

OKLAHOMA COUNTY

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



Handbook Committee Meeting Minutes

Tuesday, August 26, 2025

9:00 AM

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

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

Recorded in the

Call To Order

Roll Call

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

Notice of the meeting was properly posted on August 7, 2025.

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

Approval of Minutes

1. Discussion and possible action regarding the minutes of July 7, 2025.

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

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

Departmental Items

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

Foster moved, Rodgers seconded, to remove the word Personnel from the title to make it Oklahoma County Employee Policy Handbook, add an organizational chart and add "Elected Official or BOCC Department Head" to Employee Policy Handbook Acknowledgement Form. The motion carried by the following vote:

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

Mertens moved, McConnell seconded, to remove Social Security # and word personnel from the Compensatory Time Off for Overtime Agreement. The motion carried by the following vote:

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

Recess

Buchanan moved, McConnell seconded, to recess at 9:46 am and return at 9:51 am. The motion carried by the following vote:

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

Return

Mertens moved, Foster seconded, to return at 9:51 am. The motion carried by the following vote:

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

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

McConnell moved, Mertens seconded, to update throughout referenced State Statutes as cited on OSCN and hyperlink. The motion carried by the following vote:

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

McConnell moved, Hinds seconded, to remove County HR Department and replace with HR Representative. The motion carried by the following vote:

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

McConnell moved, Holmes seconded, to accept suggested changes and add for minimum of one year to the end of the first paragraph under Recruitment /Job Posting. The motion carried by the following vote:

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

McConnell moved, to remove "The number of persons hired or appointed shall be based on the budget appropriation for the fiscal year in which the hiring/appointment is made." and keep "Employees serve at the pleasure of the elected official." and accept all other changes under Hiring Procedures. Motion was withdrawn.

Foster moved, Mertens seconded, that the 3rd paragraph under Hiring Procedures state that "All new employees shall report to the County HR Department for enrollment and orientation. Each County Elected Official or Department may have additional orientation requirements that the employee must satisfy." and "The departments HR Representative shall submit New Hire documentation to the County Clerk's Payroll Department for enrollment as a county employee in the Time & Attendance System." The motion carried by the following vote:

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

Hinds moved, Mertens seconded, to strike the 2nd sentence in the 1st paragraph under Hiring Procedures. The motion carried by the following vote:

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

Foster moved, McConnell seconded, to remove the sexual harassment example section and the examples under Policy Against Harassment and Discrimination and Compliant Procedure. The motion carried by the following vote:

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

Hinds moved, Mertens seconded, to move the "Sex discrimination and sexual harassment are against the law." to the top of the 1st paragraph under Policy Against Harassment and Discrimination and Compliant Procedure. The motion carried by the following vote:

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

Roll Call

Brandi Mertens exits at 10:46 am.

Present: 6 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Appointee Erin McConnell and Sheriff - Major Brandon Holmes

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

Foster moved, Hinds seconded, to change everyone to employees and supervisor to management and change Board of Commissioners to Board of County Commissioners under Policy Against Harassment and Discrimination and Compliant Procedure. The motion carried by the following vote:

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

Recess

Holmes moved, Foster seconded, to recess at 10:58 am until 08/27/2025 at 1:30 pm in the BOE Room. The motion carried by the following vote:

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

Roll Call

Present: 6 - Member Rick Buchanan, District 3 - Chief Deputy Paul Foster, County Assessor - Admin Assistant LeeAnn Hinds, Treasurer - Chief Investment Officer Stacy Rodgers, County Clerk - Appointee Erin McConnell and Sheriff - Major Brandon Holmes

Return

Holmes moved, Foster seconded, to return at 1:32 pm on 08/27/2025. The motion carried by the following vote:

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

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

McConnell moved, Hinds seconded, to change section header to "Pre Employment Medical Examinations", change the language in the last sentence to say "...shall be paid by the County", add "conducted" before "by a County selected physician..." and change the second sentence to say, "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." all under Employment Policies - Medical Exams. The motion carried by the following vote:

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

Roll Call

Brandi Mertens enters at 2:10 pm.

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

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

McConnell moved, Hinds seconded, to remove "any person who is related by blood or marriage within the third degree" and "includes" and "it", combining both paragraphs with "including". Also, add an "a" before spouse under Nepotism. The motion carried by the following vote:

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

McConnell moved, Mertens seconded, to add "HR representative" after "elected officials" in first sentence and replace "designated H.R. manager" with "department's HR" in the last sentence; all in the first paragraph under Personnel Records. The motion carried by the following vote:

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

Mertens moved, Rodgers seconded, to remove the last sentence under Personnel Records section. The motion carried by the following vote:

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

McConnell moved, Hinds seconded, to remove the first sentence in the first paragraph under Employment Classifications section. The motion carried by the following vote:

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

Recess

Holmes moved, Foster seconded, to recess at 2:54 pm until 3:00 pm in the BOE Room. The motion carried by the following vote:

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

Return

Foster moved, Holmes seconded, to return at 3:04 pm. The motion carried by the following vote:

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

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

McConnell moved, Hinds seconded, to add at the end of the first paragraph under Employment Classifications "Employees may be classified as Full-Time or Part-time 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." The motion carried by the following vote:

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

Foster moved, to change the definition for Full-Time Employee to: "An individual who works forty (40) is considered a full-time employee and is eligible for benefits." and change employee type to say "Regular Full-Time Employee". The motion was withdrawn.

McConnell moved, to change the definition for Full-Time Employee from 171 to 168 minimum hours in a 28 day pay cycle. The motion was withdrawn.

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

Holmes moved, Hinds seconded, to have no action on items 3-58. The motion carried by the following vote:

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

4. Discussion and possible action to adopt a revised cover page for the employee handbook. Requested by Erin McConnell, County Clerk's Office.
5. Discussion and possible action to accept changes to "Employee Personnel Policy Handbook Acknowledgement Form". Requested by Erin McConnell, County Clerk's Office.
6. Discussion and possible action to accept changes to the "Compensatory Time Off for Overtime Agreement". Requested by Erin McConnell, County Clerk's Office.
7. Discussion and possible action to accept changes to the "Introduction" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.
8. Discussion and possible action to accept changes to the "Recruitment/Job Posting" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.
9. Discussion and possible action to accept changes to the "Hiring Procedures" section of the handbook draft. Requested by Erin McConnell, County Clerk's Office.
10. Discussion and possible action to accept changes to the "Policy Against Harassment and Discrimination and Complaint Procedure" section of the handbook draft and to move the section to immediately follow the "Equal Employment Opportunity Statement." Requested by Erin McConnell, County Clerk's Office.

11. Discussion and possible action to move the “Complaint Resolution Procedure (Open Door Policy)” section to immediately follow the “Policy Against Harassment and Discrimination and Complaint Procedure.” Requested by Erin McConnell, County Clerk’s Office.
12. Discussion and possible action to accept changes to the “Medical Exams” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
13. Discussion and possible action to accept changes to the “Nepotism” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
14. Discussion and possible action to accept changes to the “Personnel Records” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
15. Discussion and possible action to accept changes to the “Employment Classifications” section of the handbook draft, to include definitions listed within. Requested by Erin McConnell, County Clerk’s Office.
16. Discussion and possible action to accept changes to the “Time Recording (Non-Exempt Employees)” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
17. Discussion and possible action to accept changes to the “Payment of Wages” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
18. Discussion and possible action to accept changes to the “Payroll Deductions” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
19. Discussion and possible action to accept changes to the “Hours of Work” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
20. Discussion and possible action to accept changes to the “Work Week and Work Period” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
21. Discussion and possible action to accept changes to the “Telecommute” section of the handbook draft and to move the section to immediately follow the “Nepotism” section (falls under employment policies rather than compensation policies). Requested by Erin McConnell, County Clerk’s Office.
22. Discussion and possible action to accept changes to the “Earning Overtime” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
23. Discussion and possible action to accept changes to the “Compensatory Time Off for Overtime” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

24. Discussion and possible action to accept changes to the “Leave Benefits” section of the handbook draft to include Military Leave, Bereavement Leave, Professional Development Leave, Emergency Shutdown Leave, Public Health Emergency Leave, Jury Duty Leave, Disaster Leave, Election Leave, Workers’ Compensation Leave, Administrative Leave, and Absent without Leave Available. These revisions are based on leave codes used in the Tyler Time and Attendance System. Requested by Erin McConnell, County Clerk’s Office.
25. Discussion and possible action to remove the definitions in the “Family and Medical Leave Act” section of the handbook draft and replace with the statement “Oklahoma County shall utilize the terms and definitions established under federal FMLA regulations.” Requested by Erin McConnell, County Clerk’s Office.
26. Discussion and possible action to accept additional changes to the “Family and Medical Leave Act” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
27. Discussion and possible action to accept changes to the “Leave Sharing Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
28. Discussion and possible action to accept changes to the “Fringe Benefits” introductory section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
29. Discussion and possible action to accept changes to the “Health Care Insurance” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
30. Discussion and possible action to move the “Changes in Family Status” section of the handbook draft to immediately follow the “Health Care Insurance” section. Requested by Erin McConnell, County Clerk’s Office.
31. Discussion and possible action to accept changes to the “Retirement” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
32. Discussion and possible action to add a section to the handbook draft titled “Additional Benefits” to immediately follow “457 Retirement Plans” to distinguish the benefits following from the “Retirement” section. Requested by Erin McConnell, County Clerk’s Office.
33. Discussion and possible action to accept changes to the proposed “Additional Benefits” section of the handbook draft to include Life Insurance, Employee Assistance Program (EAP), Live Well, Credit Union, and Optional Benefits. Requested by Erin McConnell, County Clerk’s Office.
34. Discussion and possible action to accept changes to the “Holidays” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
35. Discussion and possible action to accept changes to the “Annual Leave” section of the handbook draft and to move the section to immediately follow the “Leave Benefits” introductory section. Requested by Erin McConnell, County Clerk’s Office.
36. Discussion and possible action to accept changes to the “Sick Leave” section of the handbook draft and to move the section to immediately follow the “Annual Leave” section. Requested by Erin McConnell, County Clerk’s Office.

37. Discussion and possible action to accept changes to the “Guidelines for Appropriate Conduct” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
38. Discussion and possible action to delete the “Social Media Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
39. Discussion and possible action to accept changes to the “Absenteeism/Tardiness” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
40. Discussion and possible action to delete “Employee Conduct” header. Requested by Erin McConnell, County Clerk’s Office.
41. Discussion and possible action to accept changes to the “Personal Appearance and Demeanor” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
42. Discussion and possible action to accept changes to the “Political Activity” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
43. Discussion and possible action to accept changes to the “Use of County Property” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
44. Discussion and possible action to assess language regarding the Oklahoma Constitution and IRS Codes contained in the “Mobile Phone Policy,” “Vehicle Usage,” and “Uniform and Safety Equipment” sections of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
45. Discussion and possible action to move the “Mobile Phone Policy” section to immediately follow the “Use of Communications Systems” section. Requested by Erin McConnell, County Clerk’s Office.
46. Discussion and possible action to accept changes to the “Use of Communications Systems” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
47. Discussion and possible action to accept changes to the “Vehicle Usage” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
48. Discussion and possible action to accept changes to the “Firearms/Weapons” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
49. Discussion and possible action to accept changes to the “Complaint Resolution Procedure” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
50. Discussion and possible action regarding the “Statement of Policy Regarding Drug and/or Alcohol Use by Employees” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
51. Discussion and possible action to accept changes to the “Employment Separation” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

52. Discussion and possible action to accept changes to the “Authority to Search” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
53. Discussion and possible action to accept changes to the “Tobacco Free Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
54. Discussion and possible action to delete the “Telephone Use” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
55. Discussion and possible action to delete the “Voting” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
56. Discussion and possible action to accept changes to the “Service Animals Policy” section of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
57. Discussion and possible action to accept changes to the “Oklahoma County Personal Use of County-Owned Vehicle Agreement” of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.
58. Discussion and possible action to accept changes to the “Telephone, E-mail, Internet, and Voicemail Employee Acknowledgement Form” of the handbook draft. Requested by Erin McConnell, County Clerk’s Office.

No Citizen Participation

Board Comments

Adjourn

Mertens moved, Holmes seconded, to adjourn at 3:38 pm. The motion carried by the following vote:

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

HANDBOOK COMMITTEE
OKLAHOMA COUNTY, OKLAHOMA

Chair or Vice-Chair

ATTEST:

Maressa Treat,
County Clerk and Secretary to the Board