suggest the wording be changed thusly:
a) Title or policy amended to “Liability Insurance”

b) Policy Statement wording: The State of Oklahoma provides professional and
    automobile liability insurance under the State Tort Claims Act for all employees
    who are acting with the scope of their duties.

c) Addition of subheading: TEXTING POLICY
   Employees are prohibited by state law from texting or utilizing electronic
devices while driving University vehicles or while driving private vehicles on
University business. Failure to abide by this policy results in the loss of
insurance coverage for any accident, and the employee will be held personally
liable for any and all damages and injuries caused as a result of such accidents,
regardless of actual fault.

d) Addition of subheading: SMOKING IN VEHICLES
   Smoking in University-owned, rented, or leased vehicles is prohibited by state
   law.

e) Addition of subheading: COVERAGE FOR PERSONAL VEHICLE
   If University employees are permitted to use their personal vehicles for University
business, the liability coverage outlined above extends to their personal vehicle
(just as if it were a University-owned vehicle). However, the State of Oklahoma
also requires such persons to have personal automobile liability in force at the
time of use. No physical damage insurance is provided by the University or state
for an employee’s personal vehicle while that vehicle is being used on University
business.

f) Addition of subheading: COVERAGE FOR LEASED/RENTED
   VEHICLES
   The University’s liability coverage extends to vehicles leased or rented by
individuals or departments of the University while the vehicles are being used on
University business. Employees renting vehicles for the transaction of University
business are required to purchase the Collision Damage Waiver from the car
rental company.

g) Addition of subheading: FUEL PURCHASE CARDS AND UNIVERSITY-
   OWNED PIKE PASSES
   DESCRIPTION changed to:
   The University of Central Oklahoma (UCO) will pay for fuel via the Fuel
Purchase card and tolls via the Pike Pass for vehicles owned by UCO and rental
vehicles rented by UCO for official UCO business
   PURPOSE changed to:
   Coverage of business expenses and the security of the Fuel Purchase cards and
Pike Passes.
   POLICY STATEMENT is changed to:
   The University of Central Oklahoma (UCO) will pay for fuel via the Fuel
Purchase card and tolls via the Pike Pass for vehicles owned by UCO and
vehicles rented by UCO for official business. Fuel Purchase cards and Pike
Passes may not be used for a vehicle that is NOT State-owned or University-
rented under any circumstances. Therefore Fuel Purchase cards are assigned to
specific vehicles and are not to be used to fuel any vehicle other that the assigned
vehicle. Fuel Purchase cards and Pike Passes that are not permanently affixed to the windshield are to be secured in locked vehicles at all times.

GLOSSARY OF TERMS changed to:

*Fuel Purchase card – credit card for gasoline and other vehicle related expenses.*

VII. **Recommendation #4:**

Policy ID: ADM-EMP-15 and ADM-EMP-16

Titles: Jury Duty and Court Duty

The committee discussed the possibility of combining these policies. After discussion, the committee agreed that the policies were different and should remain separate. The committee recommends modifying keywords for each policy to clarify the type of event for which each policy was created.

*Suggest* adding “summons” as a keyword to the Jury Duty policy.

*Suggest* deleting “jury duty” from the Court Duty keywords list and keep “subpoena.”

VIII. **Resources (physical, monetary, personnel, technology, etc.):**

Someone to update the policy.

IX. **Offices that may be affected:** All

Passed by consent of the UCO Staff Senate on this 7th day of July, 2015.

Dawna K. Terrell, Staff Senate President