INTRODUCTION AND GENERAL STATEMENT

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

PURPOSE AND SCOPE

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

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

UNIVERSITY POLICY AND/OR PROCEDURES

3.01 AUTHORITY: The Oklahoma State University of Agriculture and Applied Science is governed by a Constitutional Board entitled the Board of Regents for the Oklahoma State University and A & M Colleges. The actions of persons employed by the University shall be consistent with the policies, procedures, rules, regulations, directives and guidelines that are adopted or otherwise prescribed by the Board and/or their delegated representative, the President of the Oklahoma State University.

3.02 RESPONSIBILITY: The responsibility for the administration of the A & P Staff personnel program is vested with the Director of University Personnel Services. The Director and his staff are available to all persons for advice and counsel of matters of A & P Staff personnel administration and policies.
3.03 DEFINITION: Administrative and Professional Staff personnel (commonly referred to as A & P Staff) shall be those persons employed by the University in career positions and in a capacity other than Faculty or Classified Staff.

A & P Staff personnel shall meet all the tests for exemption as a bonafide executive, a bonafide professional, or a bonafide administrator as defined in the Fair Labor Standards Act as modified for University use.

EXEMPTIONS

4.01 The policies and procedures for A & P Staff personnel are not applicable to the members of the Faculty, to the Classified Staff, to Student Employees, to staff members whose work stations are outside the limits of the Stillwater campus unless specifically approved for coverage, and all other such groups that may be determined by the President of the University or by the Board of Regents of the University.

AMENDMENTS, CHANGES, EXCEPTIONS

5.01 Amendments and changes to these policies and procedures for A & P Staff personnel may be made by the President of the University under rules that may be prescribed by the Board of Regents.

5.02 In certain isolated and/or unusual cases, exception to one or more of these policies and procedures for A & P Staff personnel may become necessary or desirable. The authority to grant case-by-case exception to one or more of these policies and procedures is vested with the President of the University or his delegated representative(s).

APPROVED: August 31, 1981