

Thank you for being a part
of our community.

**You make
us better.**

**Employee
Handbook**

OKLAHOMA CITY
COMMUNITY COLLEGE



**IMPORTANT INFORMATION
AND
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

As an employee of OCCC, I acknowledge that I am responsible for reading and understanding the OCCC Employee handbook and its contents. I understand that if I have any questions, I am to ask my supervisor or Human Resources. I further understand that the policies referenced and procedures contained in this Employee Handbook are current as of July 1, 2021. The July 1, 2021, version of the Employee Handbook supersedes any previously written Employee Handbook.

I acknowledge that neither this Employee Handbook nor the OCCC Policies and Procedures constitutes a contract. Neither this Employee Handbook nor the OCCC Policies and Procedures creates any contractual rights between OCCC and its employees. OCCC retains the right to amend, change, modify, or discontinue the Employee Handbook and the Policies and Procedures without notice.

Oklahoma is an employment-at-will state. I understand that my employment relationship with OCCC may be terminated at any time, with or without cause, at the will of either the employee or OCCC. The at-will employment relationship may not be altered orally by any employee of OCCC and may not be altered in writing except in very limited circumstance by a written employment agreement specifying a duration of employment, which is signed by both the employee and a member of the Executive Leadership Team of the College.

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Message from OCCC's Executive Leadership:

Our community is better with each new person who joins it, so today, know that we are grateful for you.

You'll find that the students we serve are truly special, every one of them writing their own stories and overcoming their struggles. For some, college was never an expectation, or even an option. For some, just setting foot on our campus is the realization of their families' dreams, and the result of generations of sacrifice. For others, we are a stop on their way to something else. We have the pleasure and responsibility of guiding all our students toward something greater. What we do is a significant and serious undertaking, and we can't do it without you.

There's a mantra we've adopted here, one that helps us set the expectations for our students, faculty and staff, for the kind of community we want to be and the kind of people we want to join us.

Today, I hope you'll adopt it as well, both as a commitment you'll make to others and as something you can personally take to heart. Today, as you join our family, it's aimed precisely at you:

Welcome to our community. Let's make this time together count.

Preface

The Employee Handbook has been prepared to provide employees with an easily accessible reference guide to OCCC's basic policies, practices, and procedures related to Human Resources and personnel matters.

The Employee Handbook contains general statements of OCCC policy and should not be read as including all of the details of every policy. OCCC may revoke, add to, update or modify the

Employee Handbook and/or the policies and procedures from time to time. Employees should consult the official OCCC policies and procedures at <http://www.occc.edu/policy/pp.html> for the most current information.

If you have any questions after reading this Employee Handbook, you should consult with your supervisor or Human Resources.

History of Oklahoma City Community College

Oklahoma City Community College (“OCCC”) is an institution that was established based on the belief that everyone deserves the opportunity to pursue a college education. OCCC traces its beginnings to March 29, 1969. At that time, a committee of the South Oklahoma City Chamber of Commerce circulated petitions asking the Oklahoma State Regents for Higher Education to establish a junior college in South Oklahoma City. As a direct result of the interest and initiative of the citizens, a junior college district was formed and a board of trustees was appointed a year later.

Construction began in January 1972 and South Oklahoma City Junior College opened for classes on September 25, 1972, with an enrollment of 1,049 students. On October 8, 1972, the college was formally dedicated. In the spring of 1974, the college became a part of the Oklahoma State System of Higher Education. The Governor appointed a new Board of Regents as the governing unit for the college. In 1983, the name of the college was changed to Oklahoma City Community College, affectionately known by students and the community alike as “O-Triple-C.” From small beginnings, OCCC has grown to serve more than 20,000 people each year in the dark red-roofed buildings which have become a landmark in South Oklahoma City.

Today, OCCC continues its commitment to helping students realize their educational goals. The achievement of true success lies in the college’s ability to inspire students to pursue lifelong learning.

As the fourth largest institution of higher education in the State of Oklahoma, OCCC is moving forward on a path toward significance, all the while keeping in mind student success and the prosperity of the State of Oklahoma. With marketable backgrounds in nursing, business, music, computer technology, humanities, arts and sciences, our alumni are some of the most well respected leaders in the state. Their success is our success.

Statement of Purpose

Why We Exist...Our Mission:

Student Success. Community Enrichment.

Our Mission Statement describes why we exist and what we do. Traditionally, community colleges have been about providing access. But it is not enough that students pass through our doors - earning a certificate or degree is what changes lives.

How We Operate Day-to-Day...Our Values:

- Students: Fundamental to all that we do
- Safety: Safe and secure environment for everyone
- Accountability: Use of evidence to measure performance and make decisions
- Stewardship: Wise and efficient use of resources
- Integrity: Honest, ethical, and respectful to all
- Innovation: Creative and forward thinking

GETTING STARTED AT OKLAHOMA CITY COMMUNITY COLLEGE

Employment-at-Will

Oklahoma is an employment-at-will state. The employment relationship between OCCC and its employee may be terminated at any time, for any lawful reason, at the will of either OCCC or the employee, unless the employee has a written contract of employment for a specific, fixed period of time.

Completion of any Introductory Period or attainment of Regular Employment status does not change an employee's status as an employee-at-will or in any way restrict OCCC's rights to change the terms and conditions of employment.

Employment Categories

Each employee at OCCC is designated as either Regular or Temporary and each employee is designated as either Full-Time or Part-Time. In addition, each position is designated as either Exempt or Non-Exempt.

Regular or Temporary

Regular Employee means any employee whose position is budgeted for an indefinite period which may or may not exceed six (6) months; and any employee who is employed on a fiscal or academic year basis.

Temporary Employee means all adjunct faculty, all student employees, and any employee whose employment at the time of hire is expected to last for less than six (6) months or who is authorized to work no more than 1000 hours in any fiscal year.

Temporary Employee includes:

- All adjunct faculty members;
- All employees whose employment may last for an undefined period of time but who is authorized to work no more than 1000 hours in any fiscal year;
- An employee hired for less than six (6) months for a specific project or as a substitute during a Regular Employee's absence;
- An employee authorized to work more than 1000 hours in a fiscal year but whose period of employment is limited at the time of hire to no more than six (6) months.
- The period of employment must not extend beyond the six (6) month period; and
- A Student Employee, which means an employee currently enrolled in classes at
- OCCC whose primary association with OCCC is for the purpose of obtaining an education.

Full-Time or Part-Time

Full-Time Employee means a non-faculty employee who is regularly scheduled to work 40 or more hours in a single work week; and Faculty assigned as Full-Time Faculty, including faculty whose Faculty Workload plus approved release time is equivalent to a Full-Time Faculty Workload.

Part-Time Employee means an employee who is regularly scheduled to work fewer than 30 hours in a single work week.

- A Part-Time Employee may occasionally work 40 hours in a single work week, but the average number of hours worked per work week must be less than 30.
- A Non-Exempt Part-Time Employee who works more than 30 hours in any given work week must be paid overtime for hours in excess of 30.

Exempt or Non-Exempt

An Exempt Employee is an employee who is paid on a salary basis, receives the same salary regardless of any hours he or she works in excess of 40 hours, and is employed in a position performing certain administrative, executive, or professional functions. Exempt Employees are not entitled to overtime pay. A Non-Exempt Employee is an employee who must be paid overtime or compensatory time (see Overtime Compensation) for any hours worked over 40 in any given work week.

Introductory Period for Regular Employees

As a new Regular employee, the first ninety (90) calendar days of your employment in your first position is the Introductory Period. Your supervisor will provide you with feedback and guidance during this period. During the Introductory Period, factors such as the quantity and quality of work performed, your ability to develop satisfactory working relationships with others, initiative, self-reliance, dependability, attendance, and punctuality will be evaluated.

Proof of Eligibility to Work in the U.S.

Within three business days of your first day of work, you must complete federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. The federal government requires that the College maintain these records. The forms are kept confidential.

If you have previously worked for the College, you need only provide this information if it has been more than three years since you last completed a Form I-9 for us or if your current Form I-9 is no longer valid.

New Employee Orientation Session and Benefits Enrollment

Human Resources invites all new Regular faculty and staff to participate in a New Employee Orientation session, which will be held regularly. The orientation is mandatory and is designed to acquaint you with the culture of the College, as well as with many of its departments, operations, processes and facilities. Where possible, a campus tour will be provided. Benefit eligible faculty and staff will also receive information about medical benefits; life and disability insurance; retirement plan; holidays and vacation; and other College benefits. If your position is benefits-eligible, you will be provided with the appropriate enrollment forms at the meeting.

Supervisors are required to permit employees to be excused from their regular job duties to attend this orientation program. Departments are also expected to provide new employees with a more specific orientation about the department and the employee's roles and responsibilities.

Identification Cards

At the commencement of your employment, Human Resources will assist you in obtaining a photo identification (ID) card.

Security Access (Issuance of Keys and Key Cards)

Some employees may be issued College keys and/or key cards in the course of their employment. It is the employee's responsibility to safeguard these keys to maintain adequate security at the College. The duplication of keys is strictly prohibited.

Your supervisor will provide any necessary keys. If you transfer to another department and no longer need the key(s) or upon separation from College service, key(s) must be returned to your supervisor or the Human Resources department.

Emergency Contact Information

Employees are required to keep Human Resources informed of any changes to emergency contact information.

Medical Examinations

Medical examinations may be required for some positions to ensure that employees are able to perform the essential functions of the position. Such examinations will be scheduled at reasonable times and intervals and performed at the College's expense.

Information about an employee's medical condition or history will be kept separate from other information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Employee Portal and Email

Human Resources will facilitate the activation of your employee email.

INSTITUTION-WIDE POLICIES

Equal Opportunity, Harassment, and Nondiscrimination

Oklahoma City Community College (“OCCC”) adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. OCCC does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, ethnic or national origin, religion, age, ancestry, disability, genetic information, military status or veteran status, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

As a recipient of federal financial assistance for education activities, OCCC is also required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes: sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by OCCC policy.

Notice or complaints of discrimination, harassment, and/or retaliation may be made using either of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or any of the individuals listed in Appendix E of College Policy No. 1012. Such a report may be made at any time (including during non-business hours) by using the telephone number, email address, or office address for the Title IX Coordinator or any other officials listed.

2) Report online via the online reporting form found [here](#) or through the [File a Title IX Report](#) link at the bottom of the College’s home page.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to:

Dr. Carolyn Eastlin	Ashford Perkins
Director of Institutional Equity Title IX Coordinator	Equity & Compliance Specialist
John Massey Center	John Massey Center
7777 S. May Ave.	7777 S. May Ave.
405-682-7850	405-682-7544
carolyn.i.eastlin@occc.edu	ashford.r.perkins@occc.edu

Civility

OCCC is committed to creating, supporting, and sustaining a diverse community, with students, faculty, and staff members who are representative of our region, nation, and world.

Civility and Mutual Respect. It is the policy of OCCC to foster an environment that maximizes student learning and employee performance, and a climate of civility among faculty, staff, and students. All members of the OCCC community are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

Unacceptable behaviors that affect the ability to learn, work or thrive in the OCCC environment depart from the standard for civility and respect include, but are not limited to:

- Demeaning words and actions
- Intimidating words and actions
- Humiliating and rude comments and actions
- Threatening physically or emotionally violent behaviors

Drug and Alcohol Free Educational and Working Environment

OCCC recognizes its responsibility as an educational and public institution to promote a healthy and productive learning and working environment. OCCC also recognizes that alcohol abuse and the illegal use of drugs pose a significant threat to these goals. Accordingly, OCCC prohibits the use of alcohol and the illegal use of drugs in any form on OCCC premises.

Tobacco-Free Environment

To promote the health, well-being and safety of all students, faculty, staff, and visitors, OCCC prohibits all use of tobacco products both indoors and outdoors on all property owned, leased or contracted for use by OCCC; in all vehicles, leased, rented, owned or under the control of OCCC or the State of Oklahoma; and by OCCC employees while providing services to students, guests or clients, regardless of where provided.

Acceptable Use Policy

Oklahoma City Community College ("OCCC") expects all members of the OCCC community to use Information Technology Resources in a responsible manner. The purpose of this policy is to promote the responsible, ethical, legal and secure use of Information Technology Resources for the benefit and protection of OCCC and Users. These resources may be used only in a manner consistent with the Mission, Values, policies and procedures of OCCC and applicable law. Access to OCCC owned, leased, and contracted Information Technology Resources is a privilege accorded by OCCC. OCCC reserves the right to limit or deny use of and access to its Information Technology Resources. For more information about acceptable and unacceptable uses of OCCC Information Technology Resources, please consult OCCC Policy NO. 3058.

Weapon-Free Environment

To promote the safety of students, employees, and visitors, OCCC prohibits the possession, use, and display of weapons of all types at all times on OCCC property and during OCCC activities, trips or events, except as specifically authorized in College Policy 1016, Weapon-Free Environment, or as otherwise required by the Oklahoma Self-Defense Act. Anyone who suspects another individual of possessing, using, or displaying a weapon in violation of Policy No. 1016 should notify the OCCC Campus Police Department.

Disability Accommodations

It is the policy of Oklahoma City Community College to provide equal employment opportunity for all qualified individuals, including those with disabilities. The College will provide reasonable accommodations to enable such qualified individuals to perform the essential functions of their jobs provided that the accommodations do not impose an undue hardship on the College. To inquire about accommodations, contact the College's ADA Coordinator or the Vice President for Human Resources.

Employment Procedure

Purpose: It is the objective of the College to hire the best qualified candidates. The determination of best qualified will be at the College's sole discretion. Recruitment activities will be conducted for each vacancy to the extent that is practicable to assure a pool of well-qualified candidates.

Posting Vacancies: When positions at the College are or will become vacant, a notice of vacancy will be prepared and distributed in accordance with procedures established by the Office of Human Resources. Employment Procedures, as amended from time to time, will be posted on the College's Human Resources webpage.

Applications for Employment: Each candidate for employment will be required to make written application indicating qualifications for a position on the form and in the manner provided by Human Resources. Additional information required to be submitted with the application, such as references or certifications, will be specified in the individual posting of vacancy.

Screening Applications: Human Resources shall be responsible for establishing procedures for screening all employment applications on the basis of bona fide occupational qualifications. Based on the screening of applications, employment interviews will be granted.

Employment Interviews: Applicants recommended for employment with the College will be interviewed by one or more representatives of the College.

Appointment to Position: Human Resources will recommend all candidates to be approved for hire, starting rate of pay, classification, and status. Human Resources may, in its sole discretion, appoint a person to a vacancy on a contingent basis, pending approval and notification to the Executive Team, for a period not to exceed thirty (30) days in cases of urgency.

Adjunct and Special Contracts

All Adjunct and Special Contracts must be signed by the Vice President for Human Resources. Special contracts are contracts for employment services on a temporary basis for a specified period of time.

Background Checks

In an effort to protect the welfare and safety of OCCC students, faculty, staff, and visitors, and to safeguard institutional resources, OCCC conducts background checks on individuals who have received a contingent offer of employment.

A "Background Check" includes a criminal records check, national and state sex offender registry check, employment verifications, and employment references. When relevant to the employment position, additional checks may be performed including, but not limited to, verification of degrees and certifications earned, motor vehicle records, and credit history. Individuals employed or offered employment in academic areas with clinical programs may be subject to additional checks.

OCCC also performs Oklahoma Sex and Violent Crime Offender Registry checks at least once a year on all current OCCC employees. Additionally, OCCC reserves the right to check sex and violent crime offender registries and public criminal records on incumbent employees to evaluate an employee's continuing employment where OCCC has reason to believe that previously undisclosed records exist.

Background investigation results are evaluated by the Human Resources Executive Team. A felony conviction does not automatically disqualify an applicant from consideration for employment, promotion, or continued employment. All background investigations are conducted in compliance with the Fair Credit Reporting Act. Any misrepresentation or material omission by any applicant on an application for employment or promotion or related materials is sufficient grounds for denial of employment or dismissal therefrom.

Employment Continuation

All Regular Full-Time and Regular Part Time employees shall be continuously employed unless otherwise notified by OCCC. With limited exceptions OCCC shall not execute annual employment contracts with employees

Hiring Retirees and Former Employees

OCCC hires retirees and former employees in accordance with Oklahoma law and the applicable rules of the Oklahoma Teachers Retirement System. An individual who retires under the OTRS is not eligible for employment at OCCC for 60 calendar days from the retiree's last day of pre-retirement public-education employment. The compensation paid to any OTRS retirees hired after expiration of the 60-day period shall be limited as required by Oklahoma law.

There are additional limitations imposed on entering a sole source, consulting or professional services relationship with a former employee. Questions should be addressed to Human Resources.

Performance Appraisal

The College will conduct performance reviews of employees in accordance with procedures established by Human Resources. Failure to complete or perform such performance reviews shall not deter, delay or affect any demotion, suspension, termination or non-renewal of any employee's employment with the College.

Drug Testing

In an effort to protect the welfare and safety of students, faculty, staff and the public, OCCC prohibits the illegal use and abuse of drugs by its employees. OCCC requires mandatory pre-employment and random drug testing of individuals in Safety Sensitive Positions. OCCC also requires drug testing of any employee where there is a reasonable suspicion that the employee is under the influence of drugs.

Safety Sensitive Positions are currently limited to: Campus Police Officers and any other positions in the Campus Police Department in which an employee is required or authorized by OCCC to carry a firearm; all nursing clinical faculty, whether full-time or adjunct; and all EMS clinical instructors, whether full-time or adjunct. OCCC retains the right to designate additional positions as Safety Sensitive.

Nepotism

Nepotism is a specific form of favoritism in which a business entity prioritizes hiring a family member over a nonfamily member. OCCC prohibits an employee from participating in or influencing the hiring, reappointment, placement, promotion, performance appraisal, rate of pay, compensation increase, or discipline of a Family Member. OCCC also prohibits an employee from supervising or being supervised by a Family Member.

For purposes of this Policy, “Family Member” means: spouse, civil union partner, domestic partner, significant other, children, grandchildren, parents, grandparents, siblings (including step, foster and in-law relationships), and same household residents. “Affected Employee” means an employee who by relationship and supervision is in conflict with this policy. If an event places employees in conflict with this policy, each Affected Employee shall notify the Vice President for Human Resources in writing within 10 calendar days of the event. OCCC shall have 30 calendar days from the date of notification to eliminate the conflict through a supervision management plan, if feasible. If OCCC is not able to implement a supervision management plan within such 30 calendar day period and Affected Employees have not voluntarily eliminated the conflict, OCCC shall transfer or terminate the employment of one or more Affected Employees until the conflict is eliminated.

Dual Employment

OCCC permits employees whose primary appointment is in an Exempt Position to engage in dual employment at OCCC. OCCC does not permit dual employment of any employee whose primary appointment is in a Non-Exempt Position.

Employees must receive written approval from their primary appointment supervisor prior to applying for a secondary appointment. Employees must disclose their primary appointment to the division or department in which they are applying or being considered for a secondary appointment and must submit the primary appointment supervisor’s written approval as part of the application process. Employees seeking a secondary appointment as an adjunct professor must adhere to the established application process for adjunct teaching appointments.

An employee may be denied a secondary appointment if the primary appointment supervisor deems that the secondary appointment interferes with the performance of the duties of the Employee’s primary appointment, creates a conflict of interest, or creates a perceived conflict of interest with the primary appointment. A secondary appointment may also be denied if the primary appointment supervisor deems that the employee is not satisfactorily performing the responsibilities of the primary appointment.

Outside Employment

OCCC allows its employees to engage in outside employment as long as it does not create a conflict with or compromise its interests. Employees must not use any OCCC equipment or OCCC confidential information for Outside Employment without authorization. In addition, employees shall not solicit or conduct any outside business during paid OCCC working time. Employees are required to notify Human Resources upon accepting outside employment positions.

Employment Verification and Reference Requests

OCCC only provides dates of employment, job titles or positions held upon the receipt of an employment verification request. OCCC employees must forward all requests for employment references to Human Resources.

Falsification

OCCC considers falsification a serious offense. Falsification means any false, incorrect or materially incomplete statement, answer, or representation given intentionally or unintentionally by an applicant or employee, whether orally or in writing, pertaining to eligibility and qualifications for employment at OCCC, or personal or background information elicited by OCCC or provided by the applicant or employee for any authorized form, record or file.

Falsification may result in the denial of employment or the withdrawal of an offer of employment, if already made when falsification is discovered. If falsification is discovered after the employment relationship begins, falsification may result in appropriate discipline up to and including termination of employment.

Consensual Relationships

The greatest amount of academic freedom and collegiality between those in positions of authority and others is encouraged on this campus. It is, however, important to draw clear boundaries where situations involve individuals of unequal power.

OCCC considers it unethical and a conflict of interest for an employee to have any dating or sexual relationship with a student, or a social/personal relationship with a student that is unprofessional and goes beyond the bounds of a teaching-learning or educational focus:

- 1) during the time of course/program enrollment in the employee's department
- 2) when an employee has oversight responsibilities for a student, or
- 3) when a significant power differential exists, such as if an employee is in a position to recommend a student for academic or employment opportunities.

The College also views consensual relationships between staff and subordinates as inherently problematic. Therefore, persons with supervisory or evaluative responsibilities who are involved in such a relationship with subordinates must bring these relationships to the timely attention of their supervisor and the Vice President for Human Resources.

Progressive Discipline

Oklahoma City Community College (OCCC) supports good employee relations and a harmonious working environment. Employees are expected to fulfill the duties and responsibilities of their position in a cooperative and professional manner. To avoid discipline issues, supervisors are expected to provide employees with clear direction and feedback about performance.

All supervisors are encouraged to seek counsel from Human Resources regarding appropriate steps once a problem has surfaced. If a situation warrants corrective action, Progressive Discipline may be utilized to provide employees with notice when job performance or conduct standards are not met and the action needed to improve the deficiency, and to provide appropriate documentation to ensure consistent application of policies and/or procedures.

The Progressive Discipline process may include verbal counseling, written warning, Performance Improvement Plan, suspension, demotion, or termination from employment. Upon reaching the stage of a written warning, the supervisor is required to conduct a pre-counseling meeting with Human Resources. Each step need not be taken in each case. Depending upon the circumstances, the College may take any appropriate disciplinary action starting at any step, including immediate termination.

Suspension, Demotion, and Termination

OCCC may suspend, demote, or terminate any employee for any lawful reason. Such reasons include, but are not limited to:

- Abolition of position or program
- Insufficient revenue

- Department reorganization
- Reduction in Force – “Reduction in Force” is defined as “a termination of one or more employees due to
1) reduction of state appropriated funding or
2) declining enrollment”
- Activity which could impair effectiveness on the job
- Commission of acts which could cause or result in disruption of the operation of classes or other activities at OCCC or which could endanger the safety of persons or property
- Failure to comply with any OCCC Policy, OCCC Procedures, rules, or laws/regulations
- Failure to comply with requirements of the job
- Failure to maintain required training, certification and/or licensing
- Inefficiency or incompetency in the performance of duties
- Failure to comply with and carry out reasonable directives of supervisor(s)
- Mental or physical unfitness which renders the employee incapable of satisfactorily performing essential job functions
- Neglect of duty
- Negligent, careless, or improper use of OCCC property/funds
- Unprofessional conduct
- Unauthorized absence
- Excessive absenteeism
- Situations in which the law precludes an individual from continuing to hold a position (e.g. loss of license or certification)
- Abandonment of position
- Exhaustion or expiration of grant funding for position
- Failure to successfully complete Introductory Period
- Misconduct: Misconduct is defined as “unacceptable or inappropriate behavior”

Examples include, but are not limited to:

- Theft of property
- Willful destruction of property
- Violation of law or regulation
- Dishonesty or falsification of information
- Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol
- Unauthorized use of OCCC property/funds for personal use

A Supervisor may recommend suspension, demotion, or termination of an employee to the Vice President for Human Resources. After review and with agreement from the Vice President for Human Resources, the employee will be notified. Only the Vice President for Human Resources or appointee will communicate the action to the employee.

Employees may be suspended with or without pay if it is necessary to protect the best interests of the College. Suspension beyond 30 days must have the approval of the Executive Leadership Team. Suspensions with pay are not appealable. Other suspensions may be appealed in accordance with the applicable appeal procedures.

OCCC shall provide a minimum of thirty (30) days’ notice to employees demoted or terminated for any reason(s) except for the following:

- Situations in which the law precludes an individual from continuing to hold a position (e.g. loss of license or certification)
- Abandonment of position

- Exhaustion or expiration of grant funding for position
- Failure to successfully complete Introductory Period
- Misconduct: Misconduct is defined as “as unacceptable or inappropriate behavior”
- Examples include, but are not limited to:
 - Theft of property
 - Willful destruction of property
 - Violation of law or regulation
 - Dishonesty or falsification of information
 - Unauthorized use of OCCC property/funds for personal use

Employment Grievances

It is the policy of Oklahoma City Community College to provide its employees with a fair, equitable, and efficient process to present and resolve problems or issues negatively impacting the workplace arising out of the employment relationship. Each supervisor and employee is encouraged to resolve all workplace problems informally and in an atmosphere of mutual respect. OCCC expects the supervisor to discuss such concerns with the employee in an effort to resolve the problem in a timely manner.

Should the employee not be satisfied with the outcome, the Employee Grievance Policy provides a means for an employee to clarify and resolve certain work-related situations. This policy is available to any employee from the first day of employment with the college. who wishes to bring forward a work-related grievance that is not covered by another avenue of redress. For example, the following matters can be addressed through other College Policies, Procedures and processes and are not subject to this Policy:

- Complaints of Sexual Misconduct involving a student or employee are addressed through College Policy No. 1012 Equal Opportunity, Harassment, and Nondiscrimination.
- Complaints alleging discrimination, harassment, or retaliation based on a protected status involving a student or employee are addressed through College Policy No. 1012 Equal Opportunity, Harassment, and Nondiscrimination.
- Grievances related to employee discipline or separation of employment can be addressed directly with the designated Human Resources representative.
- Grievances related to performance reviews may be addressed directly with the Human Resources representative, with a final review completed by the vice president of human resources.

Grievances should be addressed in the first 30 days, because if too much time has passed, it may be difficult to substantiate the allegations. At any time, employees may consult with human resources to best understand the grievance process, required timelines, and appeal procedures.

Resignation

OCCC recognizes that employees sometimes resign from employment for other opportunities or for personal reasons. Employees who decide to resign their employment with OCCC should submit a written notice of resignation to the Vice President for Human Resources.

OCCC appreciates, but does not require, a two (2) weeks written notice of resignation to allow for an orderly transition.

Abandonment of Position

OCCC considers an employee who fails to report to work without notifying his or her supervisor of the absence as having resigned the position, even after one day.

Reduction in Force

It is the policy of OCCC that when bona fide budget reductions, severe financial exigencies or other emergency conditions may result in the reduction in force or layoff of Regular Employees, OCCC will explore alternatives. Any reduction in force will be conducted in compliance with federal and state law.

Children in the Workplace

Employees with children are expected to make regular arrangements for the care of their children during the employees' working hours. Employees are not to use the workplace as an alternative to childcare.

COMPENSATION

Compensation and Position Classification

OCCC has a comprehensive wage and salary planning approach designed to recruit and retain highly qualified faculty and staff, and to reward employees based upon ability, performance, and OCCC's available financial resources. OCCC establishes salary ranges for each position classification, based on comparison with the relevant market and OCCC's available financial resources, with minimum and maximum compensation consistent with the required level of knowledge, responsibility, and working conditions of the position. OCCC considers compensation increases on an annual basis.

Time Sheets

Every Non-Exempt Employee is responsible for accurately reporting hours worked by completing the timesheet tracking system.

The supervisor is responsible for reviewing the time submitted for accuracy, reconciling with approved leave requests, and forwarding the approved time sheet to Payroll.

If a Non-Exempt Employee is unable to complete and submit a time sheet due to absence, the supervisor may submit a contingent time sheet. Upon return to work, the Non-Exempt Employee must make any necessary corrections to the contingent time sheet and submit through the system.

A time sheet is a legal document. Intentionally recording time on another employee's time sheet, or altering, falsifying, or tampering with time sheets will result in disciplinary action, up to and including termination of employment.

Overtime

Employees will be compensated for overtime in compliance with the Fair Labor Standards Act (FLSA). College policy requires use of compensatory time as compensatory leave in lieu of the payment of overtime for employees in Non-Exempt positions except for OCCC Campus Police Officers, Cultural Programs Theater Technicians, Dining and Catering Service employees, and Facilities Management employees.

Non-Exempt Employees are paid at the overtime rate for all hours worked in excess of 40 per week. Non-Exempt Employees are not permitted to work overtime without prior approval of their supervisor. Supervisors may require Non-Exempt Employees to work extended hours based on operational needs as long as Non-Exempt Employees are paid in accordance with policy.

Direct Deposit

As required by the Oklahoma State Employees' Direct Deposit Act, all OCCC employees must participate in the direct deposit system, except students to the extent they are exempt from the direct deposit requirement pursuant to federal law. Covered employees must complete the Automatic Deposit Transmittal Form in the Employee Portal in the Finance section of Employee forms.

Public Funds Accountability

It is the policy of the State of Oklahoma, as expressed in Oklahoma statute, to be accountable to state taxpayers for the expenditure of public funds. To this end, all OCCC employees are paid pursuant to the principles of public accountability. OCCC prohibits payment to any employee for time not worked unless the time not worked is covered by available paid leave.

LEAVE

Holidays

OCCC generally recognizes the following Holidays:

Martin Luther King Day; President's Day; five work-days (Monday-Friday) for the week of Spring Break; Memorial Day; Juneteenth; Independence Day; Labor Day; Veteran's Day; five work-days (Monday-Friday) for the week of Thanksgiving; and Winter Break – All weekdays beginning December 24 through January 1.

To be eligible for Holiday pay, an employee must be a Regular Full-Time Employee in paid status on the employee's last scheduled workday before and the next scheduled workday following the Holiday. Regular Part-Time Employees are eligible for Holiday pay of four (4) hours per OCCC Holiday. Regular Part-Time employees should record 4 hours of pay on their timesheets for each paid Holiday.

Employees eligible for Holiday pay who are required to work on a Holiday will be granted an equal amount of time off with pay within 30 calendar days of the Holiday on a date mutually agreed upon by the employee and the employee's supervisor, or, if Non-Exempt, Employees eligible for Holiday pay may elect to be paid for both hours worked on the Holiday and Holiday pay. However, where the conditions of a grant require an employee to work on days otherwise designated as OCCC Holidays or require the employee to observe a holiday not designated as an OCCC Holiday, the grant requirement is controlling. These employees are not eligible for equal time off with pay to compensate them for working on the OCCC Holiday.

Vacation

OCCC provides paid vacation leave to Eligible Employees to allow for rest and rejuvenation. For purposes of vacation leave, Eligible Employee is defined as all Regular Full-Time Employees except those whose positions are regularly budgeted for less than 2080 hours per fiscal year. An employee's vacation leave accrual rate and maximum leave accumulation are based on the employee's years of service.

Vacation Leave accrues and is available for use on the first day of the month following the month for which it is earned. An employee must be a Regular Full-Time Employee on the first day of the month to accrue any vacation

leave earned for the preceding month. The maximum accumulation of vacation leave for an Eligible Employee is 400 hours. Unused vacation leave, up to the maximum accumulation, will be paid upon separation from employment. An Eligible Employee whose accrued leave balance is equal to the maximum accumulation accrues no additional vacation leave.

Years of Service	Monthly Accrual Rate
Less than 5	8 hours
5 or more but less than 10	10 hours
10 or more but less than 15	12 hours
15 or more but less than 20	14 hours
20 or more	16 hours

Eligible Employees must request vacation time off and receive supervisory approval. Employees on scheduled Vacation Leave will not be granted paid Inclement Weather Leave.

Personal Leave

OCCC grants Eligible Employees eight (8) hours of paid personal leave on September 1, November 1, February 1, and April 1 of each year. For purposes of personal leave, Eligible Employee means any Regular Full-Time Employee.

Employees should submit requests for personal leave at their earliest knowledge of need in order to provide the College with adequate time to prepare for coverage. Supervisors are responsible for approving or denying the leave.

Eligible Employees may convert up to three (3) days of accumulated unused personal leave to sick leave annually. The conversion request must be submitted to Human Resources during the annual benefits open enrollment period. Employees on scheduled Personal Leave will not be granted paid Inclement Weather Leave.

Sick Leave

OCCC provides paid sick leave to Eligible Employees for use when they are unable to work due to illness or injury, medical, dental, or optical examination or treatment, or when the employee's exposure to a contagious disease poses a health risk to others in the workplace. For purposes of sick leave, Eligible Employee means any Regular Full-Time Employee.

Eligible Employees earn sick leave at the rate of eight (8) hours for each month in which the employee works or is in paid leave status. Sick leave accrues and is available for use on the first day of the month following the month for which it is earned. An employee must be a Regular Full-Time Employee of OCCC on the first day of the month to accrue sick leave earned for the preceding month.

Employees are not compensated for accrued unused Active Sick Leave upon separation from employment. Any application of unused sick leave towards retirement benefits is governed by the Oklahoma Teachers Retirement System.

Where possible, employees should request sick leave for illness and for health-care provider appointments in advance.

An employee who has not received advance approval of sick leave must notify his or her supervisor (or designee)

of an absence by telephone or e-mail no later than 30 minutes after the employee's regularly scheduled start time each day of the absence unless the supervisor waives the daily notification requirement for a specific absence.

OCCC reserves the right to request and require a health care provider's statement that the employee was unable to work and/or a release to return to work for any absence charged to sick leave. Employees on scheduled sick leave will not be granted paid Inclement Weather Leave.

Parental Leave

OCCC allows Parental Leave to Eligible Employees, any employee who is a Regular Full-Time Employees who has been employed by OCCC for at least two (2) years prior to a request for Parental leave. An Eligible Employee shall be entitled to six (6) weeks of paid Parental leave following the birth, adoption, or placement of the employee's child.

Employees seeking eligibility under this Parental leave policy shall also meet all criteria for FMLA eligibility, including, but not limited to the Notice and Certification requirements found in 4.0 of OCCC Policy No. 2210.

Sick Leave Sharing

While OCCC has a generous sick leave policy, significant medical events can deplete available leave and complicate an already difficult situation. In an effort to assist employees who may find themselves in this circumstance, OCCC has established a Sick Leave Sharing Bank to which benefit eligible faculty and staff members may donate sick leave and from which benefit eligible faculty and staff members may receive donated sick leave. Information regarding eligibility for donated leave and donation limitations can be found in College Policy No. 2202.

Use of Sick Leave for Family Care

OCCC allows Eligible Employees to use accumulated paid sick leave to care for family members. "Eligible Employee" means a Regular Full-Time Employee.

Family is defined as significant other/spouse, child, parent, parent-in-law, or person who acted or is acting in the role of child or parent during the child's minority, with step, adoptive and foster-care relationships being equivalent to biological relationships, and persons living in the household of the employee.

Use of Sick Leave for Bereavement

OCCC allows Eligible Employees to use accumulated paid sick leave for bereavement and funerals of Immediate Family. Eligible Employee means Regular Full-Time Employee. For purposes of bereavement leave, Immediate Family is defined as significant other/spouse, parent, sibling, child, grandchild, grandparent, any of the corresponding in-law relationships, persons who acted or are acting in the role of parent or child during the child's minority, with step, adoptive, and foster-care relationships being equivalent to biological relationships.

Use of Sick Leave for Natural Disasters

Employees may use accumulated sick leave for absences from work due to a declared natural disaster that affects the employee, the employee's Family, or property of the employee or Family. A "declared natural disaster" is a natural disaster that causes the Governor of Oklahoma to declare a state of emergency.

Required Court Appearance Leave

OCCC grants time off to employees who are summonsed to serve as a juror in any legal proceeding and to employees subpoenaed as witnesses or parties in legal proceedings as described in College Policy No. 2207. Employees requesting time off for jury duty or other required court appearance must notify Human Resources at HRBenefits@occc.edu.

Voting Leave

OCCC grants Eligible Employees time off with pay for voting in state, local and national elections, pursuant to Oklahoma law. For purposes of voting leave, "Eligible Employee" means an employee whose workday begins less than three hours after the polls open and ends less than three hours before the polls close; and who notifies his or her supervisor orally or in writing the day preceding the election of the employee's intention to be absent; and who provides proof of voting. The Eligible Employee's manager selects the hours during which the Eligible Employee may take leave to vote and shall notify each requesting Eligible Employee of the hours during which he or she is granted time in which to vote.

Eligible Employees who comply with the procedure are granted two (2) hours' time off with pay for voting in local, state and national elections. Eligible Employees at such a distance from the voting place that more than two (2) hours are required to enable the employee to vote shall be given sufficient time off with pay to cast a ballot. As an alternative to providing Voting Leave, OCCC reserves the right to alter any employee's work schedule on election days to allow three hours before or after the beginning of work during which time the polls are open.

Inclement Weather Leave

If Executive Leadership determines that it is necessary to delay opening or to close OCCC due to inclement weather, Regular Full-Time and Regular Part-Time Employees who cannot work because of the inclement weather closure will be granted paid inclement weather leave for the time the employees cannot work due to the campus closure during their regularly scheduled work hours. Employees who are directed to work from home during an inclement weather closure will not be granted paid inclement weather leave for the time worked from home, but will be paid regularly, as if they were working on campus

Employees on scheduled sick, vacation, or personal leave or leave without pay will not be granted paid inclement weather leave. Employees who are not regularly scheduled to work during an inclement weather closure will not be granted paid inclement weather leave or equivalent time off due to such closure. Temporary Employees are not granted paid inclement weather leave for closures due to inclement weather.

Non-Exempt Regular Full-Time Employees and Regular Part-Time Employees who are required to work on campus during inclement weather closures shall be paid for both hours worked and the time the campus is closed during the employee's regularly scheduled work hours.

A Regular Full-Time or Regular Part-Time Employee who does not report to work (on campus or from home, as directed), leaves earlier than a designated campus closure time, or arrives later than a designated late arrival time shall be charged leave for the missed work time.

Other Administrative Leave

Other Administrative leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the College's best interest to retain the employee relationship for a period of time to be determined by the College. Such leaves may be initiated by Human Resources or requested by the employee and approved by

Human Resources. Examples of when an employee may be placed on administrative leave include, but are not limited to: a work area must be closed for repairs, an internal review or investigation, or for an investigation of an external event, such as an arrest, or other serious or special conditions where no other administrative option exists.

Family and Medical Leave Act Leave

In accordance with the federal Family and Medical Leave Act, OCCC provides leave to eligible employees for certain qualifying reasons.

LEAVE ENTITLEMENTS

Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

OCCC requires employees to use some or all of their available paid leave (e.g., sick, vacation, PTO) during FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave available to use in the applicable 12-month period.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. During any paid portion of FMLA leave, employees' share of any health insurance premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, employees must continue to make any normal contributions to the cost of the health insurance premiums. Upon return from FMLA leave, other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when FMLA leave began.

To make arrangements to continue employee benefits while you are on FMLA leave, contact Human Resources.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

The U.S. Department of Labor, Wage and Hour Division, enforces the FMLA. For more information or to file complaint: 1-866-487-9243 or www.dol.gov/whd.

Military Leave

OCCC is committed to protecting the job rights of employees absent on military leave as required by law. No employee or prospective employee will be subjected to discrimination or retaliation on the basis of that person's membership in or obligation to perform service for any of the uniformed services.

In accordance with Oklahoma law, OCCC grants certain employees paid military leave of absence without loss of seniority or status for up to 30 working days. Employees may also be entitled to a pay differential beyond the 30 working day period.

In accordance with federal law, OCCC also provides job-protected leave for up to 5 years of military service and reemployment rights for certain employees returning from service in the uniformed services.

Leave Without Pay (LWOP)

OCCC maintains comprehensive leave policies, and, as a general rule, LWOP status is not permissible without prior approval as specified in the policy. Unauthorized LWOP may result in disciplinary measures, including termination. OCCC may grant leave without pay on a limited basis, subject to certain conditions.

Regular full-time employees are eligible to request LWOP, which will be evaluated based on job performance, attendance records, and departmental/division requirements. Approval from the immediate supervisor, the Executive Leadership member in the employee's chain of command, and the Vice President of Human Resources is mandatory.

EMPLOYEE BENEFITS

Retirement and Insurance Benefits 403 (b) Plan:

All Employees are eligible to participate in and make elective deferrals under the 403(b) Plan. For Regular Full-Time Non-Exempt Employees hired before July 1, 2014, OCCC makes a matching contribution of 4½ % of the employees' annual compensation if the employee contributes a minimum of 1½ % of their annual compensation.

All Regular Full-Time Non-Exempt Employees hired on or after July 1, 2014, OCCC makes a matching contribution of 3.0% of the employees' annual compensation if the employee contributes a minimum of 1½ % of their annual compensation. Contributions are made on a pre-tax basis and are subject to Internal Revenue Code maximums.

Long-Term Disability Insurance:

OCCC provides disability insurance coverage for all Regular Full-Time Employees. OCCC pays the full premium for disability insurance coverage.

Dental Insurance:

OCCC offers dental insurance to Regular Full-Time Employees and their dependents. OCCC pays the entire premium for employee coverage, with dependent coverage available at the employee's expense.

Health Insurance:

OCCC offers health insurance options to its Regular Full-Time Employees. Beginning July 1, 2014, full-time is defined for this purpose as working an average of 30 hours per week. OCCC pays 100% of the premium for the employee basic health insurance coverage with the successful completion of the results-oriented wellness plan premium waiver criteria.

Life Insurance:

Regular Full-Time Employees of OCCC are eligible to enroll in basic life insurance for an amount equal to two times the employee's annual salary.

Oklahoma Teachers Retirement System:

OCCC participates in the Oklahoma Teachers Retirement System ("OTRS"). Adjunct faculty are not eligible to participate in OTRS, unless they are enrolled through employment at another public educational institution, in which case membership is required. OCCC pays both the employer contribution and the employee contribution to OTRS for all Regular Full-Time Employees and for Regular Part-Time Employees who work more than 20 hours a week on a regular basis.

Section 125/Medical and Dependent Care Reimbursement Plan:

OCCC Regular Full-Time Employees may elect to pay their health and dental insurance premiums using pre-tax payroll deductions, and to set aside through pre-tax payroll deductions funds for certain out-of-pocket medical expenses and dependent care expenses.

Vision:

OCCC Regular Full-Time Employees are eligible for discounted vision services in conjunction with health insurance and dental insurance coverage.

Employee Assistance Program (EAP)

OCCC provides an Employee Assistance Program (EAP) for its employees and their families. Eligible employees and eligible family members are encouraged to utilize this benefit as needed. Contact information to access EAP services is available on the OCCC Employee Home Page.

Educational Opportunities for Employees, Families, and Retirees

OCCC grants tuition assistance to its Regular Full-Time Employees, their Spouses and Dependent Children, and Retirees and Spouses, and Dependent Children, and Regular Part-Time Employees.

Tuition Waivers

For OCCC credit courses, OCCC waives tuition for up to thirty (30) credit hours per fiscal year. Spouses and Dependent Children of Regular Full-Time Employees also eligible for this same benefit.

Tuition Reimbursement

OCCC reimburses Regular Full-Time Employees who take non-equivalent courses for credit at an institution of higher education other than OCCC for up to twelve (12) graduate or undergraduate credit hours each calendar year as described in College Policy No. 2302.



OKLAHOMA CITY COMMUNITY COLLEGE

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