

Recommendation No. RPP-2025-2

Brought Forward By: SAC Executive Committee

X Passed           Tabled           Failed

Date: 3/17/2025 (votes collected electronically)

**Title: Recommendation to Provide Administrative Leave to Employees Volunteering for Disaster Relief and Recovery**

WHEREAS the recent March 14, 2025, wildfire outbreak in the state of Oklahoma caused direct and material damage to residents of Oklahoma, including the total loss of homes and extensive property damage; and

WHEREAS many areas of the State of Oklahoma were affected by this disaster, including the homes and properties of employees and students of Oklahoma State University who work in and outside of Stillwater; and

WHEREAS Mayor Will Joyce of the City of Stillwater, the Commissioners of Payne County (OK), and Governor Kevin Stitt of the State of Oklahoma, have each declared a State of Emergency; and

WHEREAS the Stillwater Fire Department has requested assistance from citizens in reducing risk during this continued period of fire danger; and

WHEREAS the Attendance and Leave for Staff Policy, 3-0713, only provides for catastrophic leave for “individual, personal misfortune” (7.01.D.); and

WHEREAS Community and Service are two core values of Oklahoma State University; and

WHEREAS The Oklahoma Standard is a guiding principle for Oklahoma citizens following disasters, promoting service, honor, and kindness; and

WHEREAS many employees desire the opportunity to assist their neighbors, colleagues, family, friends, and students; and

WHEREAS many employees already volunteer with organizations, such as the United Way, the Red Cross, volunteer fire departments, religious institutions, and other community partners, who are likely to assist in the disaster response and may require time away from the regular schedule of their positions in order to meet the obligations of these organizations to provide disaster relief; and

WHEREAS there is an ongoing need for assistance as the recovery efforts will take many months:

NOW THEREFORE, THE STAFF ADVISORY COUNCIL RECOMMENDS TO INTERIM PRESIDENT HESS AND THE ADMINISTRATION OF OKLAHOMA STATE UNIVERSITY TO ESTABLISH CRITERIA TO GRANT ADMINISTRATIVE LEAVE TO EMPLOYEES TO BE TO BE USED FOR THE SPECIFIC PURPOSE OF DISASTER RELIEF AND RECOVERY IN AN AMOUNT AND MANNER TO BE DETERMINED BY ADMINISTRATION.

#### REFERENCES

1. City of Stillwater Disaster Relief Webpage:
  - a. <https://stillwaterok.gov/872/Emergency>
2. Payne County, OK Emergency Declaration:
  - a. <https://static1.squarespace.com/static/6009a26735161d7f675c7065/t/67d579370a6e64283fc9c532/1742043447423/Payne+County+Fire+Emergency+Declaration.pdf>
3. State of Oklahoma Executive Order 2025-06:
  - a. <https://www.sos.ok.gov/documents/Executive/2140.pdf>
4. Oklahoma State University Attendance and Leave for Staff Policy, 3-0713:
  - a. <https://adminfinance.okstate.edu/site-files/documents/policies/attendance-and-leave-for-staff.pdf>
5. Stillwater Fire Department Facebook posts:
  - a. <https://www.facebook.com/StwFire/posts/1087124653442478>
  - b. <https://www.facebook.com/StwFire/posts/1087103260111284>
6. Oklahoma State University Core Values:
  - a. <https://go.okstate.edu/about-osu/mission-landgrant.html>
7. Oklahoma Standard:
  - a. <https://oklahomastandard.com/>