PEAK POLICIES

“SERVE WITH PRIDE”

As an employee of the University of Oklahoma and PEAK, you are expected to represent your employer in a professional manner. All customers should be treated with respect. Customers are defined as staff, faculty, students, and non-students. Excellent customer service is a top priority.

In most cases, you will be required to work independently with minimal supervision. Dress appropriately for the position to which you are assigned.

**ILLNESS/ABSENTEE**- Any time you are ill or need to miss work while on assignment, it is your responsibility to notify the department to which you are assigned as soon as possible.

**LONG DISTANCE CALLS** - At no time do you make long distance calls from an OU line (unless the department for which you are working specifically assigns you this task; you use your own cell phone). Each department must account for all long distance calls, even the 800 numbers. Departments receive a breakdown of all calls and must be able to justify the call and who made it.

**TERMINATION**- If you are on a PEAK assignment and will be terminating the PEAK program for any reason, we expect you to give notice. Usually, one week is sufficient and must be given to the department, if you are on assignment, and, of course, to the PEAK office. Upon termination, you are required to return your parking permit to Parking and Transportation and the temporary identification card to our office. You may return it by mail, or turn it in to the Human Resources office in the NEL building. In order to leave the PEAK program in good standing, you must give notice and return your identification card.

**CALLS OUTSIDE OF PEAK**- If a department calls you directly, you need to inform them that you are on PEAK and they need to notify the PEAK office of the assignment. PEAK may need to reach you for other assignments and/or emergencies.
**SUBMITTING TIME SHEETS**- Time sheets should be submitted to the department in which you are assigned by the pay period end date, which is the last Friday of the pay period. You can see the pay periods online at [http://hr.ou.edu/Employees/Paydays-Checks-Timesheets](http://hr.ou.edu/Employees/Paydays-Checks-Timesheets) and you print hourly time sheets here or request one from the department. Complete the information area at the top of the form and be sure to sign and date it. The PEAK office does not need a copy of the time sheets. Enclosed is a sample of the time sheet. You will log your time worked under the heading “PEK.” If the department requests that you work overtime, enter overtime hours under the heading “POV.” Complete “week ending date” which will be Fridays and total you time sheet before signing.

**Paydays & Paychecks**- PEAK employees are hourly employees, and are paid every other week. The pay is two weeks behind and the payday schedule is online at the link above. Often employees will have to pick up their first check, this is done in Payroll Distribution located in Room 105 of Buchanan Hall South of the Oklahoma Memorial Student Union (must have a valid ID to pick up).

**OVERTIME**- Overtime should not be worked without prior approval of the department to which you are assigned.

**WORKPLACE SAFETY**- It is the practice of the University of Oklahoma to maintain a safe work environment for all employees. If you notice a safety hazard, bring it to the attention of your immediate supervisor. If you are ever injured on the job, report it immediately to your supervisor and/or Environmental Safety services at 325-0866.

**ALL OTHER POLICIES AND PROCEDURES**- As a temporary employee of the university and PEAK, you are covered by and expected to abide by the policies and procedures in the Staff Handbook. Specific policies include sexual harassment, EEOC/AA, racial and ethnic discrimination, background and driver’s license checks, and drug testing, to name a few.

**HARRASSMENT & DISCRIMINATION AWARENESS TRAINING**- Upon employment you must complete the online “2003 Harassment and Discrimination Awareness Learning Module.” Please see the enclosed memo for instructions and the web address for this training.