OKLAHOMA COUNTY

EMPLOYEE HANDBOOK



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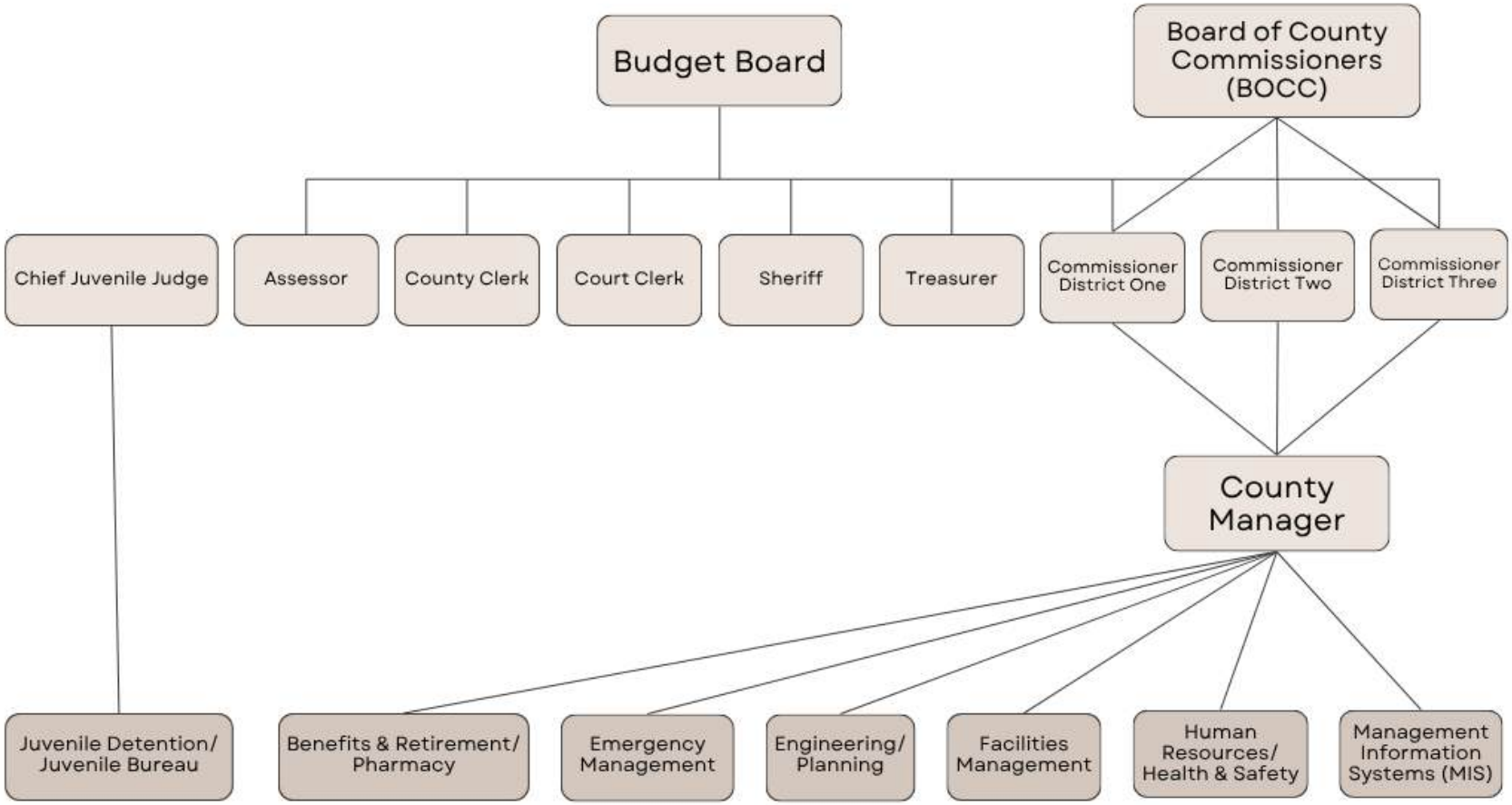
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OKLAHOMA COUNTY ORGANIZATIONAL CHART

INTRODUCTION

This Handbook is designed to familiarize you with the policies and practices that apply to your employment and is not intended to be and does not constitute a contract of employment. This Employee Handbook has been adopted by Oklahoma County pursuant to **19 O.S. § 339 (A) (10).**

The following personnel policies are designed to inform County Employees of the County's operating policies and practices as they apply to all County employees. County employees are defined as those deputies and employees employed by or serving at the pleasure of the elected officials or Board of County Commissioners (BOCC) department heads. Each County employee is responsible to the elected official or BOCC department head who hires and/or appoints that employee.

As conditions change, it will be necessary to change or add rules and procedures governing employees. Where practical or required by law such changes will be posted in advance of their effective date, after which time they will become a part of this handbook. Should you have any questions regarding policies, please ask your supervisor, elected official or HR Representative for assistance.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The County provides equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, gender, sexual orientation, age, national origin, citizenship status, disability, genetic information or veteran status. This commitment to equal employment opportunity extends to all aspects of employment, including hiring, promotion, training, working conditions, compensation and discipline. The County complies with all applicable federal and state equal employment opportunity laws. Furthermore, the County will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship, health or safety concern.

RECRUITMENT/JOB POSTING

Job openings may be posted publicly and/or filled from applications filed with the elected official or department head. Postings generally include the title, salary range, minimum hiring specifications and the closing date for filing applications. Applications submitted will be maintained by the department’s HR representative for a minimum of one (1) year.

HIRING PROCEDURES

Each elected official or BOCC department head shall be responsible for hiring and/or appointing the employees in his/her office.

Employees serve at the pleasure of the elected official.

All new employees shall report to the County HR Department for enrollment and orientation. Each County elected official or department may have additional orientation requirements that the employee must satisfy. The department's HR Representative shall submit new hire documentation to the County Clerk's Payroll Department for enrollment as a County employee in the Time and Attendance System.

Applicants and employees will be required to demonstrate their eligibility to work in the United States as provided by federal and state laws.

POLICY AGAINST HARASSMENT AND DISCRIMINATION AND COMPLAINT PROCEDURE

Sex discrimination and sexual harassment are against the law. Discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the employment relationship with the County. The County prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, sexual orientation, national origin, age, disability, or any other basis protected by federal, state, or local law. Furthermore, the County will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship, health, or safety concern.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination. Employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures.

The County expects that employees will act responsibly to establish a professional work environment. However, if an employee feels he/she has been subjected to any form of harassment, discrimination and/or unfair treatment, the employee should promptly report that conduct to his/her immediate supervisor, another member of management, the department's HR representative, the County HR Director, or a member of the BOCC. Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management. The person the harassment or discrimination is reported to shall take the necessary steps to

initiate an investigation of the discrimination and/or harassment claim. Employees who believe they have been discriminated against based on a disability or who believe they have not been properly afforded reasonable accommodation for a disability should utilize this same complaint and reporting process.

The County will conduct its investigation in as confidential a manner as possible. However, the County will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

The County prohibits retaliation of any kind against employees, who, in good faith, report harassment, discrimination and/or unfair treatment or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should promptly report that conduct to his/her immediate supervisor, another member of management, the department's HR manager, the County HR Director, or BOCC. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management. Employees are encouraged to use the Complaint Resolution Procedure set-out in the Handbook, as well.

PRE-EMPLOYMENT MEDICAL EXAMINATIONS

As a condition of employment, it may be necessary for job applicants to pass a medical evaluation and/or drug test conducted by a County-selected physician after a conditional offer of employment has been made. An applicant who has received a conditional offer of employment and who fails to appear for or does not meet specific job requirements based upon the medical examination and/or drug test results will be disqualified from further employment consideration. Medical examination and drug test expenses shall be paid by the County.
40 O.S. § 191

AMERICANS WITH DISABILITIES ACT, AS AMENDED

It is the policy of the Oklahoma County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring,

advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the County. Employees should contact their HR Representative with any questions or requests for accommodation. **https://www.ada.gov/**

Regarding service animals, visit this link: **https://www.ada.gov/topics/service-animals/**

FAMILY AND MEDICAL LEAVE ACT

Oklahoma County will comply with the federal Family and Medical Leave Act (FMLA) of 1993, as amended. Employees must have been employed by Oklahoma County for more than twelve (12) months over the past seven (7) years and must have worked at least 1,250 hours in the twelve (12) months preceding any leave to be eligible for the Family and Medical Leave described in this Policy (note: this seven (7) year measurement is adjusted if the leave is due to certain military service). Employees must also work in, or within seventy-five (75) miles of, a location at which Oklahoma County employs fifty (50) or more individuals to be eligible for the Family Medical Leave described in this Policy.

Oklahoma County provides up to twelve (12) weeks of leave in any “forward rolling” 12-month period. The 12 months are measured beginning on the date the employee first takes FMLA leave. Additionally, eligible employees have the right to take up to twenty-six (26) weeks of unpaid leave in a single 12-month period (less any FMLA leave taken during the period for other purposes under this policy) to care for a family service member in connection with a serious military illness or injury. See “Military Caregiver Leave” below.

Upon submission and approval of a leave of absence request, eligible employees are entitled to leaves of absence for the following purposes:

1. Birth/Adoption/Foster Care Leave: An employee may take leave in connection with the birth of the employee’s natural child or the placement of a child with the employee for adoption or foster care. An employee’s entitlement to leave for birth or placement of a child expires twelve (12) months after the birth or placement.

2. Family Leave: An employee may take leave to care for his or her child, spouse, or parent with a serious health condition.

3. Medical Leave: An employee may take leave in connection with his or her own serious health condition which renders the employee unable to perform his or her job duties.

4. Military Qualifying Exigency Leave: An employee with a spouse, child, or parent on "covered active duty" may use their twelve (12) week leave entitlement to address certain qualifying exigencies.

5. Military Caregiver Leave: An employee is entitled to take up to twenty-six (26) weeks of leave during a single twelve (12) month period (less any FMLA leave taken during the period for other purposes under this Policy) to care for a "covered service member" with a serious injury or illness, if the employee is the spouse, child, parent, or next of kin of the covered service member. This leave is applied on a per-covered-service member, per-injury basis, provided that no more than twenty-six (26) workweeks of leave may be taken during a single twelve (12) month period.

Oklahoma County shall utilize the terms and definitions related to FMLA established by 29 U.S.C. § 2611. **29 U.S.C. § 2601 et seq.**

Employee Notice or Oklahoma County Election of FMLA Leave

When it is foreseeable for the birth or placement of a child or for planned medical treatment, an employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a "reasonable, advance notice" means thirty (30) days. When planning medical treatment, the employee must consult with their HR representative and make a reasonable effort to schedule the treatment so as not to unduly disrupt Oklahoma County's operations, subject to the approval of the health care provider. Advance notice of the need to take Military Caregiver Leave is also required when such leave is foreseeable. The employee has a responsibility to provide notice sufficient to make Oklahoma County aware that the employee needs FMLA qualifying leave, and the anticipated timing and duration of the leave. Failure to provide notice sufficient to make Oklahoma County aware that the employee needs FMLA qualifying leave could result in a denial of the employee's leave application.

When it is not possible to give advance notice—for example, in connection with an unforeseeable medical emergency or for Military Qualifying Exigency Leave—the employee must notify their HR representative as soon as practicable, ordinarily within one (1) or two (2) business days of when the employee learns of the need for

leave. Employees must follow Oklahoma County's call-in procedures, unless unusual circumstances require a deviation from them.

When an employee requests FMLA leave, the HR representative will notify the employee of the employee's eligibility for and obligations and expectations of taking FMLA leave within five (5) business days, absent extenuating circumstances. After the HR representative has enough information to determine whether the leave is being taken for a FMLA-qualifying reason, the HR representative will notify the employee of whether the leave will be designated and will be counted as FMLA leave within five (5) business days, absent extenuating circumstances. Oklahoma County also has the right to designate an absence as Family and Medical Leave on its own volition, consistent with applicable laws and regulations, even if the employee does not request it.

If an employee has leave balances, he or she must utilize the paid leave in connection with any leave under this policy. That means that the employee's paid leave will run concurrently with their FMLA leave. Accordingly, the period of unpaid leave is shortened by the period of paid leave so that the maximum leave taken is no more than twelve (12) weeks.

If such paid leave balances do not apply or have been exhausted, leave under this policy will be without pay. Employees who are absent and receiving benefits under worker's compensation insurance are not required to substitute credited annual or sick leave. Nonetheless worker's compensation or other disability absences qualifying as serious health conditions will be designated by Oklahoma County as Family and Medical Leave and the leave would be counted as running concurrently for purposes of both worker's comp/long-term disability and FMLA.

Certification of FMLA Leave

Oklahoma County will require a health care provider's complete and sufficient certification of either the employee's or the family member's serious health condition, whichever is applicable, to be completed within fifteen (15) calendar days of the leave request. For Military Qualifying Exigency Leave, Oklahoma County will require complete and sufficient certification for the first instance of a request for leave in accordance with 29 CFR 825.309 of the FMLA regulation, to be completed within fifteen (15) calendar days of the leave request. For Military Caregiver Leave, Oklahoma County will require confirmation of a covered family relationship to the covered service member pursuant to 29 CFR 825.122(j) of the FMLA regulation. Also, for Military Caregiver Leave, the employee must provide complete and sufficient certification to Oklahoma County in accordance with 29 CFR 825.310 of the FMLA regulation, to be completed within fifteen (15) calendar days of the leave request. Oklahoma County will notify the employee of the requirement to provide certification and the penalties for failing to do so upon

the employee's notice of a request for FMLA leave; within five (5) business days thereafter; or within five (5) business days of the leave commencing in cases of unforeseen leave. Where the employee's need for leave due to the employee's own serious health condition, or the serious health condition of the employee's covered family member, lasts beyond a single year, Oklahoma County will require the employee to provide a new medical certification in each subsequent leave year.

If the certification the employee provides is incomplete or insufficient, the HR representative will advise the employee of the deficiencies in writing and the employee will be allotted seven (7) additional calendar days (unless not practicable under the circumstances despite the employee's diligent good faith efforts) to cure the certification. Failure to provide complete and sufficient certification could result in a denial of the employee's FMLA leave request. Furthermore, upon the employee's authorization pursuant to HIPAA, the HR representative may contact the health care provider for purposes of clarification and authentication of any medical certification. Oklahoma County will, under no circumstances, utilize the employee's direct supervisor when making such contact. Despite Oklahoma County's ability to make such contact, it remains the employee's sole responsibility to provide the employer with a complete and sufficient certification, and a failure to do so could result in a denial of the employee's FMLA leave request.

Oklahoma County may request recertification for leave taken because of the employee's own serious health condition or the serious health condition of a family member every thirty (30) days if the employee continues to be absent. If the medical certification indicates that the minimum duration of the condition is more than thirty (30) days, Oklahoma County will wait until the minimum duration expires before requesting a recertification. In all cases Oklahoma County can request recertification of a medical condition every six (6) months in connection with an absence of the employee. In all cases Oklahoma County may request recertification in less than thirty (30) days if: (a) the employee requests an extension of leave; (b) circumstances described by the previous certification have changed significantly; (c) Oklahoma County receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification. All recertification requested shall be at the employee's expense.

As a condition for restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, Oklahoma County will require the employee to obtain and present certification from the employee's health care provider that the employee is able to resume work. The employee has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process. The certification from the employee's health care

provider must certify that the employee is able to resume work. Additionally, the certification must specifically address whether the employee is able to perform the essential functions of the employee's job and if the employee needs any necessary reasonable accommodations. The HR representative will supply the employee with a list of essential job functions with its designation notice described above. The cost of certification will be borne by the employee.

Husband and Wife Leave under the FMLA

When a husband and wife are both employed by Oklahoma County, they are limited to a combined total of twelve (12) work weeks during any rolling twelve (12) month period if leave is taken for birth of a child, care for the child after the birth, placement of a child with the employee for adoption or foster care, or to care for the employee's parent with a serious health condition. The limitation does not apply, however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

Also, an aggregate of twenty-six (26) workweeks during any single twelve (12) month period may be taken by a husband and wife who are both employed by Oklahoma County for Military Caregiver Leave. The number of workweeks of leave available to each will be reduced by the number of workweeks taken by that individual (but not his or her spouse) during the twelve (12) month period for other purposes under this policy.

Intermittent or Reduced Leave Schedule under the FMLA

An employee taking leave after the birth or because of placement for adoption or foster care of a healthy child is permitted to take leave intermittently or by working a reduced workweek only with the approval of the elected official or BOCC department head. However, intermittent or reduced work leave to care for a seriously ill family member, because of the employee's own serious health condition, or for Military Caregiver Leave, may be taken whenever medically necessary. Military Qualifying Exigency Leave may also be taken on an intermittent or reduced leave basis. Oklahoma County may require a medical certification of the need for intermittent or reduced schedule leave and periodic recertification of the continued need for the leave consistent with the regulations issued by the Department of Labor. In some instances, Oklahoma County may transfer an employee temporarily to an available alternative position with equivalent pay and benefits when this would better accommodate recurring periods of intermittent or reduced schedule leave based on planned medical treatment. Actual time taken should be reported as Family and Medical Leave on the employee's time sheet. Employees on intermittent leave should contact their HR representative with any questions concerning actual hours worked and overtime compensation.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, Oklahoma County will account for the leave using an increment no greater than the fifteen (15) minutes provided that the employee's FMLA leave entitlement will not be reduced by more than the amount of leave actually taken.

Oklahoma County will require a certification of fitness to return to duty from intermittent or reduced leave schedule for each absence up to once every thirty (30) days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based upon the serious health condition for which the employee took such leave.

Oklahoma County will also require both periodic reports during the leave of an employee's status and his or her projected date of return to work and a written release from his or her physician to return to work.

Benefits During FMLA Leave

Employees on Family or Medical Leave will continue to be covered under Oklahoma County's benefits program. If the employee has coverage through Oklahoma County's health plan, the employee must continue to pay the employee's share of the premiums to keep this coverage in effect, just as if he or she was working. If the employee does not return to work at the end of the leave, Oklahoma County may charge the employee for the full premium cost of the health coverage during the leave. However, the employee will not be charged if he or she does not return due to:

1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to Family and Medical Leave; or

2. Other circumstances beyond the employee's control.

Holidays While on FMLA Leave

The fact that a holiday may occur within the week that an employee has taken FMLA leave has no effect; the week is counted as a week of FMLA leave. However, if the employee is using FMLA leave in increments of less than one (1) week, the holiday will not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday. Furthermore, if for some reason Oklahoma County's business activity has temporarily ceased and employees are generally not expected to report for work one (1) or more weeks, the days the employer's activities have ceased do not count against the employee's FMLA leave entitlement.

Return to Work Following FMLA Leave

On return to work from Family and Medical Leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Ordinarily an employee will be restored to the same position the employee held prior to the leave, with the same pay and benefits, if the position remains available. However, an employee has no right to return to the same position.

If an employee is certified as able to return to work in a light duty job, the employee has the option of declining to return and remaining on Family and Medical Leave until fully released or the twelve (12) week entitlement period is exhausted, whichever occurs earlier. The decision not to accept light duty, however, may result in the loss of workers' compensation benefits, at which point the provision for substitution of paid leave (annual and sick leave) would apply. Voluntary acceptance of light duty does not waive an employee's right to restoration to the same or an equivalent position. Although time spent on light duty does not count against the annual twelve (12) week FMLA allotment, an employee's right to restoration will expire at the end of the twelve (12) month FMLA leave period.

Key Employees under FMLA

Oklahoma County retains the right to deny reinstatement to "Key Employees" upon its determination that substantial and grievous economic injury will result. The employee will be given written notice that he or she is considered a "Key Employee" as soon as practicable after receipt of a request or designation by Oklahoma County of an absence as Family and Medical Leave. If a determination is made of substantial and grievous economic injury, the employee will be notified in writing, with such notice being served in person or by certified mail. Leave cannot be denied, but reinstatement can.

Other Work Prohibited During FMLA Leave

Employees may not engage in work for another employer during the employee's normal business hours, whether full or part-time, while on Family and Medical Leave from Oklahoma County. Any violation of this provision may jeopardize the employee's right to return to work

Unlawful Acts under FMLA

It is unlawful for Oklahoma County to: a) interfere with, restrain, or deny the exercise of any right provided for under FMLA; or b) 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 of FMLA

As allowed by law an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Oklahoma County for any violation of FMLA.

NEPOTISM

An elected official shall not hire, appoint or approve the employment or appointment of any person who is related by blood or marriage within the third degree including a spouse, child, step-child, child-in-law, step-child-in-law, grandchild, step-grandchild, parent, step-parent, parent-in-law, sibling, step-sibling, sibling-in-law, grandparent, grandparent-in-law, aunt, uncle, niece, and nephew. **21 O.S. § 481-487**

TELECOMMUTE

County services should be accessible to the public, which means most County positions are not suitable for telecommuting. Oklahoma County elected officials shall manage their respective workforces based on business needs, the needs of those they serve and the roles and responsibilities of their employees, all of which can shift and evolve over time.

The use of telecommuting is a management option at the discretion of each elected official and in the case of a BOCC Department, BOCC. It is the exception to the general rule of the County, which is to have its employees report to the physical work site. No employee is entitled to or guaranteed the opportunity to telecommute. Telecommuting agreements are subject to periodic review and may be revoked at any time based on operational needs, performance, or policy compliance. In the event that IT telecommuting is restricted, an exemption shall apply for employees performing on-call duties to ensure timely response to technical issues and continuity of County operations.

Regardless of work site or telecommuting status, all employees are subject to the basic duties, obligations and responsibilities of County employment and are expected to adhere to all county policies, and any employee who is allowed to telecommute will sign an acknowledgement and agreement that will be placed in the employee's file. Employees approved for telecommuting must adhere to County IT security protocols, including, but not limited to, secure network access, proper handling of confidential information, and use of County-issued equipment unless otherwise authorized.

When a telecommuting agreement with an employee is revoked, the employee will be given a minimum of five (5) business days' notice to return to the physical

work site, except in cases of emergency or security concerns, and the employment file will be documented accordingly.

PERSONNEL RECORDS

Personnel records of all County employees shall be kept and maintained by each elected official's HR Representative and are the property of the County. Whenever there is a change in address, phone number, dependents or beneficiaries, it is the responsibility of the employee to report such a change to the department's HR representative.

Requests for personnel records or information will be handled in accordance with Federal and Oklahoma law and Oklahoma's Open Records Act.

Employees may request a copy of their own personnel file which may be accessed during normal work hours upon a two-day advanced written request. Employees may present a formal request to their HR representative or elected official to make changes to their file but may not mark or correct their own file or alter data in their own file. Change requests and decisions on change requests will be documented in the file. **51 O.S. § 24A.7**

COMPENSATION POLICIES

EMPLOYMENT CLASSIFICATIONS

At the time of hire and/or promotion, the department's HR representative will notify the employee of his or her job classification. Classification of an employee will be done in accordance with the Fair Labor Standards Act (FLSA) guidelines. Employees may be classified as Full-time, Part-time, or Temporary as well as Exempt, Regular Non-exempt, or Non-exempt Law Enforcement based on their salary and responsibilities. Departments shall issue clear job descriptions to support the FLSA status of employees. **29 U.S.C. § 201 et seq**

EMPLOYMENT STATUS DEFINITIONS

1. Full-Time Employee: An individual who is regularly scheduled to work forty (40) hours or more per week is considered a full-time employee. Medical personnel who are scheduled for twelve (12) hour shifts, with an average of thirty-six (36) hours per week, are also considered full-time employees. Full-time employees are eligible for benefits.

2. Part-Time Employee: An individual who is regularly scheduled to work fewer than forty (40) hours per work week. Part-time employees may be eligible for

health plan coverage and some optional benefits if they meet certain requirements set out in the Oklahoma County Health Plan Document.

3. Temporary Employee: An individual who works for a season or short term, for a period not exceeding ninety (90) calendar days per year. The period may be extended one (1) time only, not to exceed ninety (90) calendar days, with the approval of the elected official, or their representative. Temporary employees are not eligible for benefits.

EXEMPT AND NON-EXEMPT CLASSIFICATIONS OF EMPLOYEES

1. Exempt Employee: An individual whose job classification is not subject to the federal minimum wage or overtime pay requirements of the FLSA.

2. Regular Non-Exempt Employee: An individual who does not meet the FLSA definition of “Exempt” and who does not work in a law enforcement or detention position.

3. Non-Exempt Law Enforcement or Detention Employee: An employee in law enforcement or detention shall work in accordance with statute **29 CFR 553.230 subsection 7K**.

29 C.F.R. § 553.211 (a) & (f)

EMPLOYMENT STATUS EXEMPTIONS

Time Recording (Exempt Employees)

Exempt employees are required to accurately record their time.

Time Recording (Non-Exempt Employees)

The County is required by law to keep accurate records of the actual hours worked by the non-exempt employees, including hours worked each day and total hours worked each work week. Non-exempt employees must use time clocks or otherwise access the Time and Attendance System to record their regular hours worked, meal periods, overtime, absences, and time off. Time records should be carefully checked for accuracy as paychecks will be calculated according to the information shown on them unless the information is determined to be erroneous.

Non-exempt employees are required to accurately record their time, and the following rules must be observed:

1. Employees should arrive at the workplace allowing sufficient time to clock in and start work on time.

2. Employees should accurately record their time for meal periods and when leaving at the end of the work shift or for approved personal reasons.

3. Employees are not permitted to clock in for another employee or to otherwise record another employee's time.

4. Employees who fail to clock in or out or otherwise accurately record their time may be subject to discipline up to and including termination.

5. Employees are prohibited from working overtime that is not approved and authorized by their supervisor.

PAYMENT OF WAGES

All County officials and employees shall be paid monthly. The pay period starts at 12:00 a.m. on the 21st of the month prior to which the pay day is scheduled and ends at 11:59 p.m. on the 20th of the month in which the pay day is scheduled. The regular payday shall be on the last business day of the month.

PAYROLL DEDUCTIONS

Only deductions required and/or permitted by law and/or authorized by the employee will be withheld from an employee's paycheck.

Any questions about a paycheck should be addressed first to the employee's supervisor then HR representative, then to the County Clerk's Payroll Department.

Whenever an employee's employment terminates, the County shall pay the employee's wages in full, less offsets and less any amount over which a bona fide disagreement exists, as permitted by law, at the next regular designated payday established for the pay period in which the work was performed through the regular pay channels. **19 O.S. § 153**; **40 O.S. § 165.2; 40 O.S. § 165.3**

HOURS OF WORK

The Oklahoma County Courthouse and Annex Building will normally be open Monday through Friday from 8:00 a.m. to 5:00 p.m. The activities of some departments require alternative schedules to meet their work needs. In those departments, the elected official or BOCC department head may authorize a deviation from the normal work schedule.

Most County employees will follow a normal schedule of forty (40) hours per week plus an unpaid one-hour lunch period each day. Each elected official or BOCC department head shall set the lunch periods and break periods, if any, for his/her office, but at no time shall an office be left without adequate staff to perform necessary duties.

A reasonable amount of paid break time and a private, clean place with a locking door, chair, table/surface, and an electrical outlet will be provided for all employees to breastfeed or express breast milk for up to one (1) year after the birth of a child.

WORK WEEK AND WORK PERIOD

The work week for all employees, except law enforcement and detention, commences at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.

Law enforcement and detention employees shall work in accordance with **29 CFR 553.230 subsection 7(K)**.

EARNING OVERTIME

Oklahoma County's overtime policy conforms to overtime provisions of the FLSA and applicable Oklahoma laws. Exemptions from these provisions will be claimed only when the necessary basis is established.

Oklahoma County employees who are non-exempt and who are not law enforcement or detention personnel shall be entitled to earn compensatory time off at the rate of one and one-half (1 ½) times their regular rate of pay for all hours worked in a work week more than forty (40) hours.

In the case of non-exempt law enforcement or detention personnel, compensatory time will be earned in accordance with statute **29 CFR 553.230 subsection 7(K).** Such compensatory time will be earned at the rate of one and one-half (1 ½) times the employee's regular rate of pay.

Note: Only non-exempt employees are entitled to earn compensatory time as described above. Exempt employees are not entitled to overtime pay.

COMPENSATORY TIME OFF FOR OVERTIME

Oklahoma County compensates employees at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Employees are generally required to utilize compensatory time off in lieu of cash overtime payments. As an exception, an elected official at his or her sole discretion may decide to make a cash payment for overtime.

All compensatory time off will be scheduled within a reasonable period after requested, if it does not unduly disrupt operations. Except in the case of law enforcement personnel, each employee can accrue up to two hundred and forty (240) hours of compensatory time off in lieu of overtime payment. Regular non-exempt employees will be paid cash for any compensatory time accrued over two hundred and forty (240) hours.

In the case of non-exempt law enforcement and detention personnel, each employee can accumulate up to four hundred and eighty (480) hours of compensatory time off. After the accrual of four hundred and eighty (480) hours of compensatory time, a law enforcement employee will thereafter be paid cash payment for overtime. In all cases of authorized compensatory time off, once the employee has utilized compensatory time off to reduce the maximum accrual below the applicable limit, then additional overtime will be paid in the form of additional compensatory time off.

Any employee receiving compensatory time shall exhaust such compensatory time prior to using annual leave, except where the employee is subject to losing annual leave due to exceeding accumulation limits. An employee receiving compensatory time shall be permitted to use accrued compensatory time within one hundred and eighty (180) days following the day on which it was accrued, provided the taking of compensatory time does not unduly impact agency operations or the health, safety or welfare of the public, or endanger public property. The balance of any unused compensatory time received but not taken during this time period shall be paid to the employee at the employee's current regular hourly rate. **74 O.S. § 840-2.15; 29 U.S.C. § 207(o)**

LEAVE BENEFITS

Oklahoma County has adopted a paid leave policy for full-time employees. Each elected official or BOCC department head shall be responsible for keeping records of the leaves taken by his or her employees using the Time & Attendance system. Such entries shall include type and length of leave as follows:

ABSENT WITHOUT LEAVE AVAILABLE

Employees may be approved to use unpaid leave when they have no accrued leave available or elect not to use leave accruals. An absence without leave available of a specified length may be granted at the discretion of the elected official or BOCC department head. While using this type of leave, an employee will not accrue annual or sick leave. An employee granted a leave of absence remains a County employee and does not lose their work experience status. The absence without paid leave shall not extend for a period of more than one (1) year.

The employee may continue to carry Oklahoma County health insurance coverage during a leave of absence without pay. The monthly premium must be paid by the employee by the 1st day of each month during such leave. Failure to make premium payments will result in the termination of health insurance coverage. If an employee terminates coverage and then later returns from leave, they may re-enroll for health insurance coverage. Health insurance coverage will be effective on the first day of the month following the re-enrollment.

If an employee desires to continue retirement benefits during a leave of absence without pay, they must pay twelve (12) percent of their gross salary or an amount as established by the Oklahoma County Retirement Board. This amount must be paid by the 10th day of each month during such leave. See the **Oklahoma County Retirement Plan Document** for further information.

ADMINISTRATIVE LEAVE

Paid or unpaid administrative leave may be granted to address situations not covered by other types of leave. Administrative leave is to be used at the discretion of the elected official or his or her representative when time away from regular duties is deemed appropriate, necessary, or protective for either the employee or the County. Administrative leave requires a comment to be entered into the Time & Attendance system documenting the reason for the leave.

ANNUAL LEAVE

Annual leave is intended to be used for vacations, personal business, and other time off work not covered by other paid leave provisions. All full-time Oklahoma County employees shall be entitled to annual leave that is accrued monthly in accordance with the schedule outlined below:

Accrual Rates		
Years of Service	Annual Leave	Accumulation Limit
0-5 years	10.00 hours per month	240 hours
5-10 years	12.00 hours per month	640 hours
10-20 years	13.33 hours per month	640 hours
Over 20 years	16.67 hours per month	640 hours

No annual leave shall be accumulated beyond the accumulation limits noted above; annual leave balances accrued in excess of established limits will be forfeited each year if not used by June 30th, Oklahoma County's fiscal year end. Annual leave will be accrued monthly and pro-rated, as appropriate, for less than full-time service. Eligible full-time employees hired or reinstated, regardless of a break in service, shall receive annual leave benefits based on cumulative periods of employment calculated in the manner that cumulative service is determined for longevity purposes pursuant to **74 O.S. § 840-2.18**.

Upon separation, an employee will be paid for the balance of accrued annual leave up to the accumulation limit.

Annual leave must be earned before it is taken. Annual leave schedules are subject to the approval of the elected official or BOCC department head and, without special circumstances and approval, will not be longer than ten (10) consecutive working days. **19 O.S. § 1301**; **74 O.S. § 840-2.20**

BEREAVEMENT LEAVE

Employees shall be granted time off with pay not to exceed three (3) scheduled working days to attend the funeral in the event of the death of the employee's parent, child, spouse, brother, sister, grandparent, grandchild, great grandparent, great grandchild, uncle, aunt, nephew, or niece. At the discretion of the elected official or BOCC department head, employees may be granted bereavement leave with pay to attend the funeral of other relatives or friends.

DISASTER LEAVE

Employees may be granted paid leave at the discretion of their elected official or BOCC department head, not to exceed fifteen (15) business days, if they are affected by a presidentially declared national disaster.

ELECTION LEAVE

Employees shall be granted paid leave up to two (2) hours to allow them to vote during official elections when their workday begins less than three (3) hours after the time the polls open or ends less than three (3) hours before the time the polls close. If an employee's workday begins three (3) hours or more after the time the polls open or ends three (3) hours or more before the time the polls close, the employee will be expected to vote either before or after work. Employees shall notify their supervisor either orally or in writing of their intent to be absent at least one (1) day prior to the election and provide proof of voting to their supervisor. This provision does not apply to elections in which the sole issue is school board elections or bond issues. **26 O.S. § 7-101**

EMERGENCY SHUTDOWN LEAVE

Employees may be granted paid leave when the BOCC, or in their absence, the Emergency Management Director, declares a formal closing, late opening, or early closure of the building or site due to severe weather conditions or other unsafe conditions of County buildings or sites where employees are assigned to work. During their normal duty hours, employees using Emergency Shutdown Leave are on stand-by or on-call status. Employees may be called to return to their normal duties or respond to the demands of the situation as necessary. The granting of Emergency Shutdown Leave applies only to employees scheduled to work during the time of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary employees, shall not be granted Emergency Shutdown Leave when County services are temporarily closed or reduced due to hazardous conditions.

When an emergency shutdown has been declared, employees responsible for providing essential services shall report to work. The elected or appointed officials of each office will be responsible for determining essential department functions and ensuring that employees who staff such functions are informed. Employees who are required to work when County services are temporarily reduced due to hazardous conditions will be entitled to accrue Emergency Shutdown Leave on a straight-time basis up to eight (8) hours per day for hours worked in their regularly scheduled work periods during such reduction.

Accrued Emergency Leave will be paid upon separation. **74 O.S. § 840-2.20A**; **Oklahoma Administrative Code § 260:25-15-71**

HOLIDAY LEAVE

Paid leave is granted to active full-time employees on the date of each holiday observed by the County. Holiday leave is accrued at eight (8) hours per holiday, regardless of work schedule. Upon separation from Oklahoma County, an employee will be paid for the balance of their accrued holiday leave hours at the employee's current hourly rate of pay.

JURY DUTY LEAVE AND COURT APPEARANCES

Oklahoma County desires that all employees fulfill their duty to serve as members of juries or to testify when called in Federal, State, or municipal courts. Paid jury duty leave will be granted when an employee is called to perform mandatory jury service or subpoenaed to testify as a witness in a case not involving personal interest. The employee will be required to provide satisfactory documentation requiring his or her appearance as a witness or juror.
If the employee is relieved from court or jury duty during working hours, the employee must report back to his or her worksite. The above-mentioned provisions concerning compensation for time in court do not apply if the employee is involved in private litigation. On these occasions, the employee must utilize his or her own leave.**38 O.S. § 34-35**

MILITARY LEAVE

A type of paid leave used for employees who are called to active duty or military training with the National Guard, Reserves, or other Uniformed Services in accordance with **5 U.S.C § 6323** and **72 O.S. § 48.**

To be eligible for such leave, the employee must:

1. Provide advance written or verbal notice of the leave.

2. Return to work or apply for reemployment in a timely manner after conclusion of service; and

3. Have not been separated from service with a disqualifying discharge or under other than honorable conditions.

PROFESSIONAL DEVELOPMENT LEAVE

Full-time employees may be granted leave with pay for attendance at conferences, seminars, or short courses of instruction designed to advance the technical or professional skills of the person attending. Such education or training leave must be authorized by the elected official or BOCC department head prior to the leave being taken, and the education or training must be determined by the County to be related to the employee's job responsibilities for the County.

PUBLIC HEALTH EMERGENCY LEAVE

Employees may be granted paid leave at the discretion of their elected official or BOCC department head if they are unable to work due to a confirmed diagnosis, a quarantine order, or work-related exposure related to a public health emergency.

SICK LEAVE

All full-time Oklahoma County employees shall be entitled to ten (10) hours of sick leave with pay that is accrued monthly.

An employee may utilize sick leave for the following reasons:

- Personal illness.
- Illness of a spouse, child, parent, or legal dependent.
- Personal medical, dental, or vision appointments
- Medical, dental, or vision appointments of a spouse, child, parent, or legal dependent.

For FMLA qualifying events, employees may be required to enter into FMLA status and use sick leave or other available paid leave concurrently.

A physician's statement and release may be required by the elected official or BOCC department head when an employee uses sick leave.

When terminating employment with the County, an employee will not collect pay for accrued sick leave. Abuse of sick leave is grounds for termination.
19 O.S. § 1301; 74 O.S. § 840-2.20

STANDARD COMP TIME

Paid leave may be earned by non-exempt employees as defined within this handbook. Accrued Comp Time will be paid upon separation, transfer to another County department, or transfer to an exempt or part-time position. **29 U.S.C. §207(o)(4)**

WORKERS' COMPENSATION LEAVE

Employees who sustain illness or injury arising out of or in the course of employment with Oklahoma County will be granted paid leave to be provided with reasonable and necessary medical care.

In all accepted claims, Oklahoma County employees will be placed on workers' compensation leave status and will be provided their regular monthly salary for up to one (1) month, plus the balance of the month they were injured, if the employee is required to miss work because of the injury or illness, as determined by the County's authorized physician. This benefit will be paid after a three-day waiting period. Employees may use accrued paid leave to cover the three-day waiting period. Additional authorized absences under workers' compensation leave will not be charged against the employee's leave balance. Sick and annual leave do not accrue while an employee is on workers' compensation leave. **85A O.S. § 45(A)**

Any additional time off will be considered as Temporary Total Disability (TTD) benefits and will be paid though the Workers' Compensation Administrator at the rate mandated by law.

An injured employee may receive TTD benefits for as long as the employee is temporarily totally disabled. TTD is normally allowed for up to one hundred and fifty-six (156) weeks. An employee may qualify for extensions but cannot exceed three hundred (300) weeks in total. An employee cannot receive their full salary and TTD payments at the same time, nor can they use accrued leave to augment TTD benefit payments or in lieu of TTD while on workers' compensation leave.

An employee must notify the Oklahoma County Health and Safety Department if they accept or continue other employment while on workers' compensation leave. An employee receiving TTD payments from another employer must promptly report, in writing, the amount of income they are receiving, or any change in their employment status while receiving TTD payments. No employee may receive TTD payments and unemployment benefits covering the same period of time.

When an employee is on workers' compensation leave, the County will continue to pay the employer portion of health insurance and life insurance premiums, if the employee was covered prior to such leave, for the first twelve (12) weeks of the absence. For employees on workers' compensation leave exceeding twelve (12) weeks, the County may elect to voluntarily continue paying the County's portion of health insurance premiums through the term of the workers' compensation leave. During this period, employees are required to continue to pay any premium they were paying prior to workers' compensation leave. Any premium adjustments that are made to employees will also include employees on workers' compensation leave. This premium is due from the employee on the 1st day of each month and is considered delinquent after the 15TH day of the month. Coverage is subject to termination if the premium is not paid by the last day of the month. If an employee terminates coverage and then later returns from leave, they may re-enroll for health insurance coverage by providing evidence of insurability. If approved, health insurance coverage would be effective the first day of the month following approval.

Oklahoma County shall continue to make payments into the employee's retirement account during the time they are on workers' compensation leave and are on payroll.

An employee who is absent from work, due to an on-the-job injury, shall obtain a written release from the treating physician, before returning to work. The written release must be completed and signed by a physician, before an employee is allowed to return to work.
Temporary and part-time employees, and qualifying volunteers injured on-the-job are generally covered, as specifically addressed by the Workers' Compensation Act, or other Oklahoma Statutes.

Workers' Compensation Fraud

A person who is guilty of workers' compensation fraud shall be guilty of a class D1 felony punishable by imprisonment or by a fine not exceeding ten thousand dollars ($10,000), or by both such fine and imprisonment **21 O.S. § 1663.**

LEAVE SHARING POLICY

Oklahoma County has adopted a Leave Sharing Policy in which a county employee may donate annual or sick leave or compensatory time to another County employee only pursuant to the following conditions:

- The receiving employee has exhausted or will exhaust all annual leave, sick leave, and compensatory time (if applicable) due to illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature.

- The receiving employee receives a certification for the FMLA event.
- The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment; and
- The supervising officials of both the Recipient Employee and the Donor Employee approve the leave-sharing arrangement.

The donating employee may donate any amount of available annual leave and sick leave hours, provided the donation does not cause his or her annual leave balance to fall below eighty (80) hours and does not cause his or her sick leave balance to fall below eighty (80) hours. The maximum amount of shared leave an employee may receive during his or her employment with the County is 2,088 hours.
74 O.S. §840-2.23

FRINGE BENEFITS

The County pays for unemployment insurance, social security (with the employee paying an equal percentage), and workers' compensation insurance. The County also pays a portion of the premium for health care insurance.

Detailed benefit information is available here:
https://www.oklahomacounty.org/departments/benefits-retirement

Employees may contact the Benefits and Retirement Department at (405) 713-2249, (405) 713-1803 or benefits@oklahomacounty.org with further questions.

HEALTH CARE INSURANCE

For health care benefits, the term "Eligible Employee" shall mean any full-time employee of Oklahoma County or a part-time employee who is regularly scheduled to work an average of thirty (30) or more hours per week. Variable part-time employees may be eligible for coverage as outlined in the Oklahoma County Health Plan document.

Oklahoma County offers a comprehensive health and wellness plan. These benefits are all offered as one (1) complete package to eligible employees. If an employee elects to pay and participate in this coverage, Oklahoma County pays a portion of the cost. Complete plan details are available on the County website.

A new employee will fill out an application for health coverage, which shall become effective on the first day of the month after the employee completes the mandatory waiting period of sixty (60) days from the date of first day of employment. An Exception to the sixty-day waiting period is made for a full-time

employee coming directly from other full-time governmental service within the State of Oklahoma, without a break in employment of longer than six (6) months.

Eligible employees may enroll for coverage for themselves and their eligible dependents at the time of initial employment and then during the Annual Enrollment Period, which occurs each November.

Changes in Family Status

If an employee has a qualifying change in family status outside of the annual enrollment period in November, they must notify the Oklahoma County Benefits Office within thirty-one (31) days to complete the necessary forms.

The following list of events qualify as changes in family status:

1. Divorce
2. Marriage
3. Birth or adoption of a child
4. Death of a spouse or child
5. Loss of coverage

RETIREMENT

Defined Contribution Retirement Plan (401(A)) eligible employees will become eligible to receive and make contributions effective the first of the month following sixty (60) days of employment.

On behalf of each full-time employee, Oklahoma County contributes an amount equal to twelve (12) percent of the employee's monthly compensation to his or her 401(A). Employees will become vested and have nonforfeitable rights in their 401(A) accounts upon completion of five (5) years of credited service.

Participants shall be entitled to receive the amount of their account, subject to vesting restrictions, when their age plus years of service totals at least sixty (60), or if a participant's employment is terminated at an earlier age as the result of a Total and Permanent Disability.

Participants have thirty (30) calendar days from their retirement date to submit a retirement packet to be eligible for retiree health and/or life insurance coverage at retiree rates.

For additional information regarding retirement, refer to the most recent resolution describing this program.

Oklahoma County offers full-time employees the opportunity to contribute their own money into a 457-retirement plan.

ADDITIONAL BENEFITS

Life Insurance

Life Insurance is provided to all full-time employees of Oklahoma County. This benefit is paid entirely by Oklahoma County regardless of whether the employee elects to participate in the Oklahoma County Health benefit plan. The Life Insurance benefit provided is equal to one and one-half (1 ½) times the employee's annual salary, up to $100,000. There is additional coverage provided for accidental death and dismemberment under this policy. A copy of the policy is listed on the County website. Employees can elect to purchase additional Life Insurance for their dependents and spouses.

Employee Assistance Program (EAP)

This benefit is provided free to all employees of Oklahoma County and their dependents regardless of participation in the Oklahoma County Health benefit plan. The EAP can assist with many different types of issues including:

- Mental Health Sessions
- Life Coaching
- Financial Consultation
- Legal Referrals
- Work-Life Resources and Referrals
- Medical Advocacy

Credit Union

All full and part-time employees are eligible to join Oklahoma Credit Union immediately upon employment. https://www.okcu.org/

Optional Benefits

Oklahoma County provides their full-time employees with the opportunity to enroll in additional optional benefits. These benefits are one hundred (100) percent employee paid. Visit **https://www.oklahomacounty.org/departments/benefits-retirement** for a full list of optional benefits.

CHANGES IN BENEFITS

Oklahoma County reserves the right to change, interpret, withdraw, or add to the benefit package at its sole discretion and without prior notice (unless required by

law) or consideration to any employee. None of the benefits have been, or are required to be, approved by an employee or employee group.

HOLIDAYS

The BOCC shall designate and publish between the 1st and 20th of January each year which holidays the County Offices will be closed.

When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Any County employee, who is absent without leave available, and who does not work the working day immediately preceding and the working day immediately following a holiday, shall not be paid for that holiday.
19 O.S. § 350; 25 O.S. § 82.1

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the Oklahoma County team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. This not only involves sincere respect for the rights and feelings of others but also demands that both in your business and personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Oklahoma County, or that might be viewed unfavorably by the public at large.

Whether you are on duty or off, your conduct reflects on Oklahoma County. You are, consequently, encouraged to always observe the highest standards of professionalism.

Types of behavior and conduct that Oklahoma County considers inappropriate include but are not limited to the following. This is not a complete list, and the County reserves the right to investigate, make judgments and take appropriate disciplinary action in each individual incident. The level of severity of any infraction is solely at the discretion of the elected official or department head.

- Violating any of the policies set forth in the Employee Handbook
- Using employment status for personal gain to include soliciting or accepting gratuities.
- Excessive or unauthorized use of County supplies, particularly for personal purposes.
- Fighting or using obscene, abusive, or threatening language or gestures.
- Disregarding safety or security regulations.

- Insubordination, including but not limited to, refusal or failure to perform work as assigned, failure to follow a lawful written or verbal instruction from a supervisor, or failure to comply with safety and health regulations that could threaten or endanger the life or health of others.
- Failing to maintain the confidentiality of protected County information which includes taking photographs, videos, or otherwise recording images of sensitive or confidential documents.
- Conviction of a crime.
- Falsifying time keeping records with intent to defraud.
- Deliberate or willful misrepresentation of County policy.
- Loafing, loitering, or sleeping during work time.
- Neglect of duty or incompetence.
- Distribution or posting of written or printed matter that is not authorized by the elected official or BOCC department head.
- Careless, negligent or improper use of County property or equipment.
- Conduct which results in injury to others or property damage.
- Willfully causing damage or destruction of equipment or property belonging to the County or to fellow employees.
- Falsification of records or misrepresentation of material information.
- Theft, embezzlement, and conversion of property to cash.
- Failure to maintain satisfactory and/or harmonious relationships with the public or with fellow employees.
- Abuse of leave policies.
- Use of County property, including computer data and social media platforms, for personal or unauthorized use.
- Use of County-owned devices to access, download, display, or distribute content that is illegal or obscene, including but not limited to pornography, at any time.
- Use of personal devices to access, download, display, or distribute content that is illegal or obscene, including but not limited to pornography, during working hours.
- Excessive use of personal or County-owned devices for entertainment during working hours, including but not limited to phone calls, e-mails, text messages, web browsing, and social media.
- Inappropriate personal social media activity that if done within the workplace would constitute a violation of state, federal or County regulations or otherwise violate the County's guidelines for appropriate conduct, harassment, data protection, and business confidentiality policies.
- Failure to follow the department's dress code, including but not limited to assigned uniform requirements.
- Igniting open flames in County buildings.

Should your performance, work habits, overall attitude, conduct or demeanor become unsatisfactory, based on violations of the above or any other County policies, rules, or regulations, you may be subject to disciplinary action, up to and including termination.

An employee may be financially responsible to Oklahoma County for the theft, embezzlement, misappropriation, conversion, sale, transfer, destruction, loss, or other unauthorized disposition or use of County funds or property. If the County determines that an employee owes money to the County as a result of the employee's unauthorized conduct, the County may pursue recovery through any lawful means, including but not limited to holding and/or offsetting the debt owed to the County from the employee's last paycheck.

SOCIAL MEDIA POLICY

Oklahoma County has established social media and social networking standards in accordance with **74 O.S. § 840-8.1.**

"Social networking" or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking. "Comment" means a response to an article or social media content submitted by a commenter.

Oklahoma County employees shall not share content or comments containing the following, when it is directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of information that Oklahoma County and its employees are required to keep confidential by law, regulation or internal policy.

ABSENTEEISM/TARDINESS

Every employee is expected to attend work regularly. Attendance on a regular basis is an absolutely essential part of every position at Oklahoma County. Excessive absenteeism or tardiness shall subject the employee to discipline, up to and including termination.

Punctuality is also essential to the proper functioning of this organization. "Tardy" is defined as not being in the department at the scheduled time ready to begin work or leaving work before the scheduled ending time for any reason which is

not approved, an acceptable excuse in the judgment of Oklahoma County, or otherwise excusable by law. Failure to clock in or to clock out may be considered a tardy.

Absences and tardiness will be documented and may be considered as grounds for discipline. Continued, unexplained absenteeism for a period of two (2) working days will be considered voluntary termination and the vacant position will be filled.

PERSONAL APPEARANCE AND DEMEANOR

Employees are expected, at all times, to present a professional and business-like image for Oklahoma County. Dress, grooming and personal cleanliness standards contribute to the morale of all employees. All dress should be in good taste and appropriate for your work environment. Each elected official or BOCC department head reserves the right to set guidelines for his or her office with regard to work attire.

Any employee violating the standards of this policy may be sent home and directed to return in appropriate attire. Non-exempt employees will not be compensated for time away from work.

POLITICAL ACTIVITY

Use of County property, funds, or facilities for campaigning is prohibited. No regular County employee (excluding elected officials) shall participate in partisan politics during normal County working hours. This means the devoting of time or labor during regular business hours toward the campaign of any candidate for office or for the nomination to any office.

USE OF COUNTY PROPERTY

No County official or employee may use County property for his or her own personal use or for any other use not required by their duties with Oklahoma County.

County property includes computers, tablets, cell phones, desks, file cabinets, office furniture, social media platforms operated by the County, software, data systems, copiers, facsimile machines, audio and recording equipment, machinery, vehicles, tractors, trailers, lines of credit, county vendor accounts, and equipment owned or leased by the County.

USE OF COMMUNICATIONS SYSTEMS

The purpose of this policy is to set forth Oklahoma County's policy regarding access to, use of and disclosure and retrieval of messages sent and/or received by employees who have access to the County's communications systems.

Definitions:

- "Communications Systems" refers to systems owned and/or used by the county to send and receive messages, images, data or content, which include but may not be limited to facsimile systems, telephone systems, mobile phones, computer systems, internet systems, websites, social media and networking platforms, electronic mail, and voice mail.

- "Messages" refers to information sent and/or received via communications systems including but not limited to electronic messages, text messages, voice messages, written messages, typed messages, documents, drawings, images, photographs, charts, graphs and numbers.

Oklahoma County's communications systems should be used for County business purposes only. The communications systems shall not be used for personal messages, solicitation or distribution of material that does not further County business purposes. Use of the system to make solicitations other than for County approved purposes, to communicate confidential or privileged information to unauthorized recipients, or for communications of a personal, political, or religious nature is prohibited.

Employees are strictly prohibited from sending electronic communications of a harassing, intimidating, offensive, or discriminatory nature. The guidelines set forth in the Policy Against Harassment are fully applicable to electronic communications. Such conduct, or any other conduct in violation of this policy, may result in immediate dismissal or other disciplinary measures.
Messages received through the communications systems should not be disclosed except to authorized persons. Except as set forth below, employees are prohibited from accessing each other's E-mail without the express consent of the employee. Each employee has a password which allows access to the E-mail system. Each employee's password is personal and should not be shared with others.

Elected officials and BOCC department heads reserve the right to monitor the communications systems and access electronic communications, at any time and for any reason without notice to the employees, to assure property is being used for business or training purposes only and to prevent or detect harassment or other improper use. Oklahoma County reserves the right to disclose the County

employee's electronic communications to others, if the County in its sole discretion determines that such action is warranted.

Employees do not have a personal privacy right in any message created, received, stored in or sent via the County's communications systems, and employees should not expect that the communications systems and the electronic communications thereon, are confidential or private.

Employees should be aware that communications on both County-paid and personal phones are subject to the Oklahoma Open Records Act if they relate to County business and were created for a public purpose, regardless of the device's ownership; however, personal conversations not involving County matters on a personal device shall remain private.

Employees are not permitted to maintain personal information on any of the County's communications systems. Employees found violating this policy will be subject to discipline, up to and including termination.

Employees will be required to sign an acknowledgment and authorization confirming familiarity with this policy permitting the County to monitor all electronic communications.

VEHICLE USAGE

Operators of County vehicles or any other vehicle used for County business must maintain a valid driver's license (including endorsements required for their position) and motor vehicle insurance. Operators must obey all traffic laws and requirements applicable to the vehicle being operated.

Only County employees on official County business, and official guests of the County, may operate or be a passenger in County-owned vehicles. County employees shall not allow family members or other non-authorized, non-employees to operate or be a passenger in County-owned vehicles.

All vehicle accidents must be promptly reported to the Health & Safety Department by contacting the twenty-four (24) hour Worker Injury / Vehicle Incident Hotline at (405) 713-2192 as soon as possible and completing the "Vehicle Incident" form found on the County Infozone page within twenty-four (24) hours.

Under certain circumstances, employees may be instructed by the appropriate elected official or BOCC department head to drive a county-owned vehicle to and from the employee's home to the employee's regular place of work. Such use may be considered a taxable fringe benefit by the I.R.S. Code.

IRS Publication 15B

For individuals who have been assigned a take home vehicle, your rights and duties are further explained in the Oklahoma County Personal Use of County-Owned Vehicle Agreement form.

UNIFORMS AND SAFETY EQUIPMENT

County-provided uniforms and safety equipment may be considered a taxable fringe benefit for individual employees. For more information consult **IRS Publication 15B.**

FIREARMS/WEAPONS

Oklahoma County wishes to maintain a work environment that is free of unauthorized firearms, weapons, explosives, and other dangerous materials. To achieve this goal, the County prohibits (except by authorized Sheriff's office employees or by other specific authorization) the possession, transfer, sale, or use of the following items on County premises: firearms, switchblade knives and knives with a blade longer than four (4) inches, dangerous chemicals, explosives, and ammunition. Other objects carried for the purpose of injuring or intimidating other people may be considered dangerous items. This prohibition includes all handguns even if the individual has a valid license to carry a concealed handgun. Firearms may be present in an employee's vehicle on County property only if the vehicle is always locked. Employees violating this policy will be subject to disciplinary action, up to and including termination. If any employee observes any dangerous items in violation of this policy on County property, the employee is under a duty to report such item to the appropriate elected official.
21 O.S. § 1290.22

INJURY REPORTING

All incidents involving injury solely arising out of and in the course of employment with Oklahoma County shall be promptly reported to the Health and Safety Department. The injured employee and his/her supervisor shall contact the twenty-four (24) hour Worker Injury / Vehicle Incident Hotline at (405) 713-2192 as soon as possible and complete the "Worker Injury" form found on the County Infozone page within twenty-four (24) hours.

Any suspicious circumstances surrounding a claim or indications of fraud should be reported to the Health and Safety Department immediately.

COMPLAINT RESOLUTION PROCEDURE

Step 1: Should an employee have a concern, he/she should bring it to their supervisor's attention (if appropriate) verbally or in writing. After reviewing the facts, the supervisor will meet with the employee to discuss the concerns and to respond.

If the complaint is against their elected official, the employee may take their complaint to another elected official.

Step 2: If the employee is not satisfied with the supervisor's response (or if meeting with him or her is not appropriate), the employee may present his/her concern to the next immediate supervisor, the department's HR representative, the department head, or to the employee's designated elected official who will follow the same evaluation process.

At the conclusion of the investigation, a written resolution will be provided to the employee and documented in the employee's personnel file.

STATEMENT OF POLICY REGARDING DRUG AND/OR ALCOHOL USE BY EMPLOYEES

The County is committed to providing its employees with a safe workplace. Employees are expected to be in a suitable mental and physical condition while at work, allowing them to perform their jobs effectively and safely.

All employees are prohibited from the unlawful use, sale, dispensing, distribution, possession, or manufacture of illegal drugs or alcoholic beverages on the County's premises, work sites, vehicles, client locations or customer work sites. In addition, employees are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the County's reputation.

Any employee who is charged and/or convicted under any federal or state criminal drug and/or alcohol statute must notify their supervisor or the personnel department within five (5) days of the charge and/or conviction and may receive some form of disciplinary action, including termination.

The proper use of controlled medications or over-the-counter drugs as part of a prescribed medical treatment program of the individual does not constitute, by that fact alone, a violation of this policy, but it may be important for an employee's supervisor to be aware such use is occurring to determine job assignments. Such use may provide a basis for reassignment, a leave of absence, or dismissal because of medical reasons. An employee undergoing prescribed medical

treatment with a controlled medication that could impair his/her physical, mental, or emotional faculties must immediately report this treatment to his/her supervisor. Failure to do so will constitute a violation of this policy.

Oklahoma County complies with the terms and conditions of the Oklahoma Medical Marijuana Act and therefore will not discharge, threaten, and/or refuse to hire or otherwise discriminate or retaliate against an employee or applicant based upon 1) their certification as a medical marijuana license holder or 2) the results of a drug test showing positive for marijuana or its components, except as provided below.

This protection shall not pertain to any County position or department, which is subject to federally mandated drug testing including positive tests for marijuana. This includes, but is not limited to, sheriff deputies, detectives, probation officers, correctional officers, CDL/CMV holders, and other staff in safety sensitive positions, Oklahoma County may refuse to hire a prospective employee or terminate an existing employee who is certified to use medical marijuana if their job duties are considered safety sensitive.

Safety-sensitive job duties are defined as “any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task.” Safety-sensitive tasks include, but are not limited to:

- The handling, packaging, processing, storage, disposal, or transport of hazardous materials;
- The operation of a motor vehicle, other vehicle, equipment, machinery or power tools;
- Repairing, maintaining, or monitoring the performance or operation of any equipment, machinery, or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- Performing firefighting duties;
- The operation, maintenance, or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation, or distribution;
- The extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment, or transport of potentially volatile, flammable, combustible materials, elements, chemicals, or any other highly regulated component;
- Dispensing pharmaceuticals;
- Carrying a firearm; or
- Direct patient care or direct childcare.

The Oklahoma Medical Marijuana Act shall in no way limit Oklahoma County's ability to discipline an employee for being under the influence of medical marijuana in the workplace or for working while under the influence of medical marijuana when the employee's conduct falls below the standard of care normally accepted for that position. An employee shall be considered under the influence when fifteen (15) or more Nano grams of active THC are present in the employee's test result.

Oklahoma County prohibits all employees, including those with a medical marijuana license, from using, being under the influence of, or possessing marijuana while on the County's premises, off-site locations, or in parking areas. An employee is under the influence or impaired when marijuana use adversely affects ability to perform a job, interact with others, exercise judgment and/or work safely. If an employee's hours of employment include transportation or travel, then the prohibition against marijuana use or possession applies to that transportation or travel time.

Violations of this policy may result in refusal to hire or discipline up to and including termination. If you have any questions about this policy or its application, please contact your HR representative.

DRUG AND ALCOHOL TESTING

To enforce this policy against drugs and alcohol in the workplace, the County may require applicants, current employees, and contract personnel to undergo a test for drugs and/or alcohol under any of the following circumstances:

1. Testing Of Applicants and Persons Being Hired, Transferred, or Reassigned: Applicants for certain job positions may be required to undergo testing for drugs and alcohol. Individuals will be notified when applying for a position with the County if the position requires drug and alcohol testing. If testing is required, the individual will be provided a copy of this policy upon acceptance of an offer of employment. Employees may also be required to undergo drug and/or alcohol testing when being transferred or reassigned to a different position or job. A refusal to take the test or a positive test will result in denial or withdrawal of the offer, transfer, or reassignment of employment.

2. For-Cause Testing: When the County reasonably believes that an individual may be under the influence of drugs or alcohol, including but not limited to, the following circumstances:

- Drugs or alcohol on or about the employee's person or in the employee's vicinity,
- Conduct on the employee's part that suggests impairment or influence of

drugs or alcohol,
- A report of drug or alcohol use while at work or on duty,
- Information that an employee has tampered with drug or alcohol testing at any time,
- Negative performance patterns,
- Excessive or unexplained absenteeism or tardiness, and/or
- When the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment.

3. Random Testing: The County may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups.

4. Scheduled, Fitness-for-duty, Return from Leave and Other Periodic Testing: Testing conducted as a routine part of a routinely scheduled fitness-for-duty medical examination, or in connection with an employee's return to duty from a leave of absence, or which is scheduled routinely as part of the County's written policy.

5. Post-Rehabilitation Testing: For a period of up to two (2) years from the date of the individual's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program. The individual shall pay all costs of the post rehabilitation testing

A refusal to take the test or a positive test may result in discipline up to and including termination of employment.

Definitions and Scope of Drug Testing Policy

1. Substances Tested: For purposes of this policy, individuals will be tested for alcohol and/or drugs as well as for blocking agents or interfering substances.

2. Abuse of Legal Drugs: Means prescribed drugs and over-the-counter medicines which either:
   a. have not been legally obtained, or
   b. are not being used in the recommended dosage or for the purposes for which they were prescribed or manufactured.

3. Employees Subject to Policy: All employees of the County shall be subject to this policy. The term "employee" means a person who is employed by the County on a regular or temporary basis in a full-time or part-time status. Drug or alcohol testing required by and conducted pursuant to federal law or regulation is exempt from the provisions of this policy.

4. Contract Personnel: The provisions of this policy are applicable to all contract personnel in the same manner as for employees. Facilities management is to inform all contractors doing work in the County facility about the applicable provisions of this policy. Violation of the applicable provisions or refusal to cooperate with implementation of the policy may result in the County's barring contract personnel from County facilities or from participating in County operations.

5. Confirmation Testing: Confirmation tests are not normally required or conducted. However, if an individual tests positive on a drug or alcohol test, he or she may request a confirmation test within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results. The individual shall pay all costs of the confirmation test unless the confirmation test reverses the finding of the challenged positive test. In such case, the employer shall reimburse the individual for the costs of the confirmation test.

Testing Methods and Collection Procedures

Any drug and alcohol testing by the County will be treated as work time for purposes of compensation and benefits for current employees.
The County will pay all costs of testing required by the County. However, as stated above, confirmation testing and post rehabilitation testing are the responsibility of the individual.

Testing may be conducted either at laboratory facilities that are licensed by the State Department of Health, or other designated regulatory body to perform drug or alcohol testing, or by any other method which is reasonably calculated to detect the presence of drugs or alcohol, including but not limited to, breathalyzer testing, testing by use of a single-use test device, known as an on-site or quick testing device, to collect, handle, store and ship a sample for testing. Facilities doing urine analysis tests must either be certified for such tests by the Federal Department of Health and Human Services or be accredited for such tests by the College of American Pathologists or other organizations recognized by the State Board of Health.

A written record of the chain of custody of a drug or alcohol test sample shall be maintained from the time of the collection of the sample until the sample is no longer required. Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplinary action and who have a need to know about the details of the investigation.

Rights Of Test Subjects

In conjunction with a drug or alcohol test, an individual has the ability to provide notification of any information which he or she considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.

An individual has the ability to explain, in confidence, the test results.

An individual has the ability to obtain copies of all information and records relating to that individual's testing. The County may make a reasonable charge for the copying of the records.

If the individual tests positive on a drug or alcohol test, he or she may request a confirmation test within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results. The individual shall pay all costs of the confirmation test unless the confirmation test reverses the finding of the challenged positive test. In such case, the employer shall reimburse the individual for the costs of the confirmation test.

Confidentiality

Records of all drug and alcohol test results and related information maintained by the County shall be the property of the County and, upon the request of the individual tested, shall be made available for copying and inspection to the applicant or employee. The County will only release such records to the following persons: 1) the individual tested; 2) the County's review officer; 3) another employer with whom the County contracts with if the individual tested works pursuant to such contract; 4) a person or entity that has issued the County a valid judicial or administrative order; 5) a court of record or administrative agency if either the employer or the individual tested are named parties in the case or proceeding; or 6) County employees, agents, or representatives who need access to such records in the administration of this policy. A testing facility, or any agent, representative or designee of the testing facility, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy or other physical or mental condition of the applicant or employee.

Disciplinary Action

If a positive test result is received, the County may take any disciplinary action against the individual, up to and including termination of an employee or the barring of a contractor from further work for the County. The County may take similar disciplinary action against an individual who refuses to undergo a drug or alcohol test.

Subject to applicable state law, an employee discharged on the basis of a refusal to undergo drug or alcohol testing or a positive test result shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. A person who fails to request a confirmation test is likewise not eligible for benefits.
For purposes of workers' compensation, any employee who tests positive for the presence of alcohol, illegal drugs, or illegally used chemicals or who refuses to take a drug or alcohol test required by the employer, shall be ineligible for such workers' compensation benefits. Unless the employee meets the burden of proof established by **85A O.S. § 2.**

Appeals

Concerns or questions respecting the County's drug and alcohol policy should be referred initially to the employee's HR representative and, if necessary, to the elected official or BOCC department head.

Compliance With Applicable Law

This policy has been adopted by the County with the intent to comply with any applicable laws and regulations, including without limitation the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and the rules and regulations promulgated in regard thereto. To the extent any portion of this policy is determined to be contrary to the requirements of any applicable federal or state statutes, rules or regulation, it is the intent of the County to conduct its program prohibiting alcohol and drug abuse in the workplace and any alcohol or substance screening in connection therewith in accordance with those legal guidelines, and the County shall do so even if this policy has not been modified to address such inconsistencies. **40 O.S. § 555**

EMPLOYMENT SEPARATION

Oklahoma County offers no employment contracts, nor does it guarantee any minimum length of employment. Just as any employee may terminate employment at any time, so may Oklahoma County terminate an employee at any time “at-will,” with or without cause, with or without notice.

All Oklahoma County issued property or property obtained by the employee with or without permission that has been paid for using county funds shall be returned upon separation. Failure to do so may result in garnishment of wages or future legal action as allowed by law.

There are several types of separation:

- Resignation: Employees who find it necessary to terminate their employment with Oklahoma County are expected to give two (2) weeks' notice to their supervisor. Any employee who fails to report to work and fails to call in for two (2) consecutive days/shifts will be considered to have voluntarily terminated the employment relationship even if no resignation notice is given.

- Reduction in force (Layoff): An employee may be subject to a non-disciplinary, involuntary termination through layoff in connection with a shortage of funds, abolition of a position, or lack of need for the work performed by an employee or group of employees. The elected official or BOCC department head should make every effort to give at least two (2) weeks' notice of the layoff.

- Retirement: Employees planning to retire are required to give two (2) weeks' notice of retirement.

- Termination: In order for Oklahoma County to carry out its obligations and priorities in the most efficient manner possible, the County adheres to the principles of at-will employment whereby the County and employees alike can terminate the employment relationship at any time and for any reason or for no reason, not prohibited by **19 O.S. § 547,** Federal, State or Municipal law.

AUTHORITY TO SEARCH

Desks, lockers, and other storage devices within the workplace may be provided for the convenience of employees but remain the sole property of the County. Accordingly, they, as well as any containers or articles found within them, can be inspected by any member of management, at any time, with or without prior notice. Containers may include, but are not limited to, any packet, package, purse, briefcase, or lunch container. Oklahoma County has the right to search containers whether they are locked by a device provided by the County or by the employee. Additionally, Oklahoma County has the right to search employees' work areas, clothing, backpacks, briefcases, vehicles and other personal belongings.

Oklahoma County provides a communications system, including voicemail, e-mail and Internet access, to employees for business use only. Employees should not expect privacy with respect to any of their activities using County-provided computer equipment, telephone equipment, computer services, or Internet access. Oklahoma County reserves the right to review, duplicate and disclose any files, messages, or communications sent, received, or stored on the County's computer or telephone systems.

NO SOLICITATION/NO DISTRIBUTION POLICY

Oklahoma County employees are prohibited from engaging in solicitation to other County employees or the public during work time and in working areas of either the employee doing the solicitation, or the employee being solicited. Solicitation includes, but is not limited to, contacting other employees or the public for the purpose of encouraging their participation or support for functions or activities which are not related to the official business of the County. Examples include encouraging participation in or support for political campaigns, fundraisers, raffles, organization membership drives, sales of any product, etc. Solicitation is restricted to non-working hours, such as lunch breaks, before work, and after work. Oklahoma County employees are prohibited from distributing materials that are not work-related in working areas during working time. Material of this nature may only be distributed in non-working areas such as lunchrooms or break rooms during non-working times.

SMOKE FREE POLICY

All buildings owned or operated by Oklahoma County are designated as smoke free and non-smoking. In addition, smoking and vaping, tobacco, nicotine, marijuana or other lawful products consumed in a smoked or vaporized manor will not be allowed within twenty-five (25) feet of any entrance or exit of any building owned or operated by Oklahoma County. **21 O.S. § 1247**

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This is to acknowledge that I have received a copy of the Employee Handbook adopted by Oklahoma County and understand that it outlines the policies and practices that apply to me as an employee of Oklahoma County.

I understand it is my responsibility to familiarize myself with all information in the Handbook.

I understand this Handbook represents the policy of the County and replaces and supersedes all other oral or written personnel policies or procedures.

I understand this Handbook is not nor is it intended to be a contract of employment. I understand I am an employee-at-will and understand each County elected official or BOCC department head retains the right to terminate his/her employees at any time for any reason not prohibited by Federal, State or Municipal law, and I also understand employees can terminate their own employment at any time.

I further understand that this signed statement will be placed in my personnel file.

Employee Name (Please print)	Witness Name (Please print)
_____	_____
Employee Signature	Witness Signature
_____	_____
Date	Date
_____	_____

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

COMPENSATORY TIME OFF FOR OVERTIME AGREEMENT FORM

I,_____, have read, understand and have in my possession a copy of Oklahoma County's Employee Handbook. I agree as a condition of employment to follow the policies in this handbook. If I do not understand a policy now or in the future, I agree to ask a county representative for clarification.

I further understand that if I am an employee who is entitled to overtime pursuant to the Fair Labor Standards Act, I will be paid compensatory time off in lieu of cash overtime payment according to the Fair Labor Standards Act and as provided in the County's Employee Handbook.

I further understand that this signed statement will be a permanent record in my personnel file.

Employee Name (Please print)	Witness Name (Please print)
_____	_____
Employee Signature	Witness Signature
_____	_____
Date	Date
_____	_____

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

OKLAHOMA COUNTY PERSONAL USE OF COUNTY-OWNED VEHICLE AGREEMENT FORM

Employee Name:_____ Date:_____

Department:_____

Regularly assigned vehicle:_____

I have read and understand Oklahoma County's policy on the use of county-owned vehicles. I have been instructed by (elected official or BOCC department head)_____to use a county-owned vehicle for limited personal use solely for the benefit of the county. Based on my regular use of a county-owned vehicle for personal use (such as in commuting), I understand the valuation of the amount of taxable fringe benefits attributed to me will be calculated by: (mark one)

The Cents Per Mile _____
The Commuting Rule _____
The Annual Lease Value Rule _____

Note: Some employees may not qualify for all three of these valuation methods – see IRS Publication 15B).

AND, I agree to provide the information and documentation necessary to make this calculation.

The amount so calculated in each calendar year will be included in my taxable wages as a fringe benefit. Falsification of statements concerning vehicle usage, use of the county-owned vehicle beyond the specific instructions of the elected official or BOCC department head, or failure to provide required documentation may result in discipline up to and including termination.

Employee Name (Please print)	Witness Name (Please print)
_____	_____
Employee Signature	Witness Signature
_____	_____
Date	Date
_____	_____

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

TELEPHONE, E-MAIL, INTERNET, AND VOICEMAIL EMPLOYEE ACKNOWLEDGEMENT FORM

I read and understand the County's Electronic Communication Policy included in the Employee Handbook. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of Oklahoma County. I also understand that these systems, including facsimile, telecopier, telephone, voicemail, copy machine, computer, Internet, E-mail, and telephone systems, are to be used primarily for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Oklahoma County monitoring my use of this equipment at any time, at its discretion. Such monitoring may include monitoring telephone communication, monitoring E-mail, as well as listening to my voicemail messages. Oklahoma County reserves and may exercise the right to review, audit, intercept, access, disclose, delete, and purge all messages or content created, received or sent over the Internet or E-mail access systems for any purpose. An employee's use of the Internet and E-mail systems grants management permission to review any and all transactions or sites.

I understand that unauthorized, excessive or inappropriate use of any of the electronic communication systems may be grounds for discipline, up to and including termination.

Employee Name (Please print)	Witness Name (Please print)
_____	_____
Employee Signature	Witness Signature
_____	_____
Date	Date
_____	_____

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

WAGE WITHHOLDING AUTHORIZATION FOR OKLAHOMA COUNTY FORM

I understand and agree that if I steal, embezzle or misappropriate any goods, services or money from the county, that upon separation from employment, I agree to allow the county to offset from my final paycheck any money owed to the county that can be traced and attributed to my misconduct pursuant to **O.A.C. § 380:30-1-7(d).**

I_____hereby acknowledge that I have read this withholding authorization form in its entirety, understand it, and have received all of the property itemized below. I acknowledge that the property listed below is loaned to me by Oklahoma County, during my employment, and that said property is now and will always remain the property of Oklahoma County. This includes, but is not limited to, such things as uniforms, keys, parking transponders, computers, ID Badges, etc. I understand and agree that the property itemized below is valued as shown.

I understand that once my employment is terminated or ends for whatever reason, it is my responsibility to ensure all county property is returned to my Elected Official's Human Resources Representative, within 72 hours of my leaving employment.

I hereby expressly agree, as shown by my signature below, that in the event that I fail to return any of the property itemized herein below within 72 hours of leaving employment, that Oklahoma County is given my permission to withhold from my final paycheck an amount equal to the value as listed below of any property not returned by me, except to the extent such is prohibited by federal or state minimum wage law.

Items	Agreement Date	Unit Cost	Total Cost	Returned Date	Returned Acknowledged
Total			**$**		

I represent that this authorization is executed voluntarily and has not been made a condition of my continued employment.

Employee Name (Please print) _____

Employee Signature _____

Date _____

Witness Name (Please print) _____

Witness Signature _____

Date _____