

# Oklahoma State University

## Personal and Professional Wellbeing

Created by the COACHE Working Committee, August 2017

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Oklahoma State University is committed to providing a healthy working environment and improving the quality of life for all employees. The **OSU Personal and Professional Wellbeing** initiative supports the University's mission and core values, and the recognition that the University's employees are its greatest asset.

This initiative represents the University's commitment to an integrated approach to the well-being of all employees by creating:

- ★ A sense of belonging,
- ★ An environment and culture based on shared values and trust, and
- ★ An environment where the wellbeing of the employee is integrated into day-to-day practices.

This document is intended to highlight resources in place that support and maximize the health and wellbeing of all employees. The time individuals spend at work emphasizes the importance of promoting health and wellbeing in the workplace. Additionally, as we strive to be America's **HEALTHIEST** Campus®, investing in the wellbeing of all employees will have positive outcomes for both the University and the community at large.

**NOTE:** Due to on-going health and safety precautions to mitigate the spread of Covid-19, delivery of services provided by community and University resources listed below may be modified, so you are encouraged to contact service providers in advance of a visit.

### **Community Resources:**

**Faith-Based Organizations** - The Stillwater community offers a wide selection of churches and religious groups.

**Interfaith Alliance of Oklahoma** - Interfaith Alliance was created in 1994 to celebrate religious freedom and to challenge the bigotry and hatred arising from religious and political extremism infiltrating American politics. Today, Interfaith Alliance has members across the country, including Oklahoma, from 75 faith traditions as well as those of no faith tradition.

**Meridian Technology Center** - Meridian's mission is to educate, enrich lives, and secure economic futures by offering daytime and evening courses such as full-time career training, short courses ranging from floral design to first aid, online classes and business solutions, including customized training and entrepreneur services.

**Oklahoma 2-1-1** - An easy to remember telephone number that connects people with important community services and volunteer opportunities state wide with information to human services for every day needs and in times of crisis.

**Stillwater Chamber of Commerce** - The Stillwater Chamber of Commerce is a non-profit association of business, industry and individuals interested in the economic growth and quality of life of the community. The Chamber is the only leading business organization partnering with over 850 companies representing over 22,000 employees and is the driving force behind the development of Stillwater.

**Stillwater Medical Center** - Family members deserve many things from physicians - compassion, knowledge, understanding, skill and care. Stillwater Medical Center (SMC) is committed to recruiting and retaining only the finest physicians. You can trust that each member of SMC's physician team embodies all of these qualities to best treat you.

[Patient Resources](#)

[Providers Directory](#)

[Stillwater Medical Center - Job Listings](#)

**Stillwater Public Schools** - As "Oklahoma's Education Community," the development of work-ready high school and college graduates is considered key to Stillwater's future prosperity. Stillwater students consistently outscore other districts in the state on standardized tests. The Stillwater Public School district has been rated among the "Top 100" districts in the U.S., and Expansion Management Magazine gives Stillwater High School its highest "Gold Medal" rating for workforce preparation.

[Stillwater Public Schools 2020-2021 District Calendar](#)

[Stillwater Public Schools - Job Listings](#)

**United Way of Payne County** - The United Way of Payne County focuses on the building blocks of education, income and health to enhance the Stillwater and surrounding communities. United Way supports 21 helping agencies in all of Payne County, and last year, one out of three residents were touched by services provided by these agencies.

**University Health Services** - The Employee Health Clinic at UHS offers acute medical needs to benefit-eligible employees and dependents six years and older. Along with medical care, UHS offers nutrition consultations and initial psychology sessions as a wellness benefit. Nutrition consultations are provided by a registered and licensed dietitian in UHS who can assist with various dietary needs like achieving a healthy weight, stabilizing blood glucose levels and body composition testing. As a wellness benefit, employees will receive two sessions at no charge per year. The Employee Assistance Psychologist provides free and confidential short-term counseling and referral services for employees and household members. Have additional questions? Visit us online at [uhs.okstate.edu/make-an-appt](https://uhs.okstate.edu/make-an-appt) or call 405-744-CARE to speak with one of our medical office assistants.

**COVID-19 Drive-Through Testing** - If you are experiencing symptoms of COVID-19, or if you have been exposed to someone who has tested positive for COVID-19, call the hotline to schedule an appointment for testing. The testing site is located on the OSU campus, 1202 West Farm Road. Testing is available to OSU students and employees and their family members by appointment only, Monday – Friday, 8:00 AM – 5:00 PM. Call 405-744-7665 or log into your patient portal to schedule an appointment.

### **Diversity and Equal Opportunity Resources:**

**Institutional Diversity** - Oklahoma State University is a land-grant institution committed to excellence in diversity and inclusion. We strive to maintain a welcoming and inclusive environment that appreciates and values all members of the University community. Diversity is defined as engagement in meaningful actions, behaviors, and conversations that reflect a commitment to recognizing, understanding, and respecting the differences among students, faculty, staff, and visitors throughout the OSU system.

[Affinity Groups and Ethnic Organizations](#)

**Anti-Discrimination and Title IX Protections** - OSU is committed to creating an environment for all students and employees that is fair and responsible, an environment where all members of the OSU community are treated with dignity and respect and distinctions are made on the basis of ability and performance. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to federal and state civil rights laws and University policies and procedures. OSU provides equal employment and educational opportunity on the basis of merit and in a manner which does not discriminate because of an individual's age, race, color, religion, sex, sexual orientation, genetic information, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

## **Family and Human Resources:**

***Human Resources*** - The OSU Human Resources website provides employees with up-to-date information on benefits, employment, family medical leave and training opportunities, as well as a compilation of *worklife and wellness* resources on campus and in our community.

***All-Gender Restrooms*** - All-Gender restrooms, to be used by anyone, are specifically advocated to provide a secure and comfortable space for those who are transgender or do not fit the gender binary, those with disabilities whose attendant is of another gender identity, and parents with children of the opposite sex to support inclusive environments.

***Center for Family Services*** - The Center is sponsored by the Department of Human Development and Family Science in the College of Education and Human Sciences and is located on the OSU campus in the Human Sciences West building. The Center's dual mission is to provide high-quality, low cost marital and family therapy services to the public and to provide a training environment for Master's Degree students specializing in marriage and family therapy.

***Child Development Laboratory*** - The Child Development Laboratory (CDL) functions as an instructional program of the College of Education and Human Sciences and includes four classrooms for children aging from 12 months to 6 years. OSU students participate in a variety of ways, usually by either observing or interacting with the children in some capacity. Students are closely supervised by the CDL staff. In addition, any assessment/evaluation and/or research conducted by faculty, staff or students will receive parental permission before being implemented. Undergraduate and graduate students implement observation and participation, which include, but not limited to, applying early childhood developmentally appropriate practice theories and methods, performing evaluations and/or procedures that may be considered experimental, and implementation of research projects to enhance the study of human development and growth. The CDL is accredited by the National Association for the Education of Young Children and is licensed by the Division of Child Care of Oklahoma Department of Human Services as a Three-Star facility.

***Counseling and Counseling Psychology Clinic*** - The Clinic strives to offer high quality and cost efficient psychological and mental health services to students and residents of Stillwater, Tulsa, and the surrounding areas. Clients are seen by OSU faculty, as well as Master's level students in Community and School Counseling and doctoral students in Counseling Psychology who are receiving training in the Clinic.

***Dependent and Elder Care*** - A list of resources for dependent/child and elder care can be found on this site.

***Dual-Career Placement Policy*** - OSU is committed to assisting qualified candidates by exploring dual career hires for spouses/partners of prospective employees within the University community. Academic Affairs and Human Resources serve as conduits for identifying positions on campus that may be of interest to a spouse/partner, although the final employment decision rests with the administrator of the unit being asked to accommodate the potential hire.

***Family/Single Occupancy Restrooms*** - These single-occupancy restrooms are for the use of all individuals and are intended to foster a more inclusive and welcoming environment for the campus community. The designation of single-occupancy restrooms is also about protecting students, employees, visitors and contractors from discrimination. Single-occupancy restrooms underscore the University's commitment to our Equal Opportunity and Harassment, Discrimination and Retaliation policies specifically forbidding discrimination based on an individual's gender identity and expression.

***Guidance Resources / ComPsych Employee Assistance Program*** - Personal issues, planning for life events or simply managing daily life can affect your work, health and family. ComPsych® GuidanceResources® provides support, resources and information for personal and work-life issues. This service is sponsored by OSU, confidential and provided at no charge to employees and dependents.

***Lactation Rooms*** - OSU provides six lactation rooms for faculty, staff and students to support women balancing their return to work and school with their needs as mothers of young children.

Each room offers a clean, secure, and user-friendly environment for women who need to express breast milk while on campus.

**Health and Wellness** - OSU's benefits provider, Blue Cross Blue Shield, has numerous services available to benefits-eligible employees to help manage personal health and wellbeing.

**Oklahoma Cooperative Extension Service** - County educators and area, district and state specialists develop science-based educational programs to help OSU employees and individuals across the state solve local issues and concerns, promote leadership and manage resources wisely. Programs focus on increasing opportunities for agricultural enterprises; natural resources and environmental management; food, nutrition, health and safety education; and youth, family and community development. Programs and services specific to Payne County can be found at ([link](#)).

**Osher Lifelong Learning Institute** - OLLI @ OSU provides continuing education for senior adults throughout our community through classes, travel, class-related experiences and social activities that contribute to an overall quality of life through enriching experiences.

**OSU-Tulsa Counseling Center** - The OSU-Tulsa Counseling Center provides individual, family and couples therapy to children over the age of 15, adolescents and adults who are residents of the community, including students, staff and faculty affiliated with Oklahoma State University. Services are provided by Counseling Psychology and Community Counseling Graduate Students and supervised by faculty members.

**Our Daily Bread** - Our Daily Bread Food and Resource Center is a client choice food pantry committed to increasing access to high-quality nutritious food. When shopping at Our Daily Bread families will leave with a generous amount of fresh produce, dairy foods, meat, bakery and other boxed and canned foods of their choice.

**Pete's Pet Posse** - This pet therapy program, established as a wellness initiative in Fall 2013 through a cooperative effort with the OSU President's Office, has experienced much success and has expanded to include the OSU-Tulsa and OSU-Center for Health Sciences campuses. Pete's Pet Posse was created to positively enhance physical and emotional health, and contribute to the success of being America's **HEALTHIEST** Campus®.

**Psychological Services Center** - The Psychological Services Center (PSC) was established in 1971 as a facility for training, service, and research at OSU. Within the PSC is the Marriage and Family Clinic (MFC), which specializes in treatment of marital, premarital, and family problems. The PSC provides services to children, adolescents, and adults. These clinics are operated by the Department of Psychology through the College of Arts and Science, are located in 118 Psychology Building on the OSU campus, and are accessible to individuals with a physical disability.

**Reading and Mathematics Center** - The center's primary mission is to serve the Stillwater and Tulsa communities with low-cost, high-quality tutoring in reading and mathematics while developing high-quality teachers for Oklahoma, the nation, and internationally.

**Reboot Center** - The Center is available to faculty, staff and students, and provides a relaxing and supportive environment for learning skills to calm the mind and body and to improve stress management, performance, and wellbeing.

**School Psychology Center** - The Center, located in OSU's Public Information Building, offers a wide range of assessment, intervention, and consultation services to young people, families, and schools. Supervising faculty include licensed health service psychologists and a board certified behavior analyst. Clinic-based services include comprehensive assessment and diagnosis of children, teens, and college-age students; individual and group therapy; and parenting classes. School-based services include consultation with school professionals; conducting functional behavioral assessments; developing behavior plans and interventions; and implementing school- and class-wide academic screening.

**Speech-Language-Hearing Clinic** - The Clinic has the dual mission of providing comprehensive speech, language and hearing services to the community, and training graduate students in communication sciences and disorders. The Clinic is dedicated to providing the highest standard of care in speech-language pathology and audiology regardless of the patient's ability to pay. Nationally

certified and state licensed clinical faculty supervise graduate student clinicians as they provide a wide-range of diagnostic and therapy services.

**[Stillwater Interfaith Counseling](#)** - Created in 1995 by the ministerial staffs and congregations of seven Stillwater churches to meet the growing need for affordable therapy in the community for individuals, couples, and families.

**[Tuition Waivers for Employees](#)** - Full-time, benefits eligible members of the faculty and staff who enroll in standard OSU credit courses may receive a waiver of half the tuition on these courses and a waiver of specified fees according to OSU Policies & Procedures [2-0108](#) and [3-0744](#). To receive any waiver of fees, the full-time active status employee must submit a completed Faculty/Staff Tuition and Fee Waiver Request form to the Office of the Registrar **prior to the beginning** of the applicable term.

**[Tuition Waivers for Dependents of Employees](#)** - Beginning Fall 2017, dependent children of OSU employees, who are at least 75% FTE and who have been employed for at least two years, will be eligible to receive a 100% undergraduate student resident tuition waiver for OSU-Stillwater and OSU-Tulsa courses. Guidelines, forms and required documentation are located at the site linked above.

**[University Club](#)** - The OSU U-Club provides a variety of opportunities for regular interaction, collegiality and learning among various constituencies of the university community, including faculty, staff, administrators, emeritus faculty/staff, full-time graduate students and university patrons.

**[Wellness Department](#)** - The Department of Wellness is committed to creating a healthy campus culture for students, faculty and staff. Five facilities, including the [Colvin Recreation Center](#), Colvin Center Annex, Seretean Wellness Center, Aquatics, and Camp Redlands, are home to a myriad of programs and services. Group fitness classes, Intramural Sports, Outdoor Adventure, and Sports Clubs are among the services offered.

### **Governance Groups:**

**[Faculty Council](#)** - The Faculty Council consists of 30 elected members of the General Faculty. These elected members represent all branches and undergraduate colleges or divisions throughout the Oklahoma State University system. The Faculty Council works closely with the OSU administration to effectively formulate, recommend, and execute the educational policies, procedures and long-range plans of the University; thus ensuring the channels of communication are established and maintained.

**[Staff Advisory Council](#)** – The Staff Advisory Council is comprised of OSU staff who have been elected by their peers. The SAC mission is to represent the interests of staff in the development and implementation of policies and procedures that directly affect their morale, well-being, working conditions, and professional welfare.

**[Women's Faculty Council](#)** - The Women's Faculty Council (WFC) works to improve the status of women at OSU by being advocates for women through educational programming, award funding, research, and career support. The Council also serves in an advisory capacity to the administration and university community.

### **Personal and Health-Related Resources:**

**[ADVANCE OSU](#)** - The National Science Foundation created ADVANCE to increase the participation of women in the scientific and engineering workforce through the increased representation and advancement of women in academic science and engineering careers. In September 2008, OSU received a 3-year ADVANCE Partnerships for Adaptation, Implementation and Dissemination (P.A.I.D.) Award to accomplish these goals. Project efforts include work climate assessment, faculty development and mentoring, work/family policy initiatives, developing professional and social support networks, and overall climate change.

**[Family Medical Leave Policy and Process](#)** - The Family and Medical Leave Act of 1993 is a federal law designed to provide employees with up to 12 weeks of unpaid job-protected leave for qualified family and medical related reasons. To be eligible for leave under FMLA, the individual must have been employed by the University for 12 months or a total of 52 weeks (need not be consecutive) and

have worked at least 1,250 hours during the 12-month period preceding the FMLA qualifying event. Federal regulations, OSU guidelines, a list of frequently asked questions, and forms can be found at the site linked above.

**Ombuds** - The OSU Ombuds Office was established by the Office of the President to promote a supportive learning and working environment at OSU. The office serves as a resource for all members of the OSU community on the Stillwater, Tulsa and IT-Okmulgee campuses. Services are provided for faculty, staff, and students, and offer a safe, voluntary and confidential place to talk about campus-related problems and concerns, between or among individuals and/or with organizations. The Ombudsperson will listen carefully to any “visitor” to review issues; explore options to solve problems; make inquiries and referrals as appropriate; and/or facilitate a process that attempts to bring a mutually agreeable resolution to a dispute, conflict, or problem, in an impartial and informal manner.

**Sabbatical Leave for Faculty** - Upon recommendation of the department/school head and dean, and approval by the Provost, the University may periodically grant leave to tenure-track faculty members for study, research, or other activities directed toward professional growth. To qualify for leave, the candidate must have served as a faculty member for six (6) academic years since initial appointment or since a previous sabbatical leave. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. The faculty member is entitled to apply for sabbatical leave from regular, scheduled duties for the purpose of professional development. Members of the faculty may apply for a maximum leave of one academic appointment period, not to exceed 12 months, at a reduced salary or a maximum leave of one-half the academic appointment period, not to exceed six months, at full salary.

**Spousal/Partner Hires** - OSU is committed to assisting qualified candidates by exploring dual career hires for spouses/partners of prospective tenure-track or tenured faculty within the University community. Such a commitment is viewed as a positive inducement for recruiting quality faculty to the University. While employment cannot be guaranteed, the Office of the Provost and Senior Vice President for Academic Affairs will assist deans in identifying open positions in other colleges that may be of interest to the spouse/partner and/or by directing deans to OSU Human Resources for information on available staff openings.

**Tenure-Clock Extensions for Faculty for FMLA and Other Reasons** - Policies are in place for a tenure-track faculty member to request the extension of a period of appointment and probationary period as follows:

*Circumstances Covered Under the Family Medical Leave Act (FMLA)* - Upon receipt of a written request from the faculty member, the unit administrator shall transmit to the dean of the college the request for an extension of the faculty member’s period of appointment and probationary period for circumstances such as birth or adoption, elder care, dependent care, or other qualifying events covered under FMLA. Such an extension shall be granted upon approval by the VPAA and the Board of Regents. The extension of the probationary period for a qualifying event covered under FMLA is not contingent upon use of an extended leave of absence. (See Section 1.4.8.1 of the [OSU Faculty Handbook](#))

*Other Extenuating Circumstances* (e.g. a leave of absence without pay, an extended sick leave not covered by FMLA, significant changes in published criteria for tenure, or significant changes in job description associated with transfer or promotion, etc.) - Upon written request by the faculty member and recommendation by the unit administrator and dean of the college, an extension of a period of appointment and the probationary period of a faculty member may be extended up to three years upon approval by the VPAA and the Board of Regents. (See Section 1.4.8 of the [OSU Faculty Handbook](#))

**NOTE:** *This document, originally created in August 2017, is updated annually to serve as a resource for all OSU employees, although some references are applicable only to faculty. The Provost’s Office, on behalf of the original COACHE Working Group, welcomes comments on this document and/or suggestions of other resources that would be useful to include on this site. Please email suggestions to [provost@okstate.edu](mailto:provost@okstate.edu).*