

OKLAHOMA COUNTY EMPLOYEE POLICY HANDBOOK



Issued 00/00/2025

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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, we voted to add a link to org charts in the handbook, but we did not specify where. This is here as a reminder 😊.

Rick B comment: I think a county org chart should be linked on our website. Not the handbook.

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. Each County employee is responsible to the elected official 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 County Human Resources (H.R.) 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. 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 on file for a minimum of one year.

HIRING PROCEDURES

Each elected official 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 H.R. Department for enrollment and orientation. Each County Elected Official or Department may have additional orientation requirements that the employee must satisfy. The department's H.R. Representative shall submit new hire documentation to the County Clerk's Payroll Department for enrollment as a County employee in the Time & 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 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 accommodation 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 or she has been subjected to any form of harassment, discrimination or unfair treatment, the employee should promptly report that conduct to his or her immediate supervisor, another member of management, the elected official's H.R. manager or the County H.R. Director, or a member of the Board of County Commissioners. Employees are not required to approach the person who is harassing 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 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 or harassment will be taken into consideration.

The County prohibits retaliation of any kind against employees who, in good faith, report harassment, discrimination or unfair treatment or assist in investigating such complaints. If an employee feels he or she has been subjected to any form of retaliation, the employee should promptly report that conduct to his or her immediate supervisor, another member of management, the elected official's H.R. manager, the County H.R. Director, or the 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 (Open Door Policy) set-out in the Handbook.

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 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](#)

PERSONNEL RECORDS

Personnel records of all County employees shall be kept by each elected official's H.R. 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 his or her department's H.R. 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 H.R. 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 employee's H.R. 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

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\(A\)&\(F\)](#)

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 payday is scheduled and ends at 11:59 p.m. on the 20th of the month in which the payday 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 H.R. 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 TO 165.3](#)

HOURS OF WORK

The Oklahoma County Courthouse and Annex Building will normally be open Monday through Friday from 8:00 a.m. to 5:00 p.m. The activities of some departments require alternative schedules to meet their work needs. In those departments, the elected official 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](#).

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.

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 of more than one (1) year.

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 provision. 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	10.00 hours per month	240 hours
5-10	12.00 hours per month	480 hours
10-20	13.33 hours per month	480 hours
Over 20	16.67 hours per month	480 hours

Raising accumulation limit from 480 to 640 hours for 5+ years contingent upon approval of companion item by Budget Board

Annual leave shall not 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 30, Oklahoma County's fiscal year end. Annual leave will be accrued monthly and prorated, 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.

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

Non-exempt employees may earn paid time off for overtime hours worked as defined in this handbook. Upon separation from Oklahoma County, an employee will be paid for the balance of his or her accrued compensatory time at the employee's average regular rate of pay for the final three (3) years of employment or the final regular rate received by the employee, whichever is higher. [29 U.S.C. §207 \(o\)](#)

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

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 for holidays observed by the County

JURY DUTY

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](#)

LEAVE WITHOUT PAY

Leave without pay of specified length may be granted at the sole discretion of the elected official. While on leave without pay, an employee will not accrue vacation time or sick leave. An employee granted leave without pay remains a County employee and does not lose his or her work experience status. Leave without pay shall not extend for a period longer than one (1) year.

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.

PROFESSIONAL DEVELOPMENT

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

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 accrued at ten (10) hours per month with no accumulation 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.

An employee will not collect pay for accrued sick leave upon separation of employment from Oklahoma County. [OS 19 § 1301](#) [OS 74 § 840-2.20](#)

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. [74 O.S. § 840-2.21](#)

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division enforces the FMLA for most employees.

Eligible employees can take up to twelve (12) workweeks of FMLA leave in a 12-month period for

- the birth, adoption or foster placement of a child with the employee.
- the employee's serious mental or physical health condition that renders the employee unable to perform his or her job duties.
- caring for the employee's spouse, child or parent with a serious mental or physical health condition.
- certain qualifying reasons related to the foreign deployment of the employee's spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

An employee has the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, the employee may take FMLA leave intermittently in separate blocks of time or on a reduced schedule by working less hours each day or week.

FMLA is not paid leave, but an employee may choose or be required by Oklahoma County to use employer-provided paid leave if the paid leave policy covers the reason for which the employee needs FMLA leave.

Eligibility

An employee is eligible for FMLA leave if all the following apply:

- work for a covered employer
- have worked for that employer at least twelve (12) months
- have at least 1,250 hours of service for the employer during the twelve (12) months before the leave

- employer has at least 50 employees within 75 miles of the employee's work location

As a local government agency, Oklahoma County is a covered employer as pertains to FMLA.

Requesting FMLA Leave

Generally, to request FMLA leave, an employee must

- follow the normal County policy for requesting leave.
- give notice at least thirty (30) days before FMLA leave is needed.
- give notice as soon as possible if advance notice is not possible.

An employee is not required to share a medical diagnosis but must provide enough information to enable the County to determine whether the leave qualifies for FMLA protection. The employee must also inform the County if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Oklahoma County may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions.

Employer Responsibility

For eligible employees, Oklahoma County must

- allow an employee to take job-protected time off work for a qualifying reason.
- continue the employee's group health plan coverage while the employee is on leave on the same basis as if leave was not taken.
- allow an employee to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions including shift and location, at the end of FMLA leave.

Oklahoma County will not interfere with FMLA rights or threaten or punish an employee for exercising his or her rights under the law. After becoming aware that an employee needs leave for a reason that may qualify under the FMLA, Oklahoma County must confirm whether the employee is eligible or not eligible for FMLA leave. Upon determination that an employee is eligible, Oklahoma County will notify him or her of the following in writing:

- The employee's FMLA rights and responsibilities
- The amount of requested leave that will be FMLA-protected

For more information, call 1-866-487-9243 or visit dol.gov/fmla.

LEAVE SHARING POLICY

A County employee may donate annual or sick leave or compensatory time to another Oklahoma 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 or 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.

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: [Benefits & Retirement](#)

Employees may contact the Director of Benefits at (405) 713-1803 or (405) 713-2249 or via email at benefits@oklahomacounty.org.

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 the annual enrollment period in November, he or she must notify the Oklahoma County Benefits Office within thirty-one (31) days to complete the necessary forms.

The events listed below qualify as changes in family status:

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

County's Payment of Employer Share of Health Insurance Premiums During Leave of Absence

If an employee is on medical leave, including workers' compensation leave, the County will continue to pay the County's portion of health insurance premiums for the first 12 weeks of the absence (if the absence qualifies under the County's FMLA policy). 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 for up to a total of one year of the leave, which is the limit of such benefit afforded to State employees under the Oklahoma Personnel Act.

Note: The County should communicate to its employees the specific length of its payments of premiums under this policy (i.e., 12 weeks [the minimum time required if the leave is covered by the FMLA], one year [the period of time the State of Oklahoma pays the employer share of premiums to workers' on workers']

compensation leave, see § 74-840-2.21], or some other period), and should apply this policy consistently and uniformly.

RETIREMENT

Defined Contribution Retirement Plan (401(A))

Eligible employees will become eligible to receive and make contributions the first of the month following sixty (60) days of employment. Vesting and service credit will be calculated as stated in the Defined Contribution Retirement Plan Document. Oklahoma County contributes funds monthly for each full-time employee into the “Employee Retirement System of Oklahoma County, Oklahoma.”

For employees hired on or before December 31, 2004, 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.

For employees hired on or after January 1, 2005, eligibility to continue participation in the county’s health plan at retiree rates requires participants’ age plus years of service to total at least seventy-five (75) years.

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 retirement information, refer to the Retirement Plan document describing this program. Further information can be obtained from the office of the County Clerk and is available on the County Clerk’s website.

457 Retirement Plans

Oklahoma County also offers full-time employees the opportunity to contribute their own money into a 457 retirement plan. Details are available by contacting the County’s benefits department.

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 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](#)

ADDITIONAL BENEFITS

Life Insurance

This benefit is provided to all full-time employees of an Oklahoma County elected official and is provided regardless of whether the employee elects to participate in the Oklahoma County Health benefit plan. This benefit is paid entirely by Oklahoma County. 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 Clerk's website. Employees can purchase additional Life Insurance for their dependents and spouses.

Employees' Assistance Program (EAP)

This benefit is provided free to all employees of an Oklahoma County elected official and their dependents, regardless of participation in the Oklahoma County Health benefit plan. The EAP benefit covers 3 confidential short-term counseling visits per problem. The EAP can assist with many different types of problems. Among these are stress, depression, anxiety, workplace difficulties, substance abuse, marital problems, family or parenting conflicts, grief, violence, and unhealthy lifestyles.

The EAP can also provide additional assistance with, and tools & referrals for:

1. Childcare and Eldercare Resources with Referrals
2. Financial and legal issues
3. Child and Parenting Support Services
4. Retiree Assistance
5. College Resources/Checklist
6. Unlimited Health Coaching

The EAP is available 24 hours a day, 365 days a year. The EAP will also coordinate with the Oklahoma County Health Plan for cases that require treatment under the medical benefit.

Live Well

Each Oklahoma County elected official encourages participation in the Live Well service to assist you and your spouse in achieving your health and wellness goals. This service includes unlimited access to a professional Wellness Coach via telephone and instant messaging.

Credit Union

All full and part-time employees are eligible to join the Oklahoma Employees Credit Union immediately upon employment. <https://www.oecu.org/>

Optional Benefits

Each Oklahoma County elected official provides their full-time employees with the opportunity to enroll in additional Optional Benefits. These benefits are 100% employee-paid:

1. Flexible Spending Accounts
2. Dependent Child Care Accounts
3. 457 Retirement Accounts
4. Term Life & AD&D Insurance
5. Whole Life Insurance
6. Short-Term Disability Insurance
7. Long-Term Disability Insurance
8. Accident Insurance
9. Cancer Insurance
10. Critical Illness
11. Medical Bridge
12. Discounted Gym Membership
13. Legal Shield
14. Credit Monitoring & Protection
15. Auto and Home Insurance

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.

EMPLOYEE CONDUCT

Oklahoma County employees are expected to uphold high standards of integrity, professionalism, and respect for others at all times. Conduct on and off duty reflects on the County and must not harm employees, the public, or the County's reputation.

Employees must follow all County policies, supervisory instructions, and applicable laws. Inappropriate or unacceptable conduct includes, but is not limited to

- Dishonesty (including falsifying records or timekeeping, misrepresentation of County policy, or improper recording of time worked).

- Theft, thievery, or damage to County or employee property.
- Harassment, discrimination, bullying, or violation of the County's anti-harassment or non-discrimination policies.
- Insubordination, refusal to follow lawful instructions, neglect of duty, incompetence, or unsatisfactory job performance.
- Abuse, threats, fighting, obscene or abusive language or gestures, or failure to maintain professional working relationships.
- Violating safety or security rules, careless or improper use of County equipment, or conduct resulting in injury or property damage.
- Abuse of sick leave or other leave policies.
- Unauthorized use of County property, data, equipment, social media platforms, or electronic systems for personal or non-business purposes.
- Unauthorized distribution or posting of materials, or violation of the No Solicitation/Distribution Policy.
- Failure to maintain confidentiality of protected or sensitive County information.
- Conviction of a crime that affects the employee's job, trustworthiness, or the County's reputation.
- Refusal to comply with authorized searches consistent with County policy.

This list is illustrative, not exhaustive. The County may investigate and act on any conduct it deems inappropriate. Violations of these standards, County policy, or this Handbook may result in disciplinary action, up to and including termination.

ABSENTEEISM AND TARDINESS

Regular, reliable attendance is essential. Employees are expected to be at their work area, ready to work at the scheduled start time and to remain until the scheduled end time unless an approved absence or legally excusable reason applies.

- *Tardy* means not being in the department, ready to work, at the scheduled start time, leaving early without authorization, or failing to clock in/out as required.
- Each unexcused absence or tardy may be documented as an occurrence and may result in discipline.
- Unexplained absence (no report and no contact) for two working days will be treated as a voluntary resignation and the position may be filled.

Excessive absenteeism or tardiness may result in discipline, up to and including discharge.

ELECTRONIC COMMUNICATIONS AND SYSTEMS

Oklahoma County's communications systems (including email, Internet, phones, voicemail, fax, text, and data systems) are provided for business purposes.

- Systems may not be used for personal, political, religious, or commercial solicitation, or for material that does not further County business.
- Employees may not send or knowingly receive communications that are harassing, abusive, discriminatory, intimidating, offensive, or otherwise inconsistent with County policies.
- Email messages should be treated as formal written communications; employees should not send anything in an email they would not put in a letter or memorandum.

PRIVACY AND MONITORING

Employees have no expectation of privacy in any message, file, or activity on County systems, and personal information should not be stored on County systems. The County may access, monitor, review, copy, or disclose communications at any time, with or without notice, to ensure proper use, investigate misconduct, or comply with legal obligations.

Passwords are for security only and do not create a right of privacy. Employees should not access another employee's email or accounts without authorization. Deleting a message does not guarantee its removal from backups or archives.

Violations of this policy may result in discipline, up to and including termination. Employees may be required to sign an acknowledgment of this policy.

AUTHORITY TO SEARCH

Offices, desks, lockers, and other storage devices provided for the convenience of employees remain County property and may be inspected at any time, with or without notice. Also, while on County property, an employee's personal items (such as purses, briefcases, backpacks, toolboxes, clothing, lunch containers, and vehicles) are also subject to search.

DRUGS, ALCOHOL, AND OTHER MOOD-ALTERING SUBSTANCES

Oklahoma County is committed to a safe, drug-free workplace. Employees are expected to report to work and perform their duties free from impairment by alcohol, illegal drugs, or misuse of legal or prescribed substances. The following are prohibited:

- Unlawful use, sale, dispensing, distribution, possession, or manufacture of illegal drugs or alcoholic beverages on County premises, work sites, vehicles, client locations, or customer sites.
- Reporting to work or working under the influence of alcohol, illegal drugs, or any mood-altering substance that impairs safety, judgment, performance, or behavior.
- Off-duty alcohol or drug use that adversely affects job performance, safety, or the County's reputation.

Marijuana (including Medical Marijuana)

Regardless of state licensing:

- Employees may not use, possess, or be under the influence of marijuana while on County premises, in County vehicles, at County or client work sites, or during any hours in which they are performing work or services for Oklahoma County (including travel time).
- Being "under the influence" includes any impairment that affects job performance, interactions with others, judgment, or ability to work safely.

Violations may result in discipline, up to and including termination.

Prescription and Over-the-Counter Medications

Proper use of prescribed or over-the-counter medications is not, by itself, a policy violation. However, if such medications may impair physical, mental, or emotional ability to perform job duties safely, the employee must promptly notify his or her supervisor. Failure to disclose such use when it could affect safety or performance may be treated as a policy violation. The County may make job-related decisions based on safety and medical considerations, including reassignment, leave of absence, or separation for medical reasons.

Criminal Drug/Alcohol Charges

Employees charged with or convicted under any federal or state criminal drug or alcohol statute must notify their supervisor or the personnel department within five (5) days. The County may impose discipline, up to and including dismissal.

FIREARMS AND OTHER WEAPONS

To maintain a safe workplace, while allowing for limited authorized exceptions (such as certain Sheriff's Office personnel), the possession, transfer, sale, or use of firearms, ammunition, explosives, dangerous chemicals, switchblade knives, knives with blades longer than four inches, or other dangerous items on County premises is

prohibited. This prohibition includes handguns, even if the individual has a valid concealed carry license.

Firearms may be present in an employee's vehicle on County property only if the vehicle is locked at all times. Violations must be reported to the appropriate elected official and may result in discipline, up to and including separation.

[21 O.S. § 1290.22](#)

SOCIAL MEDIA POLICY

Employees have personal rights of expression outside of work; however,

- Personal social media use during working hours is discouraged and must not interfere with job duties.
- Social media activity, even off-duty, that would violate County policies if done at work (for example, harassment, discrimination, disclosure of confidential information, or misuse of County logos or platforms) may result in workplace consequences.

Use of Oklahoma County social media platforms is limited to authorized business purposes only.

TELEPHONE USE

County telephones are for business use. Personal calls should be infrequent, brief, and limited to breaks or lunch periods, unless there is an emergency. Personal long-distance calls on County phones are prohibited. Improper use of County telephones will be grounds for discipline, up to and including discharge.

MOBILE PHONE USE

Because of legal and tax restrictions on County-paid cell phones, the following policies must be closely followed:

- County-paid cell phones are for County business only and may not be used for personal calls (incoming or outgoing).
- The County may audit usage to verify compliance.
- Personal use of a County-paid phone may violate state or federal law and may lead to discipline up to and including discharge.

Employees who wish to use a cell phone for personal calls must either carry a separate personal phone or maintain a personally paid phone that may also be used for County business where authorized.

USE OF COUNTY PROPERTY

County property is provided for official business only. County property includes, but is not limited to, computers, tablets, phones, desks, file cabinets, furniture, software, data systems, copiers, facsimile machines, audio and recording equipment, social media platforms operated by the County, machinery, vehicles, trailers, and other equipment owned or leased by the County.

Employees may not use County property for personal purposes or for any purpose not required by their duties. Misuse may result in disciplinary action.

COUNTY-OWNED VEHICLE USAGE

County-owned vehicles may be used only for purposes that are solely for the benefit of the County and in compliance with Oklahoma law and IRS rules governing “listed property” and taxable fringe benefits. Therefore, employees must closely adhere to the following policies and procedures:

- Only employees on official Oklahoma County business and official guests may operate or ride in County-owned vehicles. Family members and other unauthorized persons are not permitted.
- Except for certain “Qualified Non-Personal Use Vehicles” (such as clearly marked sheriff’s vehicles, ambulances, certain heavy cargo or specialized vehicles, and others defined by IRS regulations), personal use of County vehicles (including commuting) is generally treated as a taxable fringe benefit and may be allowed only when deemed solely for the County’s benefit by the elected official.
- Employees authorized to use a County vehicle for personal use (such as commuting) must complete a Personal Use of County-Owned Vehicle Agreement and select an IRS-approved valuation method (e.g., Cents Per Mile, Commuting Rule, or Annual Lease Value) as applicable.
- Oklahoma County may periodically audit vehicle usage and adjust taxable fringe benefit reporting as needed.
- Under-reporting or unauthorized personal use may violate state or federal law and may result in discipline, up to and including discharge.

[IRS PUBLICATION 15B](#)

UNIFORMS AND SAFETY EQUIPMENT

Because of constitutional and tax restrictions on County-provided property, uniforms and safety equipment are provided only when included in the written job description, as part of the compensation package, or when required for safety as follows:

- Clothing provided by the County is generally a taxable fringe benefit unless it is required as a condition of employment, not adaptable to everyday wear, and is in fact not worn for general use.
- Special equipment provided to help an employee perform his or her job safely is generally not treated as a taxable fringe benefit.
- County-provided uniforms and safety equipment are to be used only while performing County duties and during direct travel to and from work. Other use may violate law and result in discipline, up to and including discharge.

PERSONAL APPEARANCE AND DEMEANOR

Employees must maintain a professional, business-like appearance and demeanor appropriate to their position and work environment. Elected officials may establish specific guidelines for their offices.

Employees who report to work in unacceptable attire may be sent home to change. Non-exempt employees will not be paid for time away from work due to dress code violations.

POLITICAL ACTIVITY

No regular county employee (not including elected officers) shall participate in partisan politics during normal County working hours. This means devoting time or labor during usual office 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.

NO SOLICITATION/DISTRIBUTION

To minimize disruption to County operations, employees may not engage in solicitation of other employees or the public for non-County business (e.g., political campaigns, fundraisers, raffles, product sales, membership drives) during work hours or in work areas.

- Materials that are not work-related may not be distributed in work areas during work time.
- Solicitation and distribution of non-work materials must be confined to non-working time (such as breaks, lunch, before or after shifts) and non-working areas (such as break rooms).

SMOKE FREE WORKPLACE

All buildings owned or operated by 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](#)

ADA ACCOMMODATION AND SERVICE ANIMALS

Oklahoma County is committed to complying fully with the Americans with Disabilities Act (ADA) and all applicable federal and state laws, and does not discriminate against qualified individuals with disabilities in any aspect of employment, including the application process, hiring, training, promotion, and benefits.

Oklahoma County complies with the ADA as well as all other federal and state laws that govern the use of service animals.

Pets and non-service animals are generally prohibited within County-owned or operated facilities. Qualifying service animals, as defined by the ADA, are permitted as required by law. Employees and applicants who seek to use a service or support animal as part of a reasonable accommodation must engage in the interactive process with the County and obtain authorization through HR or their elected official's HR representative.

More information can be found by visiting 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 by contacting the ADA information Line 800-514-0301 (Voice) and 1-833-610-1264 (TTY) Monday through Friday to speak with an ADA specialist. Employees may also speak to a County HR Specialist to obtain additional information on this topic.

For more information about the ADA and reasonable accommodations, visit www.ada.gov or www.eeoc.gov or speak to your supervisor or County HR Specialist to ask for additional information.

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.

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

Types of Separation

- **Resignation:** employee-initiated termination. Employees are expected to give two weeks' notice of resignation 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 or Layoff:** non-disciplinary, involuntary termination 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, employees are eligible to receive the value of their accrued and unused annual leave.
- **Retirement:** termination due to retirement with at least two weeks' notice. In such a case, the employee is eligible to receive the value of his or her accrued and unused annual leave.
- **Discharge:** involuntary termination initiated by the County, consistent with at-will employment and applicable law. Eligibility for payment of accrued, unused annual leave will be determined in accordance with current County policy. 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. (we need to discuss what our current policy is.)

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, the following procedure for free and open communication should be utilized:

- Step 1: An employee with a concern should bring it to his or her supervisor's attention (if appropriate) verbally or in writing. After reviewing the facts, the

supervisor will meet with the employee to discuss the matter and respond to concerns.

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

Step 3: If an employee wishes to pursue this matter further, he or she may present lingering concerns to the Oklahoma County H.R. Director, who will investigate the matter.

After considering the employee's position and the available facts, the County H.R. Director and/or the County Manager will make a final determination on how Oklahoma County will respond to the employee's concern.

Do we need to identify the appropriate person to receive complaints under the circumstances described in this section and add their name above?

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