

Oklahoma State University Policy and Procedures

DEFINITIONS, EXEMPTIONS AND AMENDMENTS FOR STAFF	3-0721 ADMINISTRATION & FINANCE April 2020
---	---

INTRODUCTION AND GENERAL STATEMENT

1.01 It is the desire of the executive management of Oklahoma State University (OSU) to administer a personnel program for all members of the University's faculty and staff. It is the further objective of executive management for such a program to be administratively sound, fair to all persons, and equitable and consistent with statutory regulations.

PURPOSE AND SCOPE

2.01 The codification and publication of a complete set of policies, regulations, and procedures affecting staff has been prepared to serve as an official medium for the University in the dissemination of policy information to administrators, supervisors, staff, and all other interested persons.

2.02 The scope of coverage of these policies and procedures shall encompass all agencies of the University, but shall be limited to those staff positions assigned to the Stillwater campus unless otherwise decreed by appropriate authority.

UNIVERSITY POLICY AND/OR PROCEDURES

3.01 **AUTHORITY:** OSU is governed by a Constitutional Board titled the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. The actions of persons employed by the University shall be consistent with the policies, procedures, rules, regulations, directives, and guidelines adopted or otherwise prescribed by the Board and/or their delegated representative, the President of Oklahoma State University.

3.02 **RESPONSIBILITY:** The responsibility for the administration of the staff program is vested with the Assistant Vice President and Chief Human Resources Officer. The Chief Human Resources Officer and their staff are available to all persons for advice and counsel of matters of staff administration and policies.

3.03 **DEFINITION:** Staff employees shall be those persons employed by the University in career positions and in a capacity other than faculty.

EXEMPTIONS

4.01 The policies and procedures for staff are not applicable to members of the faculty, nor to student employees, unless specifically approved for coverage, and all other such groups which may be determined by the President of the University or by the Board of Regents of the University.

AMENDMENTS, CHANGES, EXCEPTIONS

5.01 Amendments and changes to these policies and procedures for staff may be made by the President of the University under rules which may be prescribed by the Board of Regents.

5.02 In certain isolated and/or unusual cases, exceptions to one or more of these policies and procedures may become necessary or desirable. The authority to grant case-by-case exceptions to one or more of these policies and procedures is vested with the President of the University or their delegated representative(s).

APPROVED:
August 1981

REVISED:
April 2020