
WORK CONDITIONS

USE OF SWOSU EQUIPMENT

Equipment essential in accomplishing job duties may be expensive, as well as difficult to replace. When using SWOSU provided property, employees are to exercise care and follow operating instructions, safety standards and guidelines. SWOSU equipment is state property and employees should hold no privacy expectation when using SWOSU equipment and it is not permitted for personal use.

An employee should notify his/her immediate supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent injury to the employee or others.

SWOSU Keys: SWOSU recognizes that certain employees will require keys to various campus buildings and facilities. Due to the substantial cost involved in rekeying, SWOSU key holders are asked to actively safeguard their assigned keys.

Issuance of SWOSU keys is limited to need. Key holders are directly responsible for the key issued to them. Prior to the issuance of a key(s), the appropriate department head must sign an authorization. Department heads should notify the Physical Plant Office of anticipated key needs to allow time to cut keys prior to issuance. (See SWOSU web site for Key Request Form)

Upon termination of employment or when a key is no longer required, the key(s) are to be returned to the Physical Plant Office.

Telephone System: Use of SWOSU's telephones for personal needs should be limited to the extent possible. Personal long distance telephone calls may be made by the following methods:

- Third party billing
- Collect
- Personal cell phone
- Telephone calling card (non-SWOSU)

In the event of a personal emergency long distance call, notify Business Affairs Office by the next business day.

Personal Communication Device Usage: SWOSU owned personal communication devices including cell phones, Blackberry, iPhone, PDA, etc. (hereafter called cell phone) are a benefit to the employee as well as SWOSU. The cell phone can be used to do business while out of the office, to stay in touch with SWOSU and for communication during difficult or emergency situations. They are not to be used for non-work related communications unless circumstances arise as described below.

SWOSU advises the employee not to use cell phones (SWOSU owned or personal) while driving. Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.

Employees in possession of SWOSU cell phones are required to take appropriate precautions to prevent theft and vandalism.

SWOSU cell phones are to be used for business purposes only. Incoming calls can be limited by only giving the phone number to business associates. Any personal calls made will need to be identified and financial reimbursement made to the Business Affairs Office monthly. (See Cell Phone Reimbursement Form on SWOSU web site)

Mail System: The primary purpose of SWOSU mail service is to provide delivery of US mail and inter-SWOSU written communication. Mail that is of a personal nature that is not related to the performance of an employee's job should not be sent through SWOSU mail services. Mail routed through SWOSU mail services is considered SWOSU property and employees are afforded no expectation of privacy on this issue.

All out-going, personal mail processed through the campus mailroom must have proper postage. Use of SWOSU's postage meter for non-SWOSU purpose is prohibited.

Private vendors are prohibited from using campus mail services as a means of distributing information, sales solicitations, etc. This does not preclude private vendors from using normal postage paid mail to reach SWOSU personnel or departments.

Mass mailings ("box stuffers") by SWOSU departments will require prior approval. The Mailroom Supervisor will determine when approval is required in accordance with internal SWOSU procedures.

Computers and Computing Equipment: Computing services at SWOSU are provided to promote administrative, educational, and research efforts of the faculty, students, and staff. All persons utilizing these services are responsible to ensure that computing resources are used in an ethical and lawful manner. The following basic principles and examples provide a general framework for determining acceptable behavior and conduct when using university provided computing resources.

Use university computing resources for appropriate university activities only. Users may not use SWOSU computers or facilities, services and information technologies for personal enterprises or business.

- University computer systems shall not be used for unauthorized political activities or unauthorized commercial purposes.
- Unauthorized copies of copyrighted material shall not be created, distributed, or knowingly utilized.

Do no harm to the computing environment.

- Users shall not attempt to degrade, endanger the integrity of or manipulate system-wide performance or capability.

- Users are responsible for specialized hardware and/or software that they have installed on university computers.

Do no harm to other system users.

- Obscene, threatening, harassing, or intimidating material shall not be entered into the computer or sent by electronic means.
- Users shall not examine, change, or use another person's (or institutional) username, password, files, or email.
- Users shall always identify themselves appropriately.
- Refrain from using tag lines (quotes at the bottom of emails) in conjunction with the signature area of emails. Signature lines on emails should contain only name, title and contact information.

Users are responsible for all usage of their accounts. They should never permit others to use their accounts.

Electronic media on all SWOSU systems is as private as is feasibly possible. System administrators will not access another person's data unless necessary in the course of their duties and will treat the data as confidential. Unauthorized attempts to access another person's data will be treated with the utmost seriousness.

All individuals using computer and network systems owned by SWOSU are subject to applicable local, State or Federal laws and University policies. Violations are subject to disciplinary action. SWOSU may immediately suspend the computer/network privileges of alleged violators, subsequently ensuring due process. SWOSU will provide proportional sanctions for policy violations, including but not limited to reprimand, temporary or permanent removal of computer/network privileges, dismissal from the University, and legal action. Violations of this policy may constitute a criminal offense, punishable by local, state, or federal law.

Vehicles and Equipment: The improper, careless, negligent, destructive or unsafe use or operation of SWOSU equipment, as well as excessive or avoidable traffic and/or parking violations, can result in disciplinary action, including termination of employment.

- a) **Drivers:** Only employees of SWOSU shall drive a SWOSU vehicle. Such individuals are to possess a valid driver's license. They are to obey the traffic laws and to wear their safety belts while operating the motor vehicle.

All driving of SWOSU equipment or vehicles shall be limited to driving done within the scope of the driver's employment/authority. Driving vehicles home is strictly prohibited. Keys should be picked up from the Physical Plant by 5 p.m. of the preceding work day for early morning departures. Furthermore, the operation of a vehicle while under the influence of alcoholic beverages or narcotics is strictly prohibited. Texting while driving is also prohibited.

SWOSU reserves the right to require a driver improvement course when deemed in the best interest of the university.

In the event that an employee, who is required to operate a motorized vehicle as part of his/her job responsibility, does not have a current driver's license, that employee shall be terminated, from such a position, unless said employee is able to acquire a valid Oklahoma driver's license within 30 days from the date of hire or the date that such license is terminated.

b) **Passengers:** In general, non-employees of SWOSU may not ride in SWOSU vehicles. If a SWOSU employee is driving a SWOSU vehicle, a non-employee may ride in the vehicle if the non-employee is doing so in an official capacity, examples include but are not limited to:

- Students riding as part of a SWOSU sponsored activity.
- The spouse of employee attending a function in which the spouse is generally expected to attend.
- A non-employee accompanying an employee to a meeting in which the non-employee is an invited guest or participant.
- A city official is riding with an employee in a SWOSU sponsored parade.

See Campus Safety web site regarding mini scooters, bicycles, skateboard, roller blades and other policies.

No unauthorized individual shall ride as a passenger in a SWOSU vehicle. Any authorized drivers and passengers are to wear their safety belts.

CAMPUS PARKING

Faculty and staff are permitted to park in any of the campus' parking locations, except in parking zones that have designated restrictions. These include, but are not necessarily limited to, the following:

- Fire lanes or at fire hydrants
- Loading and unloading zones
- Medical or handicapped spaces (unless the individual qualifies to use such spaces)
- Visitor parking spaces

Note: Certain SWOSU and service vehicles are exempt from some parking regulations.

Weatherford Campus: All vehicles parking on or adjacent to the Weatherford campus must display the appropriate parking decal. Parking permit decals may be obtained at the Department of Public Safety Office. Decals must be placed in the lower portion of the back window of the driver's side and be displayed at all times while parked on or adjacent to SWOSU property. Individuals with questions concerning the Weatherford campus parking procedures should contact the Department of Public Safety.

Sayre Campus: Parking decals are not required for employees or students parking on or adjacent to the Sayre campus property. Individuals with questions concerning the Sayre campus parking procedures should contact the Dean of the Sayre Campus' Office.

Speed Limits: The speed limit for both the Weatherford and the Sayre campuses is 15 miles per hour.

Accidents: Individuals who are involved in traffic accidents should, after taking appropriate emergency steps if required, contact the Department of Public Safety (or if on the Sayre campus the Dean's Office).