

OKLAHOMA COUNTY

*Oklahoma County Office Building
320 Robert S Kerr Ave,
Oklahoma City, OK 73102*



Handbook Committee Meeting Minutes

Tuesday, September 16, 2025

9:30 AM

***Rick Buchanan - Chair
Paul Foster - Vice-Chair
Brandi Mertens - Member
LeeAnn Hinds - Member
Brandon Holmes - Member
Erin McConnell - Member
Stacy Rodgers - Member
Ryan Jasper - Member***

<https://www.youtube.com/@oklahomacounty4775>

Recorded in the

Call To Order

Roll Call

Present: 7 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Appointee Erin McConnell, District 2 - Chief Deputy Brandi Mertens and District 1 - Appointee Ryan Jasper

Notice of the meeting was properly posted on August 29, 2025.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, or striking the item.

Approval of Minutes

1. Discussion and possible action regarding the minutes of August 26, 2025.

Foster moved, Mertens seconded, to approve. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

Departmental Items

2. Discussion and possible action to adopt a revised cover page for the employee handbook. Requested by Erin McConnell, County Clerk’s Office.

Mertens moved, Hinds seconded, to approve Handbook Cover Option 2 (v2). The motion carried by the following vote:

Aye: 5 - Buchanan, Hinds, Rodgers, McConnell and Mertens

No: 1 - Foster

3. Discussion and possible action to accept changes to the “Employment Classifications” section of the handbook draft, to include definitions listed within. Requested by Erin McConnell, County Clerk’s Office.

McConnell moved, Hinds seconded, to approve changes to first paragraph, with employees HR reprehensive instead of departments HR representative. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Mertens

McConnell moved, Hinds seconded, to approve changes to Full-Time Employee, Part-Time Employee and Temporary Employee sections and if elected official is not used as proper noun, it will not be capitalized throughout. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

McConnell moved, Mertens seconded, to add "Employment Status Exemptions" and "Exempt and Non-Exempt Classification of Employees" as headers for each section of Employment Classifications. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

McConnell moved, Hinds seconded, to approve changes to Exempt Employees, Regular Non-Exempt Employees, Non-Exempt Law Enforcement & Detention Employees. Also, add FSLA Links. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

4. Discussion and possible action to accept changes to the "Time Recording (Non-Exempt Employees)" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

Hinds moved, McConnell seconded, under Time Recording change number 2 to read, Employees should accurately record their time for meal periods and when leaving at the end of the work ship or when leaving the premises for approved personal reason; and striking trough "clock or check in or otherwise", "immediately prior to starting work", "immediately before" and replace "their" with "for". The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

Buchanan moved, Rodgers seconded, to add a section before Time Recording Non-Exempt Employee Section, with the header of Time Recording Exempt Employees with the sentence Exempt employees are required to accurately record their time. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

Recess

Jasper moved, Foster seconded, to recess at 10:35 am, until 10:45 am in the BOE Room. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

Return

McConnell moved, Foster seconded, to return. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper

4. Discussion and possible action to accept changes to the "Time Recording (Non-Exempt Employees)" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Foster seconded, to approve the changes, except Lee Ann's changes made in previous motion for revised number 2 in the list and remove "or check" in revised number 3. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper

5. Discussion and possible action to accept changes to the “Payment of Wages” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Foster seconded, to approve changes. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper
6. Discussion and possible action to accept changes to the “Payroll Deductions” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Foster seconded, to approve changes and delete "those required by are as follows", including the examples and change "or" to "then" in second paragraph. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper
7. Discussion and possible action to accept changes to the “Hours of Work” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Hinds seconded, to move the last paragraph in section to top of section and accept all other changes. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper
8. Discussion and possible action to accept changes to the “Work Week and Work Period” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Hinds seconded, to approve changes. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper
9. Discussion and possible action to accept changes to the “Telecommute” section of the handbook draft and to move the section to immediately follow the “Nepotism” section (falls under employment policies rather than compensation policies). Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Hinds seconded, to remove section from Employment Compensation and into Nepotism section and accept all other changes. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper
10. Discussion and possible action to accept changes to the “Earning Overtime” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
McConnell moved, Rodgers seconded, to approve changes. The motion carried by the following vote:
Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper

11. Discussion and possible action to accept changes to the "Compensatory Time Off for Overtime" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.

McConnell moved, Jasper seconded, to approve and remove last sentence of last paragraph and add "if payable" to the end of the first sentence of last paragraph. The motion was withdrawn.

McConnell moved, Hinds seconded, to approve Lee Ann's change to first and last paragraph, accept all of Erin's other changes and remove "if payable" in last paragraph. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper

Recess

Jasper moved, McConnell seconded, to recess at 11:47am until 2:30 pm on 09/17/2025 in the BOCC Room. The motion carried by the following vote:

Aye: 6 - Buchanan, Foster, Hinds, Rodgers, McConnell and Jasper

Roll Call

Present: 7 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Appointee Erin McConnell, District 2 - Chief Deputy Brandi Mertens and District 1 - Appointee Ryan Jasper

Return

Mertens moved, Foster seconded, to return on 09/17/2025 at 2:31 pm. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

12. Discussion and possible action to accept changes to the "Leave Benefits" section of the handbook draft to include Military Leave, Bereavement Leave, Professional Development Leave, Emergency Shutdown Leave, Public Health Emergency Leave, Jury Duty Leave, Disaster Leave, Election Leave, Workers' Compensation Leave, Administrative Leave, and Absent without Leave Available. These revisions are based on leave codes used in the Tyler Time and Attendance System. Requested by Erin McConnell, County Clerk's Office.

Hinds moved, to action to list the leave benefits in the order as presented in Munis with the exception of FMLA, moving it to the end. The motion was withdrawn.

Hinds moved, McConnell seconded, that all of the items listed in Munis go into the Leave Benefits section to be placed in alphabetical order. Except for FMLA, place at the end of list. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

McConnell moved, Jasper seconded, to approve the changes to the leave codes to match current practice as laid out in the document submitted. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

13. Discussion and possible action to remove the definitions in the “Family and Medical Leave Act” section of the handbook draft and replace with the statement “Oklahoma County shall utilize the terms and definitions related to FMLA established by 29 U.S.C. § 2611.” Requested by Erin McConnell, County Clerk’s Office.

McConnell moved, Hinds seconded, to approve changes and replace with statement listed within item 13. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

14. Discussion and possible action to accept additional changes to the “Family and Medical Leave Act” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

McConnell moved, Foster seconded, to defer to next meeting. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

15. Discussion and possible action to accept changes to the “Leave Sharing Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

McConnell moved, Foster seconded, to approve changes. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

16. Discussion and possible action regarding the addition of a new section to the Oklahoma County Employee Handbook titled "Camera and Recording Devices Policy", establishing rules prohibiting employees from taking photographs, recording video, or recording audio in the workplace, including hidden or concealed cameras and devices not readily identifiable as recording equipment. Requested by Ryan Jasper, District 1.

Jasper moved, Foster seconded, to strike. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

17. Discussion and possible action regarding a new draft of the Oklahoma County Employee Handbook, including potential revisions or changes. Requested by Rick Buchanan, Handbook Chairman.

No Action

18. Discussion and possible action regarding the Oklahoma County Employee Handbook providing clear rules regarding holiday leave for 28-day cycle employees, as recommended by the Oklahoma State Auditor & Inspector during the audit of the FY 22-23 ACFR. Requested by Rick Buchanan, Handbook Chairman.

Mertens moved, Foster seconded, to strike. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

Citizen Participation:

Joe Blough, District One was called to speak.

Board Comments

Adjourn

Mertens moved, Foster seconded, to adjourn at 3:09 pm. The motion carried by the following vote:

Aye: 7 - Buchanan, Foster, Hinds, Rodgers, McConnell, Mertens and Jasper

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board