

Update Federal Tax Withholdings for W-4 in Self-Service Banner

All employees except Nonresident Aliens should start making changes to their federal withholdings through Self-Service Banner. Paper W-4 forms should no longer be submitted to change federal withholdings after August 1, 2018. Current employees can view and print their W-4 through Self-Service Banner. Changes can be made anytime. Employees may select the beginning of any future pay period for the effective date.

The federal withholding for new employees will default to single marital status and zero exemptions. To change either the marital status or number of exemptions, visit the employee portal and follow the instructions below.

1. Log in to [Employee Self Service](#)
2. Select Employee
3. Select Tax Forms
4. Select W-4 Employee's Withholding Allowance Certificate
5. Select Update (at the bottom of the screen)

The state withholding for new employees will default to Oklahoma as the state where the wages are earned, single marital status and zero exemptions. To change the State where the wages are earned, marital status or number of exemptions for state withholdings, visit the [Payroll Services website](#) under Payroll Tax Withholding Forms. Choose "Oklahoma Employee's Withholding Allowance Certificate" or "OSU Out of State Job Location State Tax Withholding form" as appropriate.



Human Resources Benefits and You

IMPORTANT BENEFITS NOTICE FOR NEW HIRES

Employees with a continuous, regular appointment of at least six months who work at least 30 hours per week (.75 FTE) are eligible for insurance benefits and must enroll within 30 days of hire. In addition, employees with a continuous, regular appointment of at least six months who work at least 20 hours or more per week (.50 FTE to 1.00 FTE) must make an irrevocable decision about retirement within the first 30 days of hire. All employees, including student and temporary employees, are eligible to participate in the voluntary retirement programs. You can learn more about participation in the 457(b) Deferred Compensation Plan, 403(b) Supplemental Tax-Deferred Annuity, and the Roth 403(b) program, by contacting your Human Resources office.

What should I do to enroll? Your hiring official should schedule a benefits enrollment session with OSU Human Resources, (405) 744-5449, on the Stillwater campus, within the first week of hire. *You will want to verify the time and location of your enrollment meeting with your supervisor.* The enrollment session lasts approximately three hours. During this session, Benefits staff presents highlights of the benefit programs and assists employees with completion of enrollment forms. You are encouraged to view your benefit options at <http://hr.okstate.edu/benefits/newemp> prior to the enrollment session so that you will be better prepared to make informed choices. Insurance plan decisions are made and forms are usually turned in during the enrollment session.

May my spouse attend the enrollment session? Spouses are welcome. However, space is limited, so a reservation for the spouse should be made when the appointment is scheduled. Your spouse can also view benefit information online at <http://hr.okstate.edu/benefits/newemp>.

What happens if I fail to enroll in the insurance plans within the first 30 days of hire? You lose the opportunity to enroll in the health care plan of your choice until the next Annual Benefits Enrollment Period. You also lose the opportunity to participate in the optional dental and vision plans until the next Annual Benefits Enrollment Period. In addition, you will not be able to cover family members in the health care plan until the next Annual Benefits Enrollment Period. Late enrollment in other benefit programs can also have serious consequences, such as coverage limitations (dental) or proof of insurability requirements (life and long-term disability).

What happens if I fail to make my retirement election within the first 30 days of hire? State law requires OSU enroll employees working .50 FTE or greater into the Oklahoma Teachers' Retirement System if an election is not made within 30 days of the benefits eligibility date. Employees working .50 to .74 FTE are required to pay the contribution. OSU pays the contribution on employees working .75 FTE or greater. You will never be allowed to participate in the Alternate Retirement Plan (TIAA-CREF) if you fail to make a timely election.

When will my coverage become effective? All insurance benefits become effective the first of the month following your hire date even if the first day of a month is your hire date. *Remember, you must enroll within 30 days of hire.*

What do I need to bring to the enrollment session? Names, dates of birth, social security numbers, and supporting documentation (i.e. birth certificate, federal tax return, marriage license, divorce decree, custody agreements, adoption, or guardianships) of family members to be insured and persons named as beneficiaries.

How do I find out about withholdings from my pay and other personal information? You may view any of your personal information, benefit enrollments, and payroll information on *Self Service Banner*, <https://my.okstate.edu>. As soon as you are given access to OSU systems, you can access *Self Service Banner*. In order to protect your privacy, OSU assigns all new employees a campus-wide identification number (CWID) that will be used in place of your social security number in all university systems. You can access your CWID in your personal information on *Self Service*.

How do I obtain an OSU Employee Identification Card? Within 24 hours after Payroll Services receives an *Electronic Personnel Action* form (from your department), your information will be input into the Human Resources System. After your information is in the system, ID Card Services, 113 Math Science, can produce your OSU ID.

How can I save for retirement? OSU offers three voluntary retirement programs that give all employees, including student and temporary employees, the opportunity to set aside money toward retirement. You decide how much money to contribute within the guidelines for each program. These contributions will be deducted from your paycheck and remitted to TIAA. Information about the 457(b) Deferred Compensation Plan, 403(b) Supplemental Tax-Deferred Annuity, and the Roth 403(b), can be found at <http://hr.okstate.edu/benefits/vrp.htm>.

Reminder of Deadlines

You have 30 days from date of hire to enroll in the insurance programs, and to make an irrevocable election for your retirement plan.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.



**Human Resources
Benefits and You**

Annual Leave, Sick Leave, and Holidays

Continuous, regular employees employed at .50 FTE or greater are eligible for certain paid time-off benefits. Annual and sick leave accrual and maximums are proportionate to the percentage of full time employment (FTE).

Employees paid monthly must have an active assignment on the 16th day of the month to accrue leave for that month. Employees paid biweekly must have an active assignment on the first Friday of the pay period. Leave accrued in excess of the maximum is forfeited.

Your Payroll Advice on *Web for Employees* has a section to reflect current amounts as recorded on the Human Resource System. Please monitor your leave records and discuss any discrepancies with the appropriate payroll representative in your department. Please note if you are paid monthly, your Payroll Advice will not include leave taken the prior month.

ANNUAL LEAVE

Non-exempt Classified Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly	Biweekly		
0-5 yrs	9.33	4.31	112 (14 days)	224 (28 days)
6-10 yrs	13.33	6.15	160 (20 days)	320 (40 days)
11+ yrs	14.67	6.77	176 (22 days)	352 (44 days)

Exempt Administrative/Professional Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly			
<i>Classification Bands 1-4:</i>				
0-4 yrs	10.00		120 (15 days)	240 (30 days)
5+ yrs	14.67		176 (22 days)	352 (44 days)
<i>Classification Bands 5-6:</i>				
All Service	14.67		176 (22 days)	352 (44 days)

Annual leave is scheduled by the department head after consideration of both department and employee needs. Annual leave is not available during the first three months of regular service (probation) for classified employees. Upon resignation, the maximum accumulation that can be paid as terminal annual leave is equivalent to the number of hours earned in one year.

SICK LEAVE

Staff Employees -- 1.00 FTE

Years of Service	Hours Accrued Per Pay Period		Hours Accrued Per Year	Maximum Hours Accumulation
	Monthly	Biweekly		
All Service	14.67	6.77	176 (22 days)	1600 (200 days)

The maximum accumulation of sick leave is 1,600 hours or 200 days. Any sick leave accrued over the maximum is forfeited. However, for record keeping purposes, the forfeited amount is captured in an Extended Sick Leave Account.

Sick leave is an absence from assigned duty with pay when such absence results from a personal illness or incapacity. The unit administrator may require staff to furnish certification of illness or disabling injury from a qualified, licensed medical practitioner.

Sick leave may also be used for occasions that require the employee to care for a member of the immediate family who is ill or incapacitated. The immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, or corresponding in-law relationships. The unit administrator may require satisfactory proof of need for the employee to care for a member of the immediate family who is ill or incapacitated.

Employees are not paid for unused sick leave. Employees who return to OSU within six months from the date of termination may have up to ten working days of their previous balance of sick leave reinstated with approval of the employee's present department head.

Faculty

While faculty accrue sick leave at the same annual rate (22 days) as university staff, it is accrued at a different monthly rate based on the academic year. All eligible faculty accrue sick leave at 19.56 hours per month for each of the nine months from September through May, regardless of whether they have a nine, ten, eleven, or twelve-month appointment. There is no accrual for the months of June, July and August. Sick leave is maintained on the Human Resource System and appears on the Payroll Advice.

Faculty on nine and eleven months appointments do not accrue annual leave. Annual leave, when appropriate, is maintained at the department/college level. All inquiries should be directed to your department head.

UNIVERSITY HOLIDAYS

Following are 12 paid holidays Oklahoma State University usually observes each year: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, plus five work days at Christmas. Policy does permit some flexibility in scheduling of holidays.

The following Policy and Procedures apply: 2-0113 (Faculty Sick Leave), 3-0705 (Attendance and Leave for Classified Staff), 3-0725 (Attendance and Leave for Administrative/Professional Staff), and 3-0709 (University Holidays), and 3-0716 (Sick Leave for Staff).

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Oklahoma State University and the Agricultural and Mechanical Colleges

EMPLOYEE GROUP HEALTH PLAN

NOTICE OF PRIVACY PRACTICES

EFFECTIVE DATE: January 1, 2015

This NOTICE describes how the OSU A&M (Institution's) Employee Health Plan may use or disclose your health information and how you can get access to that information. It applies to the health information that is protected by HIPAA that is generated or maintained by the Institution's Employee Health Plan.

Please review it carefully.

In order to provide you with benefits, the Institution will receive personal information about your health, from you, your physicians, hospitals, and others who provide you with health care services. We are required to keep this information confidential. This notice of our privacy practices is intended to inform you of the ways we may use your information and the occasions on which we may disclose this information to others.

The Institution's Employee Health Plan is required by law to protect the privacy of your health information that is protected by HIPAA, give you a Notice of its legal duties and privacy practices, and follow the current Notice. It will be followed by all employees of the Institution's Health Plan.

KINDS OF INFORMATION THAT THIS NOTICE APPLIES TO: This notice applies to any information in our possession that would allow someone to identify you and learn something about your health. It does not apply to information that contains nothing that could reasonably be used to identify you.

WHO MUST ABIDE BY THIS NOTICE

- OSU A&M Group Health Plan.
- All employees, staff, students, volunteers and other personnel whose work is under the direct control of the Institution.

The people and organizations to which this notice applies (referred to as "we," "our," and "us") have agreed to abide by its terms. We may share your information with each other for purposes of treatment, and as necessary for payment and operations activities as described below.

OUR LEGAL DUTIES

- We are required by law to maintain the privacy of your health information.
- We are required to provide this notice of our privacy practices and legal duties regarding health information to anyone who asks for it.

HOW WE MAY USE OR DISCLOSE YOUR HEALTH INFORMATION.

We may use your health information, or disclose it to others, for a number of different reasons. This notice describes these reasons. For each reason, we have written a

brief explanation. We also provide some examples. These examples do not include all of the specific ways we may use or disclose your information. But any time we use your information, or disclose it to someone else, it will fit one of the reasons listed here.

Treatment: The Institution's Employee Health Plan may use or disclose your health information for treatment, services, or activities of health care providers. *Example:* Your health coverage or eligibility information may be shared with doctors so a treatment plan can be arranged.

Payment: The Institution's Employee Health Plan may use your health information for payment activities, such as to determine plan coverage. *Example:* Your health information may be released to coordinate payment for services.

Operations: The Institution's Employee Health Plan may use your health information for uses necessary to run its healthcare plan, such as to conduct quality assessment activities, train, audit, or

arrange for legal services. We are not allowed to use genetic information to decide whether to give you coverage or the price of that coverage. (This does not apply to long-term care plans.) *Example:* The Institution's Employee Health Plan may access your health information to help you resolve claims issues.

Administration of the Plan: The Institution's Employee Health Plan may disclose your health information to the health plan sponsor for plan administration. *Example:* We may provide the plan sponsor with certain statistics to explain or determine premium setting.

Business Associates: The Institution's Employee Health Plan may disclose your health information to other entities that provide a service to the Institution's Employee health Plan or on behalf of the Institution's Employee Health Plan that requires the release of your health information, such as a third party administrator, but only if the Institution's Employee Health Plan has received satisfactory assurance that the other entity will protect your health information.

Individuals Involved in Your Care or Payment for Your Care: The Institution's Employee Health Plan may release your health information to a friend, family member, or legal guardian who is involved in your care or who helps pay for your care.

Research: We may disclose your health information in connection with medical research projects. Federal rules govern any disclosure of your health information for research purposes without your authorization.

Public Health Activities: We will disclose your health information when required to do so for public health purposes. This includes reporting certain diseases, births, deaths, and reactions to certain medications. It may also include notifying people who have been exposed to a disease.

To Report Abuse: We may disclose your health information when the information relates to a victim of abuse, neglect or domestic violence. We will make this report only in accordance with laws that require or allow such reporting, or with your permission.

Law Enforcement: We may disclose your health information for law enforcement purposes. This includes providing information to help locate a suspect, fugitive, material witness or missing person, or in connection with suspected criminal activity. We must also disclose your health information to a federal agency investigating our compliance with federal privacy regulations.

Specialized Purposes: We may disclose the health information

of members of the armed forces as authorized by military command authorities. We may disclose your health information for a number of other specialized purposes. We will only disclose as much information as is necessary for the purpose. For instance, we may disclose your information to coroners, medical examiners and funeral directors; to organ procurement organizations (for organ, eye, or tissue donation); or for national security, intelligence, and protection of the president. We also may disclose health information about an inmate to a correctional institution or to law enforcement officials, to provide the inmate with health care, to protect the health and safety of the inmate and others, and for the safety, administration, and maintenance of the correctional institution. We may also disclose your health information to your employer for purposes of workers' compensation and work site safety laws (OSHA, for instance).

Oklahoma law requires that the Institution's Employee Health Plan inform you that health information used or disclosed may indicate the presence of a communicable or noncommunicable disease. It may also include information related to mental health.

Information to Members: We may use your health information to provide you with additional information. This may include sending

appointment reminders to your address. This may also include giving you information about treatment options or other health-related services that we provide.

Underwriting Purposes: The Institution uses protected health information to conduct underwriting/rate setting purposes. However, federal law prohibits the use or disclosure of genetic information about an individual for such purposes.

Health Benefits Information: Since your enrollment in the Institution's health plan is sponsored by your employer, your health information may be disclosed to your employer, as necessary for the administration of your employer's health benefit program for employees. Employers may receive this information only for purposes of administering their employee group health plans, and must have special rules to prevent the misuse of your information for other purposes.

Your Rights Regarding Your Health Information

Authorization: We may use or disclose your health information for any purpose that is listed in this notice without your written authorization. We will not use or disclose your health information for any other reason without your authorization. Most uses and disclosures of psychotherapy notes (where appropriate), uses

and disclosures of PHI for marketing purposes, and disclosures that constitute a sale of PHI require authorization. If you authorize us to use or disclose your health information, you have the right to revoke the authorization at any time. For information about how to authorize us to use or disclose your health information, or about how to revoke an authorization, contact the person listed under "Whom to Contact" at the end of this notice. You may not revoke an authorization for us to use and disclose your information to the extent that we have taken action in reliance on the authorization. If the authorization is to permit disclosure of your information to an insurance company, as a condition of obtaining coverage, other laws may allow the insurer to continue to use your information to contest claims or your coverage, even after you have revoked the authorization.

Right to Request Restrictions: You have the right to ask us to restrict how we use or disclose your health information. We will consider your request. But we are not required to agree. If we do agree, we will comply with the request unless the information is needed to provide you with emergency treatment. We cannot agree to restrict disclosures that are required by law or for treatment purposes.

Confidential Communication: If you believe that the

disclosure of certain information could endanger you, you have the right to ask us to communicate with you at a special address or by a special means. For example, you may ask us to send explanations of benefits that contain your health information to a different address rather than to your home. Or you may ask us to speak to you personally on the telephone rather than sending your health information by mail. We will agree to any reasonable request.

Inspect And Receive a Copy of Health Information: You have a right to inspect the health information about you that we have in our records, and to receive a copy of it. This right is limited to information about you that is kept in records that are used to make decisions about you. For instance, this includes medical and billing records. If you want to review or receive a copy of these records, you must make the request in writing. We may charge a fee for the cost of copying, reproducing in electronic media, and mailing the records. To ask to inspect your records, or to receive a copy, contact the person listed under "Whom to Contact" at the end of this notice. We will respond to your request within 30 days. We may deny you access to certain information. If we do, we will give you the reason, in writing. We will also explain how you may appeal the decision.

Amend Health Information: You have the right to ask us to amend health information about you which you believe is not correct, or not complete. You must make this request in writing, and give us the reason you believe the information is not correct or complete. We will respond to your request in writing within 30 days. We may deny your request if we did not create the information, if it is not part of the records we use to make decisions about you, if the information is something you would not be permitted to inspect or copy, or if it is complete and accurate.

Accounting of Disclosures. You have a right to receive an accounting of certain disclosures of your information to others. This accounting will list the times we have given your health information to others. The list will include dates of the disclosures, the names of the people or organizations to whom the information was disclosed, a description of the information, and the reason. We will provide the first list of disclosures you request at no charge. We may charge you for any additional lists you request during the following 12 months. You must tell us the time period you want the list to cover.

Right to a Copy of This Notice: You have the right to a paper copy of this Notice, which is posted on OSU and A&M Human Resources' websites.

Right to Designate a Representative: If you have given someone a medical power of attorney or have a legal guardian, that person can exercise your rights under HIPAA and make choices about your health information. We may require proof of this person's status.

Complaints: You have a right to complain about our privacy practices, if you think your privacy has been violated. You may file your complaint with us, or with the person listed under "Whom to Contact" at the end of this notice. You may also file a complaint directly with the Secretary of the U. S. Department of Health and Human Services, at the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F HHH Bldg., Washington, D.C. 20201. All complaints must be in writing. We will not take any retaliation against you if you file a complaint.

Changes to this Notice: We reserve the right to change our privacy practices, as described in this notice, at any time. We reserve the right to apply these changes to any health information we already have, as well as to health information we receive in the future. Before we make any change in the privacy practices described in this notice, we will write a new notice that includes the change. We will mail the new notice to all subscribers

within 60 days of the effective date.

The new notice will include an effective date.

WHOM TO CONTACT: Contact the person listed below:

- For more information about this notice, or
- For more information about our privacy policies, or
- If you want to exercise any of your rights, as listed on this notice, or
- If you want to request a copy of our current notice of privacy practices.

Privacy Official:
Director of Benefits
106J Whitehurst
Stillwater, OK 74078
(405) 744-5449

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 5-31-2020)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution –as well as your employee contribution to employer-offered coverage– is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact OSU Human Resources/ Employee Services (405) 744-5449.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Oklahoma State University		4. Employer Identification Number (EIN) 73-1383996	
5. Employer address 106 Whitehurst		6. Employer phone number (405) 744-5449	
7. City Stillwater		8. State Oklahoma	9. ZIP code 74078
10. Who can we contact about employee health coverage at this job? OSU Employee Services			
11. Phone number (if different from above)		12. Email address osu-es@okstate.edu	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

Continuous, regular employees with an FTE of 0.75 or greater are eligible for health benefits.

- With respect to dependents:

We do offer coverage. Eligible dependents are:

Your spouse and children up to age 26 or child of any age who is certified as disabled.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

OKLAHOMA STATE UNIVERSITY

DRUG-FREE WORKPLACE STATEMENT

TO ALL EMPLOYEES:

In accordance with the Drug-Free Workplace Act of 1988, Oklahoma State University hereby notifies all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at Oklahoma State University, all employees will:

1. Comply with the terms of this statement; and
2. Notify the University (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

As a further requirement of the Drug-Free Workplace Act, the University has established a drug-free awareness program for the purpose of informing employees about the dangers of drug abuse in the workplace, the University's prohibition of controlled substances in and on OSU property, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for drug abuse violations. An Employee Assistance Program has been created in furtherance of the drug-free awareness program. Information about the drug-free awareness program and the Employee Assistance Program may be obtained from University Counseling Services.

Reference is made to Policy and Procedures Letter 1-1205 and the Drug-Free Workplace Act of 1988 as sources of information and clarification.

OSU DEPARTMENT OF PUBLIC SAFETY GUIDE

Stillwater, Oklahoma

www.osupd.okstate.edu

SUMMARY

The OSU Police Department annually produces a Public Safety Guide that discloses information about crime on and around the OSU campus and describes programs and policies designed to make the OSU community safer. This publication is required of all colleges and universities and is often referred to as the "Campus Crime Security Act," "Clery Act," or "Student Right to Know."

The following is a summary of topics and information contained in the guide:

- ❖ OSU Police officers are an important part of the educational experience at OSU. They have full authority to enforce laws and make arrests, and they go to extraordinary lengths to provide a safe, protected, and orderly environment on the campus. Because of that effort, academic goals at OSU are rarely interrupted by crime or fear for personal safety.
- ❖ The OSU Police, a division of the Public Safety Department, provides police responses and preventative patrols to the campus 24 hours a day, 365 days a year. The police staff a **911** emergency phone system and monitor numerous "emergency phones" located throughout the campus. The push of a button immediately contacts police. For non-emergency police information, call **311** from any campus phone.
- ❖ The OSU Police Department offers specialized training to the public about issues ranging from crime prevention to rape avoidance. To schedule a program for your group, call **744-6527**.
- ❖ Campus crime statistics for the past three years, including arrests for drug, alcohol, and weapons violations, are contained in the guide. Policies and statistics about sexual assaults are included along with details of the support services available for victims. The guide provides crime prevention tips, web sites for sex offender lists, and clear instructions about getting help or reporting a crime.

You may review information from the guide on the OSU Public Safety web page at www.osupd.okstate.edu. If you would like a printed copy of the Public Safety Guide, please call 744-6527 or pick up a copy at the OSU Public Safety Department (located at 104 USDA Building, Stillwater, OK, 74078).



WORKERS' COMPENSATION, UNEMPLOYMENT COMPENSATION AND SOCIAL SECURITY/MEDICARE

Federal and state laws determine the eligibility requirements and the type of coverage for these benefits. Students may be exempt from some benefits.

Human Resources Benefits and You

Workers' Compensation

OSU provides Workers' Compensation (WC) coverage for all employees for work-related injuries or illnesses. The coverage provides reasonable and necessary medical treatment and some income replacement. In addition, an injured employee may be entitled to prosthetic devices, physical rehabilitation, vocational rehabilitation, or permanent disability compensation. If the work-related injury or illness causes death, the employee's dependents may be entitled to additional benefits.

Employees shall notify supervisors immediately when a work-related injury or illness occurs so that medical attention may be provided, if needed. Medical treatment will be provided at designated health care providers, when available. University Health Services will provide non-emergency care within the Stillwater area during normal business hours. Supervisors report work-related injuries and illnesses through the OSU WC process as described at <http://hr.okstate.edu/benefits/workcomp>. For further information, please contact OSU Human Resources at (405) 744-7420.

Employees may use accrued leave for the official waiting period as defined by Oklahoma statute. For injuries or illnesses occurring on or before January 31, 2014, the official waiting period is seven full days of absence, following the date of injury or illness, as required by the treating physician. For injuries or illnesses occurring on or after February 1, 2014, the official waiting period is three full days of absence, following the date of injury or illness, as required by the treating physician. After the waiting period lapses, Broadspire, OSU's third-party administrator, will pay for qualified absences as required by Oklahoma statute. For more information, please refer to the publication *Benefits During Absences Due to Workplace Injuries/Illnesses* as found at <http://hr.okstate.edu/benefits/workcomp>. If the employee does not wish to use his/her leave for the official waiting period (either seven days or three days) or to supplement payment from Broadspire after the waiting period, the employee must provide a written request to his/her supervisor.

Employees on an extended WC leave (full month or longer without pay) should contact Employee Services, (405) 744-5449, about benefits. You may qualify for family/medical leave, and those benefits would run concurrently with your WC leave. OSU-paid health coverage will continue during WC leave. Life coverage will continue for no longer than one year unless an ING life waiver is approved due to disability. Employee-paid benefits will be billed through the Bursar's office if there is insufficient pay to take the deductions.

The Oklahoma Workers' Compensation Counselor Program, at (800) 522-8210, offers employees free, private counseling concerning work-related injuries or illnesses. This service is offered to provide clear, unbiased answers to sometimes complex WC questions. You may also visit their website at www.owcc.state.ok.us.

Unemployment Compensation Insurance

The provisions of the Oklahoma Employment Security Act apply to most OSU employees. OSU pays the full cost of these benefits. The Oklahoma Employment Security Commission determines eligibility of a terminated employee for unemployment benefits based upon the circumstances of the termination. For more information review their website at www.oesc.state.ok.us.

Social Security/Medicare

Both you and OSU contribute to Social Security and Medicare. Benefits provided by Social Security include old age, survivors, and disability insurance and are explained in detail at www.ssa.gov. Medicare benefits include Part A (hospitalization), Part B (medical insurance), and Part D (prescription coverage).

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.



YOUR PAYROLL ADVICE

OSU processes more than 180,000 paychecks to approximately 17,000 individuals each year. Each paycheck requires numerous transactions and calculations which involve earnings, taxes, deductions, and benefits. Although the system provides many checks and balances, errors can occur. Thus, OSU provides Payroll Advices to employees several days ahead of pay dates so employees may review and verify their pay. If a discrepancy is discovered, an employee should notify his or her supervisor immediately to avoid further delays in pay.

Transition to a Paperless Payroll Advice: As of July 1, 2005, OSU began processing the Payroll Advice electronically. The paperless form of the Payroll Advice can be found on Banner Self Service. Banner Self Service is a feature of the Human Resource System that allows employees of OSU to view payroll information, leave balances, and other employee information. Enhancements to Banner Self Service are continually being made; therefore, the example on the back of this handout may look somewhat different than the Banner Self Service Pay Stub.

E-mail notifications: An e-mail notification will be sent to all employees processed in a payroll calculation. The e-mail will inform the employee that he/she has been included in a particular payroll calculation with a specified issue date. It will also include the net pay along with the check distribution/bank name. A link to Banner Self Service will be provided in the e-mail or employees can access the Banner Self Service Employee Pay Stub directly by logging in at <https://my.okstate.edu/>.

The e-mail will also contain a section of Notifications and Announcements. This will contain important information about pay and benefits.

Accessing Banner Self Service: Banner Self Service can be accessed by using an employee's OKEY userid or e-mail address and password at the O-Key Sign in Service Page.

To access pay information for a particular payroll, double click on the Employee tab, then click on Pay Stub. Select the Pay Stub Year and click on the Display button, then click on the Pay Stub Date.

To view leave information, double click on the Employee tab, then click on Leave Balances. This will provide the employee with a table of annual leave, comp time, sick leave, and extended sick leave balances.

Pay Stub

Oklahoma State University
 409 Whitehurst
 Stillwater, Oklahoma 74078
 405-744-6372

Banner ID: A12345678

Pay Date: Jul 29, 2016

SSN/SIN/TIN: *****1047

Pay Period: Jul 03, 2016-Jul 16, 2016

Employee: Ima New Employee

Address: 506 Cowboy Way
 Stillwater, Oklahoma 74074

Payment Summary

Type	Current Period
Gross Amount:	\$1,397.08
Total Personal Deductions:	\$419.92
Net Amount:	\$977.16
Total Employer Contributions:	\$765.62

Earnings

Job	Earnings	Shift	Hours or Units	Rate	Amount
ADV ADMIN SUPP STAFF	Regular Hourly Pay	1	80.00	\$11.890000	\$951.20
	Overtime	1	17.50	\$11.890000	\$208.08
	Overtime Bonus (.50)	1	17.50	\$11.890286	\$104.04
	Holiday Pay	1	8.00	\$11.890000	\$95.12
	Compensatory Leave Taken	1	3.25	\$11.890000	\$38.64
Total:					\$1,397.08

Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employer	Applicable Gross
Deductions before Federal Tax			
Biometric Completion/Bwkly	-\$10.00	\$10.00	
Dental Insurance/Bwkly	\$31.45	\$0.00	\$1,397.08
Medical Insurance-OSU/Bwkly	\$62.58	\$338.76	\$1,397.08
Tobacco Free Credit/Bwkly	-\$10.00	\$10.00	
Vision Insurance/Bwkly	\$7.81	\$0.00	
Taxes			
Additional Medicare Tax	\$0.00	\$0.00	\$1,315.24
Federal Income Tax	\$191.47	\$0.00	\$1,315.24
FICA Tax	\$81.54	\$81.54	\$1,315.24
Medicare Tax	\$19.07	\$19.07	\$1,315.24
Oklahoma State Tax	\$46.00	\$0.00	\$1,315.24
Deductions after Federal Tax			
OTR Agency Required Contr-OSU	\$0.00	\$161.42	
OTR Univ Pd Member Contrib	\$0.00	\$132.16	\$1,755.84
Unemployment Comp-OSU	\$0.00	\$3.95	
Workers Compensation-OSU	\$0.00	\$3.97	
Total:	\$419.92	\$760.87	

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
21002405	Direct Deposit	ANY BANK USA	Checking	\$977.16

Messages

Oklahoma State University Policy and Procedures

APPROPRIATE USE POLICY	3-0601 ADMINISTRATION & FINANCE Information Technology May 2017
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PURPOSE

1.01 As an institution of higher learning, Oklahoma State University encourages, supports, and protects freedom of expression, the free exchange of ideas, and an open environment that facilitates the pursuit of scholarly inquiry. The purpose of this policy is to outline, in general terms, the University's philosophy about acceptable use of information technology resources, with the overall objective of remaining consistent with other OSU A&M policies, and respecting the rights and obligations of academic freedom while protecting the rights of others.

1.02 As a public University, the resources of Oklahoma State University, discussed in this policy, are intended for use by users with no expectation of privacy. In this context, this policy addresses this intent and responsibility of the University to the public.

SCOPE

2.01 This policy applies to all University owned or controlled information technology resources whether individually controlled or shared, stand alone or networked.

2.02 This policy applies to the users of University information technology resources, whether such persons are students, staff, faculty, or authorized third-party users.

2.03 This policy applies to all information technology resource facilities owned, leased, operated, or contracted by the University

2.04 This Policy applies equally to all University-owned or University-leased information technology resources.

DEFINITIONS

3.01 A user is a person, whether authorized or not, who makes use of University information technology resources from any location.

3.02 Information technology resources – Technology and/or computer resources including, but not limited to, personal computers, workstations, mainframes, mobile devices (laptops, tablets, smart phones, etc.), printing equipment, and all associated

peripherals and software, and electronic mail accounts, regardless of whether the resource is used for administration, research, teaching, or other purposes.

POLICY

4.01 User Responsibility and Expectations

Within the following sections, examples of acts or omissions, though not covering every situation, are included to specify some of the responsibilities that accompany computer use at Oklahoma State University, and to outline acts or omissions that are considered unethical and unacceptable, and which may result in immediate revocation of privileges to use the University's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action, which may include referral for criminal investigation and/or prosecution.

4.02 Use Purposes

- A. Appropriate use of OSU's computing and networking resources includes purposes such as instruction, independent study, authorized research, independent research, communications and official work of the offices, units, recognized student and campus organizations of Oklahoma State University. University computing facilities, systems, accounts and network resources are to be used for University-related activities for which they are assigned. At all times, use of the University's information technology resources must comply with federal and state law, and University policies.
- B. University information technology resources are not intended to be used for generating or accessing obscene material as defined by Oklahoma or federal law and acceptable community standards or for creating a hostile work and/or educational environment.
- C. Incidental personal use of University information technology resources is permitted, but must not interfere with a user's performance of official University business, result in direct costs to the University, expose the University to unnecessary risks, or violate applicable laws or other University or Board policy. Users shall have no expectation of privacy in any personal information stored by a user on a University information technology resource, including University electronic mail accounts. Storage of any electronic mail messages, voice messages, file, or documents created by incidental personal use by a user must be nominal.

4.03 Personal Devices and Systems

Users who connect to the University's information technology resources using privately owned personal computers, or other privately owned devices, consent to being scanned by

the University's scanning programs for security purposes, such as malicious network traffic, while connected to those technology resources.

4.04 System Abuse and Disruptive Use

- A. Users are expected to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files, to abuse@okstate.edu or Ethics Point. Any defects discovered in the system accounting or system security are to be reported, as well, so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. System administrators are required to report suspected unlawful or improper activities to the proper University authorities. Users have an affirmative duty to cooperate with system administrators in investigations of system abuse.
- B. It is a violation of this policy to use the University's information technology resources for transmitting political campaigning, commercial or personal advertisements, solicitations, promotions, or programs, to libel, harass, threaten, or without authorization invade the privacy of other individuals. It is also a violation to use University information technology resources for the purpose of introducing a malicious program into the network, any server or any computer connected to the network. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the University, as well as criminal action. This policy prohibits both the circumvention of mechanisms which protect private or restricted information, systems, or networks, as well as use of University resources for unauthorized access to private or restricted systems or networks and/or damage to software or hardware components of those systems or networks.
- C. Modifying or removing computer equipment, software, or peripherals without proper authorization is a violation of this policy. Users will use great care to ensure that they do not use programs or utilities which interfere with other users or which modify normally protected or restricted systems, networks or user accounts. It is inappropriate to encroach on others' use of the University's computers, via intended, unintended or negligent behaviors including but not limited to: sending of excessive electronic communications ('spam'), either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a University computer; damaging or vandalizing University computing facilities, equipment, software, or computer files.
- D. Interfering with the intended use of information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful

access to or otherwise interfering with the integrity of electronic information and/or information systems are not all, but further examples of systems abuse.

4.05 User Accounts and Passwords

- A. The integrity of most systems is maintained by password protection of accounts. Users are responsible for assisting in the protection of the systems they use. The integrity and secrecy of an individual's password is a key element of that responsibility. The security of your user account is your responsibility. Users are responsible for ensuring account passwords are strong according to best practices and by not using:
1. passwords from other accounts such as social media, external email, or other web sites
 2. dictionary words
 3. personal names
 4. computer system names
 5. adjacent keyboard combinations such as 'qwerty', 'asdzxc' or '12345'
- B. Users may use only their own computer accounts and are personally responsible for all use of their computer account(s). Users who have been authorized to use computing resources (by provision of a user account) may be subject to both criminal and civil liability, as well as University discipline, if the user discloses a password or otherwise makes those resources available to others without the permission of the system administrator.
- C. Gaining, or attempting to gain access to the account of another user either by using programs or devices to intercept or decode passwords or similar access control information or by using any other means is prohibited. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Intentionally allowing or assisting others to gain unauthorized access to information technology resources is prohibited, regardless of whether the computer, software, data, information, or network in question is owned by the University. Abuse of the networks to which the University belongs or the systems at other sites connected to those networks will be treated as an abuse of Oklahoma State University information technology resources privileges.

4.06 System Logging, Reviews, Privacy

- A. Users of the University's information technology resources are placed on notice that all computer systems maintain audit logs and/or file logs within the computer and that user information is backed up periodically. Information collected and stored may include, but is not limited to, user identification, date and time of the session, software used/accessed, files used/accessed, internet use and access, when requested and deemed necessary. The University reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of University resources. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

- B. Users should be aware that information transmitted via the Internet may be intercepted by others. Accordingly, the privacy of electronic mail, voicemail and similar data should not be presumed. With regard to all information system data, users should also be aware that the University, as an agency of the State of Oklahoma, and as its officers and employees, are subject to the provisions of the Oklahoma Open Records Act, 51 Okla. Stat. § 24A.1, et seq.

4.07 Additional Responsibilities

Some departments may have additional use restrictions and it is the user's responsibility to adhere to them. Individual units within the University may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from, this policy.

4.08 Email Use

A. General Purpose Use

1. As with other University resources, electronic mail (email) is made available to faculty, staff and students, to further the teaching, research, service, and Extension/outreach goals and mission of the University. Use of University email services, therefore, is intended to be in furtherance of such goals and mission. Incidental personal use of electronic mail is permitted, but must not interfere with a user's performance of official University business, result in direct costs to the University, expose the University to unnecessary risks, or violate applicable laws or other University or Board policy. Users shall have no expectation of privacy in any personal information sent, received, or stored by a user using University electronic mail accounts. Storage of any electronic mail messages created by incidental personal use by a user must be nominal.

2. Users shall respect the purpose and charters of electronic mailing lists (including local or network news groups and social media). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials which are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
3. Graduates and retirees are granted life-long use of their institutional email accounts with the understanding that they will adhere to the same policies and procedures which apply to students, faculty and staff. This privilege can be revoked by the University if use of the account results in a violation of policies or procedures, or if the account is needed for business continuity by the area which it served.

B. Reporting Offensive Email

The University provides email services to the University to support the academic and administrative activities, and email is used as an official form of communication. As members of the University's community, all users are expected to demonstrate good taste and sensitivity to others in their communications. However, the University cannot protect individuals against the existence or receipt of material that may offend them, and users are warned that they may willingly or unwillingly come across, or be recipients of, material they find offensive. To report material received via email, send a complaint to abuse@okstate.edu or Ethics Point.

C. University Access to User Email

1. Users should be aware that the University, as an agency of the State of Oklahoma, as well as its officers and employees, are subject to the provisions of the Oklahoma Open Records Act. There is no privacy associated with use of University email resources. The University owns, and has right of access to, for any purpose, the contents of all computing information transmitted through or stored on its systems. The University may access and disclose any, or all, of the following:
 - a. Data transmitted through or stored on its electronic mail and Internet access systems, regardless of the content of the data,
 - b. Information related to the use of electronic communication.
2. If an occasion arises when a University officer or supervisor believes that access to an individual's email account is required for the conduct of University business, the University individual is not available (i.e., death,

disability, illness or separation from the University), and a system administrator is required to access the individual's email account, the following procedure shall be followed:

- a. The University official or supervisor shall secure permission to access the email account from the Provost and Senior Vice President (Provost) or the designee of such officer.
- b. If the Provost approves the request, he/she will provide written authorization to the Information Security Officer (ISO), who will direct the system administrator to access the email account.
- c. When email communications from a specific individual's University email account are requested by a third party pursuant to the Oklahoma Open Records Act, as part of an internal University investigation, or pursuant to court order or other legal proceeding, the University may, when reasonable and allowed by law, make a reasonable and timely effort to notify the individual whose email account is accessed. However, the University is not required to make such notification.

D. Email Content Classification

It is the responsibility of email users to follow the OSU Data Classifications Policy regarding email content classification and restrictions, protections, or other applicable limitations on email distribution and storage.

4.09 Digital Media Communications / Social Media Use

A. Digital Media Defined

This section applies to any faculty, employee or associate involved in creating, contributing to or distributing University-related information via digital media communication channels often times referred to as Social Media platforms. The term digital media refers to any communications facilitated by technology. This can include online channels, phone/app-based communications and more.

B. Professional and Personal Use

1. The University utilizes social media technologies to enhance more direct communications with its faculty, staff, students, alumni, and prospective students.
2. University employees that use social media should use caution when using their personal social media accounts for business purposes. Specifically:

- a. Individuals should not use their personal account to act or be perceived as acting as representatives of a University, their college, school division, etc. unless given the expressed authority to do so by University Communications. This will help prevent the perception that published personal content is an expression of an official University position. See OSU Policy 1-0103, Use of University Name, for more information.
- b. Individuals should never share proprietary or confidential information or comment on anything related to legal matters without the appropriate approval.
- c. Content shared via social media platforms must also adhere to OSU and OSU A&M policies and procedures as well as state and federal regulations, including though not limited to, FERPA, HIPAA, PCI DSS and NCAA limitations

C. Registering Digital Media Accounts

1. Any person that would like to register a digital media account on behalf of an OSU A&M organization, department or college must request access to the official registration form and work with the Office of Communications to ensure accounts are set up properly. All registered digital media accounts also must adhere to the Digital Media Policy above and University Social Media Guidelines.
2. For questions concerning the use of OSU trademarks, including the OSU logo, please visit, <https://trademarks.okstate.edu/>.

4.10 Network Usage

Excessive or inappropriate use of the network and network resources may result in network access restriction, revocation of access privileges entirely, or further sanctions covered in Section 4.06 regarding Non-Compliance.

A. Prohibited Devices on Network

1. Users of University information technology resources, specifically those using the University's network are authorized to use only network devices authorized by the campus Information Technology department. Specifically, prohibited devices include, but are not limited to, hubs, switches, repeaters, routers, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the University network causing outages and reliability problems to all or part of the network. Devices not approved for use on the network will be disabled to ensure the stability and availability of the network.

2. For more information on network use, reference the OSU Network Policy at it.okstate.edu/policies.

4.11 Software Licenses and Copyrights

A. Software Licenses

Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization is prohibited. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any University facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

B. General Use of Copyright Material

1. All users of University technology resources are required to abide by and comply with all state and federal laws governing software license, leasing, or copyright agreements.
2. More information on copyright compliance can be found through the United States copyright Office, the Copyright Clearance Center, or the OSU A&M Libraries Copyright pages.

4.12 Non-Compliance

Violations of this policy may result in immediate revocation of privileges to use the University's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action, which may include referral for criminal investigation and/or prosecution.

Approved by E-Team, June 2017

Approved by Board of Regents, June 2017