

OKLAHOMA COUNTY EMPLOYEE POLICY HANDBOOK



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PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

**EMPLOYEE POLICY HANDBOOK
ACKNOWLEDGEMENT FORM**

This is to acknowledge that I have received a copy of the Employee Policy 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's Name _____ Employee's Signature _____

(Printed or typed) _____ Date _____

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

COMPENSATORY TIME OFF FOR OVERTIME AGREEMENT

I, _____, have read, understand and have in my possession a copy of Oklahoma County's Employee Policy 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 Policy Handbook.

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

Employee's Signature

Employer Representative Signature

Date

ORGANIZATIONAL CHART FOR OKLAHOMA COUNTY

On Feb. 26, voted to add a link to org charts in the handbook, did not specify where.

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 Policy 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 BOCC department heads. Each County employee is responsible to the elected official or BOCC department head who hires and/or appoints that employee.

From time to time 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 officer or the 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

All job openings shall be posted publicly and/or filled from applications filed with the elected official or department head. Postings generally include the title, the salary range, the minimum hiring specifications and the closing date for filing applications. Applications will only be accepted when there is a job opening, and

applications submitted will be maintained by the department's HR representative for a minimum of one 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 Representative 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 manager, another member of management, the department's HR manager or the County HR Director, or a member of the Board of County Commissioners. 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 will 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 Board of County Commissioners. 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](#)

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 but not limited to 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 and BOCC department heads 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 BOCC department head. It is the exception to the general rule of the County to have its employees report to the physical work site. As such, no employee is entitled to or guaranteed the opportunity to telecommute.

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.

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, and the employment file will be documented accordingly.

[74 O.S. § 840-2.15; 29 U.S.C. § 207\(o\)](#)

PERSONNEL RECORDS

Personnel records of all County employees shall be kept 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.

Personnel records will be maintained and 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 fill out 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

Full-Time Employee: An individual who is regularly scheduled to work forty (40) hours or more per week is considered a full-time employee. Full-time employees are eligible for benefits.

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.

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 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

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

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.

Non-Exempt Law Enforcement or Detention Employee: An employee in law enforcement or detention services whose overtime eligibility is recorded on a 28-day cycle in accordance with the FLSA.

[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, 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. §§ 165.2-165.3](#)

HOURS OF WORK

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.

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 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 electric outline will be provided for all employees to breastfeed or express breast milk for up to one year after the birth of a child.

WORK WEEK AND WORK PERIOD

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

For law enforcement employees, the work period begins at 12:00 a.m. on Sunday and continues on a 28-day cycle ending at 11:59 p.m. on Saturday four weeks later. This work period is established in compliance with Section 7(k) of the FLSA.

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 personnel shall be entitled to earn compensatory time off at the rate of 1 ½ times their regular rate of pay for all hours worked in a work week more than 40 hours.

In the case of non-exempt law enforcement personnel, compensatory time will be earned for hours worked in excess of 171 hours in the 28-day cycle. Such compensatory time will be earned at the rate of 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 1½ 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 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 240 hours.

In the case of non-exempt law enforcement personnel, each employee can accumulate up to 480 hours of compensatory time off. After the accrual of 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 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 his or her work experience status. The absence without paid leave shall not extend for a period 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 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 or holiday 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	480 hours
10-20 years	13.33 hours per month	480 hours
Over 20 years	16.67 hours per month	480 hours

No annual leave shall be accumulated beyond the accumulation limits noted above; annual leave balance 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.

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.

COMPENSATORY TIME: Paid leave 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 \(4\)](#)

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 on (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 Chair or Vice Chair of the Board of County Commissioners, 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.

[74 O.S. § 840-2.20A; Oklahoma Administrative Code § 260:25-15-71](#)

HOLIDAY LEAVE: Paid leave 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 regular hourly rate of pay.

JURY DUTY LEAVE: 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. Code § 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.

[72 O.S. § 48](#); [5 U.S.C. § 6323](#)

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 sick leave with pay that is accrued monthly in accordance with the schedule outlined below:

Accrual Rates	
Sick Leave	Accumulation Limits
10.00 hours per month	No Limit

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: Needs language

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 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 vacation leave do not accrue while an employee is on workers' compensation leave.

Any additional time off will be considered as Temporary Total Disability (TTD) benefits and will be paid through 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, not to exceed 300 weeks. 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 12 weeks of the absence. For employees on workers' compensation leave exceeding 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, part-time employees, and volunteers injured on-the-job are not generally covered, unless 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 \$10,000, or by both such fine and imprisonment ([21 O.S. § 1663](#)).

FAMILY AND MEDICAL LEAVE ACT

Oklahoma County will comply with the federal Family and Medical Leave Act of 1994, as amended in 2010 (the "FMLA"). Employees must have been employed by Oklahoma County for more than 12 months over the past seven (7) years and must have worked at least 1,250 hours in the 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 75 miles of a location at which Oklahoma County employs

50 or more individuals to be eligible for the Family Medical Leave described in this Policy.

Oklahoma County provides up to 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 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 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 12-week leave entitlement to address certain qualifying exigencies.
5. **Military Caregiver Leave.** An employee is entitled to take up to 26 weeks of leave during a single 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 26 workweeks of leave may be taken during a single 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 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 or two business days of when the employee learns of the need for leave. Employees must follow Oklahoma County’s customary 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 an 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 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 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 825.309 of the FMLA, to be completed within 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 825.122(j) of the FMLA. Also, for Military Caregiver Leave, the employee must provide complete and sufficient certification to Oklahoma County in accordance with 825.310 of the FMLA, to be completed within 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. 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 12 workweeks during any rolling 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 26 workweeks during any single 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 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 as 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 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 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 12-week entitlement period is exhausted, whichever occurs earlier. The decision not to accept light duty, however, may result in the loss of worker's 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 12-week FMLA allotment, an employee's right to restoration will expire at the end of the 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 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 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.

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 of shared leave.

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 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:

2. Divorce
3. Marriage
4. Birth or adoption of a child
5. Death of a spouse or child
6. 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 12% 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 at least totals 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.

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

ADDITIONAL BENEFITS

Life Insurance is provided to all full-time employees of Oklahoma County. This benefit is paid entirely by Oklahoma County regardless of if the employee elects to participate in the Oklahoma County Health benefit plan. The Life Insurance benefit provided is equal to one- and one-half 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 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 problems 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 100% 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 Oklahoma County Commissioners 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.
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 - 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.
 - 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.
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- 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.
- Thievery.
- Failure to maintain satisfactory and/or harmonious relationships with the public or with fellow employees.
- Refusing to sign a consent form permitting the County to inspect and/or search an employee's personal property on County premises.
- 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 violates the County's anti-bullying, harassment, data protection, and business confidentiality policies.
- Failure to follow the department's dress code, including but not limited to assigned uniform requirements.

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

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 which 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 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 activity 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

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, funds, or facilities for campaigning is prohibited.

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, tractors, trailers, and equipment owned or leased by the County.

MOBILE PHONE POLICY

The Oklahoma State Constitution places significant restrictions on the use of county-paid cell phones. In addition, the federal Internal Revenue Service Code has significant provisions to determine whether the use of county-paid cell phones (or any other “listed property” under the I.R.S. Code) will be considered as a taxable fringe benefit for individual employees. Therefore, in order to comply with the legal requirements of the Oklahoma Constitution, and in order not to have all cell phones inappropriately viewed as a taxable fringe benefit by the I.R.S., the following policies and procedures must be closely followed by all employees:

- County-paid cell phones will be utilized only for county business. County-paid cell phones will not be used for **any** personal calls (either incoming or outgoing).
- The County will periodically audit the usage of county-paid cell phones to insure that these phones are not being used for personal calls.
- Employees who use a county-paid cell phone for personal calls (either incoming or outgoing) may be committing a violation of the Oklahoma State Constitution and/or the I.R.S. Code and shall be subject to disciplinary action up to and including discharge.
- If an employee wishes to use a cell phone for personal calls, there are two acceptable options available:
 1. The employee may carry two cell phones; a county-paid cell phone exclusively for county business; and an employee-paid cell phone for personal calls; or
 2. The employee may obtain and pay for a personal cell phone which is used for both county business and personal calls.

ELECTRONIC COMMUNICATIONS

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, 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.

USE OF COMMUNICATIONS SYSTEMS

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. Your 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 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

The Oklahoma State Constitution places significant restrictions on the use of county-owned vehicles. In addition, the federal Internal Revenue Service Code has significant provisions to determine whether the use of county-owned vehicles (or any other "listed property" under the I.R.S. Code) will be considered as a taxable fringe benefit for individual employees. Oklahoma County also has policies for the purpose of limiting the liability of the County. Therefore, to comply with the legal requirements of the Oklahoma Constitution, in order not to have the use of county-owned vehicles inappropriately classified as a taxable fringe benefit by the I.R.S., and in order not to expose the County to unwarranted liability, the following policies and procedures must be closely followed by all employees.

- County-owned vehicles may only be used for purposes that are solely for the benefit of the county. Employees who use county-owned vehicles for purposes that are not specifically for the benefit of the county shall be subject to disciplinary action up to and including discharge.
- 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.
- Under certain circumstances, employees may be instructed by the appropriate elected official to drive a county-owned vehicle to and from the employee's home to the employee's regular place of work. Although such use may be proper under the Oklahoma State Constitution (under appropriate circumstances), such use may still be considered as a taxable fringe benefit by the I.R.S. Code.

- Except for “Qualified Non-Personal Use Vehicles”, all personal use of county-owned vehicles is considered a taxable fringe benefit by the I.R.S. Code. This includes normal commuting to and from the employee’s regular place of work, even when directed by the appropriate elected official. Under the I.R.S. Code, commuting is personal use even if the county requires the employee to take the vehicle home for a bona fide business reason, such as being “on call.”
- “Qualified Non-Personal Use Vehicles” include the following (see U.S. Treasury Regulation 1.274-5T):
 - Clearly marked police and fire trucks driven by police and fire officers.
 - Unmarked vehicles used by law enforcement officers, if the use is officially recognized.
 - Ambulances or hearses.
 - Vehicles designed to carry cargo with a loaded gross weight over 14,000 pounds.
 - Delivery trucks with seating for the driver only.
 - School buses.
 - Tractors and other special-purpose farm vehicles.
 - A pick-up truck with a loaded gross vehicle weight of less than 14,000 pounds if it has been specially modified so that it is not likely to be used more than minimally for personal reasons. Modifications must include being marked with permanently affixed decals, painting, or other indications of county ownership, and either (see IRS Revenue Ruling 86-97):

It is equipped with at least one of the following items:

1. A hydraulic lift gate.
2. Permanent tank or drums (filling up the bed size).
3. Permanent sideboards or panels that materially raise the level of the sides of the truck bed.
4. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).

OR

It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specifically designed or significantly modified.

- County-owned vehicles (other than Qualified Non-Personal Use Vehicles) will be utilized for personal use (such as commuting to and from work) only in situations where the use is considered by the elected official to be solely for the benefit of the county. If the personal use of a county-owned vehicle has not specifically been determined by the elected official as solely for the benefit of the county, the employee will not utilize a county-owned vehicle for personal use.
- For those employees in positions where the elected official has determined that the personal use of a county-owned vehicle is solely for the benefit of

the county (such as to commute to and from work), each employee will be required to complete a Personal Use of County-Owned Vehicle Agreement. In this Agreement, each employee will select from among the valuation methods for which they qualify, the valuation method to be used in determining the amount of the taxable fringe benefit (All employees will not qualify for all of these valuation methods – see IRS Publication 15B):

- The Cents Per Mile Rule.
 - The Commuting Rule; or
 - The Annual Lease Value Rule
-
- The County will periodically audit the usage of county-owned vehicles to ensure that the valuation of the amount of the taxable fringe benefit is appropriate. Adjustments to the amount included on the employee's wages as a taxable fringe benefit will be made at least annually and on the Form W-2 at the end of the year.
 - Employees who repeatedly under-report the personal usage of a county-owned vehicle, or who knowingly use a county-owned vehicle more than the reported usage, may be violating the Oklahoma State Constitution and/or the I.R.S. Code and shall be subject to disciplinary action up to and including discharge.

UNIFORMS AND SAFETY EQUIPMENT

The Oklahoma State Constitution places significant restrictions on the use of county-provided property. In addition, the federal Internal Revenue Service Code has significant provisions to determine whether the use of county-provided property will be considered a taxable fringe benefit for individual employees. Therefore, to comply with the legal requirements of the Oklahoma Constitution, and to not have the use of county-provided uniforms and safety equipment inappropriately viewed as a taxable fringe benefit by the IRS, the following policies and procedures must be closely followed by all employees:

- Uniforms and safety equipment will be provided only to employees in a position where the written, formal job description for that position includes the issuance of county-provided uniforms and/or safety equipment as part of the compensation package. If the issuance of county-provided uniforms and/or safety equipment is not included in the written, formal job description as part of the compensation package, the employee will not be provided with uniforms and (except in emergencies) will not be provided with safety equipment.
- All clothing and uniforms provided by the county are a taxable fringe benefit except where all the following conditions are present:
 1.
 - a. Clothing or uniforms must be specifically required as a condition of employment; and

- b. Clothing or uniforms are not adaptable to general use as ordinary clothing, and
 - c. Clothing or uniforms are, in fact, not worn for general use
- All safety equipment provided by the county (except in an emergency) is a taxable fringe benefit except where the equipment is specifically determined to help an employee perform his/her job in a safer environment.
- Clothing, uniforms, and safety equipment provided by the county shall not be worn or used by employees except in the performance of their county duties and in direct travel to and from their place of employment. Further use of clothing, uniforms, and safety equipment may constitute a violation of the Oklahoma State Constitution and/or the I.R.S. Code and shall subject an employee to disciplinary action up to and including discharge.

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: switchblade knives and knives with a blade longer than four 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 separation. If any employee observes any dangerous items in violation of this policy on County property, the employee is under a duty to report such items to the appropriate elected official.

[21 O.S. § 1290.22](#)

COMPLAINT RESOLUTION PROCEDURE (OPEN DOOR POLICY)

Oklahoma County believes it is in the best interest of both the County and its employees to promote free and open communication between employees and all levels of management. Oklahoma County encourages employees to discuss work-related concerns with their supervisor, other management personnel, and elected officials. However, even in such discussions, misunderstandings occur. To resolve such instances as quickly and easily as possible, we suggest the following to ensure a policy of free and open communication:

Step 1: Should you have a concern, bring it to your supervisor's attention (if appropriate) verbally or in writing. After reviewing the facts, your supervisor will meet with you to discuss your concerns and to respond.

Step 2: If you are not satisfied with your supervisor's response (or if meeting with him or her is not appropriate), then you may present your concern to the next immediate supervisor or to the appropriate elected official, who will follow the same evaluation process.

Step 3: If you wish to pursue this matter further, then you may present your concern to the Oklahoma County HR Director, who will investigate the matter.

After considering your position and the available facts, the County HR Director and/ or the County Manager will make a final determination on how Oklahoma County will respond to your concern.

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

The County is committed to providing its employees with a safe workplace and an atmosphere that allows them to protect property and other assets placed in their care. Employees are expected to be in a suitable mental and physical condition while at work, allowing them to perform their jobs effectively and safely.

Whenever the use or abuse of any mood-altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. The County has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood-altering substances can have an impact on our workplace, the County's interests and reputation, and on the County's ability to achieve its objectives of safety and security. Employees are expected to report to the County's premises, work sites, vehicles, client locations, or customer work sites with no mood-altering substances in their bodies. Further, the possession, sale, or use of mood-altering substances at work, or coming to work under the influence of such substances, will be a violation of safe work practices and may result in disciplinary action, including possible dismissal.

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. All employees will be subject to disciplinary action, up to and including dismissal, for violations of this Policy.

Oklahoma County prohibits all employees – including those with valid Oklahoma medical marijuana licenses – from using or possessing marijuana while on Oklahoma County's premises or during the hours of an employee's employment.

This prohibition against marijuana uses or possession applies to any of Oklahoma County's properties or work sites, including exterior areas, parking locations, personal vehicles, or County vehicles, and during any hours of employment when an employee is performing work or providing services. The prohibition also applies to customers, clients, or other third-party locations or premises where an employee is performing work or providing services. 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.

Oklahoma County prohibits all employees – including those with valid Oklahoma medical marijuana licenses – from being under the influence or impaired by marijuana during any hours of employment, regardless of location. An employee is under the influence or impaired when marijuana use adversely affects the ability to perform a job, interact with others, exercise judgment, and/or work safely.

Violation of this Policy may result in discipline up to and including termination. If you have any questions about this Policy or its application, please contact your elected official HR representative or the Oklahoma HR Representative.

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 dismissal.

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 that 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.

The County may also search employer-owned property or premises used by the employees, as well as the personal effects of employees (to include clothing, vehicles, containers, toolboxes, lunch pails, lockers, and the like) brought onto the County's property. The County may take into custody any illegal, unauthorized, or prohibited items and may turn them over to the proper law enforcement agencies. Refusal to allow a search or interference with a search may result in disciplinary action, including possible dismissal.

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.

There are several types of separation:

RESIGNATION: Employees who find it necessary to terminate their employment with Oklahoma County are expected to give two weeks’ notice to their supervisor. Any employee who fails to report to work and fails to call in for two 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 should make every effort to give at least two weeks’ notice of the layoff. In such a case, the employee is eligible to receive the value of their accrued and unused vacation leave.

Retirement: Employees planning to retire are required to give proper two weeks’ notice of retirement. In such a case, the employee is eligible to receive the value of their accrued and unused vacation leave.

Discharge: 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 Federal, State, or Municipal law. If an employee is separated for cause (i.e., for misconduct, or for violations of County policy, or for continued misconduct after repeated warnings), the employee is not eligible to receive the value of their accrued and unused vacation leave.

Upon separation, the employee must report to the County Clerk's office for an exit interview and to make arrangements for the final paycheck.

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. Containers are subject to search, whether they are locked. 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, belongings, backpacks, briefcases, vehicles, and the like.

Oklahoma County provides a computer network 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 the Oklahoma County are designated as nonsmoking. In addition, smoking 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](#)

TELEPHONE USE

Employees may use County telephones to make or receive personal telephone calls during a scheduled break or lunch hour if such calls and telephone usage do not interfere with County business. In the case of an emergency, employees may make or receive personal telephone calls during regular business hours. Employees are prohibited from making long-distance phone calls on County phones for personal or non-business matters. Violation of the policy will be grounds for discipline, up to and including discharge.

VOTING

If an employee's workday begins three hours or more after the time that the polls are opened or ends three hours or more before the time the polls are closed, the employee will be expected to vote either before or after work. If an employee's work hours are not within the above schedule, then the employee will be granted two hours during the period when the election polls are open in which to vote and will not be subject to loss of compensation or any other penalty for absence, as long as they notify their department head either orally or in writing of the intent to be absent at least one day before the election and provide to their department head proof of voting. This provision does not apply to elections where the sole issue is school board elections or bond issues.

26 O.S. § 7-101

Service Animals Policy

Oklahoma County complies with the Americans with Disabilities Act (ADA) as well as all other federal and state laws that govern the allowed use of service animals by members of the public within County-owned and operated facilities.

Pets and other animals that do not meet the ADA definition of a qualifying service animal are prohibited within County-owned or operated facilities. This no pet policy does not apply to qualifying service animals as defined by the Americans with Disabilities Act.

For a complete explanation of the public's rights about the use of service animals within County owned and operated facilities, please refer to the County Posts displayed within the building on this top or visit the U.S. Department of Justice civil right division website at www.ada.gov/topics/service-animals/ or www.ada.gov/resources/service-animals-faqs/ or contact the ADA information Line 800-514-0301 (Voice) and 1-833-610-1264 (TTY) Monday through Friday to speak with an ADA specialist. You may also ask to speak to a County HR Specialist or obtain additional information on this topic.

Employee ADA policy regarding Pet, Support, and Service Animals

The County complies with all applicable federal and state equal employment opportunity laws, including but not limited to the ADA. 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. Oklahoma County employees or candidates for employment must engage in the ADA-mandated interactive process with the County employer to obtain authorization for the use of a service or support animal and a reasonable job accommodation in the workplace. For more information about the ADA and Requests for Reasonable Accommodations, please visit www.ada.gov or

www.eeoc.gov for more information about an employee's rights and duties, or feel free to speak to your supervisor or County HR Specialist to ask for additional information.

PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE
READ CAREFULLY BEFORE SIGNING BELOW
Oklahoma COUNTY PERSONAL USE OF COUNTY-OWNED
VEHICLE AGREEMENT

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) _____ 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 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 Rule _____

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 failure to provide required documentation may result in discipline up to and including discharge.

Employee's Signature

Date

Witness

Date

**Telephone, E-mail, Internet, and
Voice-mail Employee Acknowledgement Form**

I read and understand the County's Electronic Communication Policy included in the Employee Policy 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 [Insert County name] monitoring my use of this equipment at any time, at its discretion. Such monitoring may include monitoring telephone communication, printing up and reading all email entering, leaving, or stored in these systems, as well as listening to my voice-mail messages. [Insert County name] 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 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 discharge.

Name of Employee (Please print)

Date

Name of Management Witness (Please print)

Date