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 any and 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~~er~~ or Board of County Commissioners (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 _____

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PLACE SIGNED COPY IN EMPLOYEE'S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

COMPENSATORY TIME OFF FOR OVERTIME AGREEMENT

I, _____ ~~Social Security #~~ _____, 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.

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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

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 County~~ Human Resources ~~(H.R.) Department~~ (HR) representative for assistance.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

RECRUITMENT/JOB POSTING

Job openings may be posted publicly and/or filled from applications filed with the e~~E~~lected o~~O~~fficial or department head. Postings generally include the title, salary range, minimum hiring specifications, and the closing date for filing applications. Applications submitted will be maintained ~~on file~~by the department's HR representative for a minimum of one year.

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HIRING PROCEDURES

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

Employees serve at the pleasure of the elected official.

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

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

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POLICY AGAINST HARASSMENT AND DISCRIMINATION AND COMPLAINT PROCEDURE

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. Sex discrimination and sexual harassment are against the law.

The County expects that employees will act responsibly to establish a professional work environment. However, if an employee feels he/she has been subjected to any form of harassment, discrimination and/or unfair treatment, the employee should promptly report that conduct to his/her immediate supervisor, another member of supervision, the ~~elected official~~department's H~~.~~R~~.~~ manager or the County H~~.~~R~~.~~ Director, or a member of the Board of 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 a 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 supervision, the ~~elected official~~department's H~~.~~R~~.~~ manager or the County H~~.~~R~~.~~ 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 ~~(Open Door Policy)~~ 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 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 a spouse, child, step-child, child-in-law, step-child-in-law, grandchild, step-grandchild, parent, step-parent, parent-in-law, sibling, step-

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sibling, sibling-in-law, grandparent, grandparent-in-law, aunt, uncle, niece, and nephew.

Insert Telecommute Here

21 O.S. §§ 481-487

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 department's HR representative 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 ~~Elected Official or Department Head~~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, ~~or~~ 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.

Full-Time Employee: An individual who is regularly scheduled to work~~s~~ forty (40) hours or more per week ~~or a minimum of one hundred seventy-one (171) hours in~~

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~~a 28day pay cycle~~ is considered a full-time employee. Full-time employees are eligible for benefits.

Part-Time Employee: An individual who is regularly scheduled to work~~s~~ 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, ~~42~~ not to exceed ninety (90) calendar days, with the approval of the ~~E~~elected ~~O~~official~~,~~ or their r~~R~~epresentative. Temporary employees are not eligible for benefits.

Exempt Employees: An individual whose job classification is ~~NOT~~ not subject~~ed~~ to the federal minimum wage or overtime pay requirements of the ~~Fair Labor Standards Act~~FLSA. ~~This category of employee includes Elected Officials, Department Directors, First (1st) and Second (2nd) Deputies of record filed in the County Clerk's office, as well as other administrative personnel as designated by their Elected Official, and all other employees deemed "Exempt" by the Fair Labor Standards Act, 29 U.S.C.~~

Regular Non-Exempt Employees: An individual who does not meet the ~~Fair Labor Standards Act~~FLSA definition of "Exempt" and who does not work in a law enforcement or detention position. Non-exempt employees are subject to the minimum wage and overtime requirements of the FLSA.~~This classification of employee typically works a forty (40) hour work week in positions such as maintenance workers, day laborers, construction workers, truck drivers, equipment operators, and clerical support staff~~.

Non-Exempt Law Enforcement & Detention Employees: An employee in law enforcement or detention services whose overtime eligibility is recorded on a 28-day cycle in accordance with the FLSA.~~An individual whose job classification qualifies under the Fair Labor Act in law enforcement or in corrections or jail detention is allowed to work up to 171 hours, during a 28-day cycle.~~
29 C.F.R. § 553.211 (a) & (f). ~~This classification of employee typically works in positions such as jailers, detention officers and deputy sheriffs. Law Enforcement and Detention Officers are subject to different overtime rules under the Fair Labor Standards Act than regular non-exempt employees~~

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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~~, timecards, or other similar means of accurately~~ to record~~ing~~ their regular hours worked, meal periods, overtime, absences, ~~holiday~~ and ~~vacations~~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. ~~You~~ Employees should arrive at the workplace allowing sufficient time to clock ~~or check~~ in ~~(if appropriate)~~ and start work on time.
2. Employees should clock ~~or check~~ in or otherwise accurately record their time immediately prior to starting work, immediately before and after their meal periods and when leaving at the end of the work shift or ~~when leaving the premises~~ for approved personal reasons.
3. ~~If appropriate, timecards must be returned to the timecard rack immediately after being checked. Employees are responsible for ensuring that their timecards are not lost, mutilated or falsified.~~
4. ~~3.~~ Employees are not permitted to clock or check in for another employee or to otherwise record another employee's time.
5. ~~4.~~ ~~To be valid, corrections or alterations on a time record must be initialed as soon as possible by the employee's supervisor.~~ Employees who fail to clock ~~or check~~ in or out or otherwise accurately record their time may be subject to discipline up to and including ~~immediate discharge~~termination.
6. ~~5.~~ Employees are prohibited from working overtime that is not approved and authorized by their~~a~~ supervisor.

Commented [EM2]: Confirm that all departments are using Tyler Time and Attendance (Executime) and not timecards/other methods of timekeeping

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PAYMENT OF WAGES

All County officials and employees shall be paid monthly. The pay period shall start at 12:00 a.m. on the 21st of the month prior to which the pay day is scheduled and end at 11:59 p.m. on the 20th of the month in which the pay day is scheduled.~~The pay period begins at 12:01 a.m. on the first of the month and ends at 12:00 midnight on the last day of the month~~. The regular payday shall be on the ~~eleventh~~ last business day of the ~~following~~ month. ~~Checks will normally be distributed by 4:00 p.m. on the regular payday. When a payday falls on a holiday or other non-scheduled workday, employees will normally be paid on the last preceding workday.~~

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PAYROLL DEDUCTIONS

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

- Federal Income Tax
- State Income Tax
- Social Security Tax
- Medicare Tax
- Levies
- Garnishments

~~Examples of deductions which may be authorized by the employee include:~~

- ~~Group Health Insurance~~
- ~~Optional Insurance Plans~~
- ~~CREDIT UNION OR OTHER OPTIONAL~~ DEDUCTIONS

Any questions about a paycheck should be addressed first to the employee's supervisor or ~~department head~~HR representative, then to the ~~elected official under whom the employee works. The elected official will make further checks, if necessary, with the County H.R. Department~~County Clerk's Payroll Department.

Whenever an employee's employment terminates, the ~~employer~~ 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 ~~either~~ through the regular pay channels ~~or by certified mail postmarked within the deadlines herein specified if requested by the employee~~.

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. ~~Employees may not work overtime or more than their normal schedule without prior approval by a supervisor or manager.~~

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

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-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.

WORK WEEK AND WORK PERIOD~~:~~

The work week for all employees, except law enforcement, commences at 12:0~~1~~ A~~a~~.m~~M~~. on ~~Mo~~Sunday and ends at ~~12:00 midnight~~11:59 p.m. the following ~~Sun~~Saturday.

~~Law enforcement employees are defined as those who meet the following requirements:~~

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~~1) A uniformed or plain clothed member or a body of officers who are empowered by statute or local ordinance to enforce laws designed to maintain public peace and order and to protect both life and property from accidental or willful injury, and to prevent and detect crimes.~~

~~2) Has the power of arrest; and~~

~~3) Presently undergoing, has undergone, or will undergo on the job training and/or a course of instruction and study which typically includes physical training, self-defense, firearm proficiency, criminal and civil law principles, investigation and law enforcement techniques, community relations, medical aid, and ethics.~~

~~**29 C.F.R. § 553.211(a)**~~

For law enforcement employees, the work period begins at ~~midnight~~ 12:00 a.m. on Sunday and continues on a 28-day cycle ending at ~~midnight~~ 11:59 p.m. on ~~Sunday~~ Saturday four weeks later. This ~~latter~~ work period ~~for all law enforcement~~ is ~~intended to qualify for the exemption permitted under~~ established in compliance with Section 7(k) of the ~~Fair Labor Standards Act, as amended~~FLSA.

~~NOTE: Jailers whose duties are limited to controlling and maintaining custody of prisoners may qualify for the 7(k) partial overtime exemption and be subject to the 28-day cycle. However, jailers who spend more than 20% of their time on other duties (e.g.: dispatch, radio, administrative, clerical, etc.), are not qualified for the 7(k) partial overtime exemption and are not subject to the 28-day cycle.~~

TELECOMMUTE

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As public servants, there is an expectation that County services will be accessible to the public, which means most County positions are not suitable for telecommuting. Oklahoma County elected officials and BOCC department ~~directors~~ 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.

Commented [LE8]: Recommended just in case it is needed; a Standard Telework Agreement can be attached as an addendum.

The use of telecommuting is a management option, at the discretion of each elected official and BOCC department ~~director~~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.

~~From time to time, temporary telecommuting arrangements may be implemented in response to emergency situations or when necessary to provide reasonable job accommodations under the ADA. Additionally, the county may, at its discretion, set up alternative work sites for employees whose departments require telecommuting when doing so benefits and best serves the County.~~

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.

~~The terms and conditions of the work week and work schedule will be determined and documented in the County's Telecommute Agreement, a copy of which will be maintained in the employee's file. Because telecommuting is a privilege and not a right and can be revoked at any time by the elected official for any or no reason given.~~ 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.

Commented [EM9]: Include additional details in telecommuting agreement

EARNING OVERTIME~~:~~

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

Oklahoma County ~~Employees~~ employees who are non-t ~~-~~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, ~~ who are not exempt~~ compensatory time will be earned for hours worked ~~more than~~in excess of 171 hours in the 28-day ~~period~~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 describe~~d~~ above. Exempt employees are not entitled to overtime pay.

COMPENSATORY TIME OFF FOR OVERTIME~~:~~

Oklahoma County has adopted as its policy, practice, and procedure, a method of compensating employees for overtime whereby employees are required to utilize compensatory time off in lieu of cash overtime payments. As an exception to this policy, and at the sole discretion of the elected official, the elected official may decide to make cash overtime payments. Compensatory time off will be granted to an employee at the rate of 1 ½ hours for each hour of overtime worked.

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 ~~E~~employees will be paid cash for any compensatory time accrued ~~more than~~over 240 hours.

In the case of non-exempt law enforcement personnel ~~who are not exempt~~, 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 where compensatory time off is authorized, 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, if payable, 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).

~~**Note: 74 O.S. § 840-2.15 requires that any County employees working in "an institutional setting" (i.e., jailors and perhaps others) must be allowed to take their compensatory time off within 180 days of when it is accrued.**~~

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.

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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.

Move "Annual Leave" here

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. Upon separation from Oklahoma County, an employee will be paid for the balance of their 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.

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29 U.S.C. §207 (4).

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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.

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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 (fix this hyperlink)

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.

Move "Sick Leave" here

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 though the Workers' Compensation Administrator at the rate mandated by law.
An injured employee may receive TTD benefits for as long as the employee is temporarily totally disabled, 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 and copy the OKCC Chief of Staff 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)**.

~~**74 O.S. § 840-2.21**~~

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 are eligible for Family and Medical Leave if they have worked for Oklahoma County for at least 12 months, worked at least 1,250 hours over the past 12 months, and work at a location where Oklahoma County employs 50 or more employees within 75 miles. ~~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 ~~a total of~~ 12 weeks of leave in any "forward rolling" 12-month period. The 12-~~-~~months are measured beginning on ~~forward rolling period during which time you may take up to 12 weeks of unpaid FMLA Leave is a period measured forward from~~ the date the employee first takes FMLA leave. ~~For example, if an eligible employee first takes FMLA Leave on May 1, they are entitled to no more than 12 weeks of FMLA Leave through April 30 of the following calendar year.~~ 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 pPolicy) 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 ~~son or daughter~~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, ~~son, daughter~~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 ~~also~~ 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, ~~son, daughter~~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.

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~~**Definitions**~~

Oklahoma County shall utilize the terms and definitions ~~As used in this Policy and under the federal~~ related to FMLA ~~regulations~~established by 29 U.S.C. § 2611.~~, the following terms are defined as follows:~~

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~~29 U.S.C. § 2601 et seq.~~

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~~1. "Child or Son or Daughter"~~

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~~Child, son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age~~

18, or age 18 or older and "incapable of self care because of a mental or physical disability."

2. "**Contingency Operation"**

A military operation that is designated by the Secretary of Defense or otherwise created by operation of law as an operation in which members of the Armed Forces are or may become involved in military actions, operations or hostilities against an enemy or opposing forces of the U.S.

3. "**Continuing Treatment"**

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: (i) A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from) of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that involves an in-person visit to a health care provider with the first in-person treatment visit coming within seven (7) days of the first day of incapacity, that also involves: (a) Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) Any period of incapacity due to pregnancy, or for prenatal care; (iii) Any period of incapacity or treatment for such incapacity due to chronic serious health conditions (requires at least two visits to a health care provider per year; continues for an extended period of time; and may cause episodic rather than continuing periods of incapacity); (iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continued supervision of a health care provider (e.g. Alzheimer's, severe stroke, etc.); (v) Any period of absence to receive multiple treatments (or to recover from same) conducted or ordered by a health care provider for a condition which, if untreated, would result in a serious health condition.

4. **"Covered Active Duty"**

Your spouse, son, daughter, or parent, who is either: a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the

member of the Armed Forces to a foreign country; or b) in the case of a member of a reserve component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a contingency operation, as defined in 10 U.S.C. § 101(a)(13)(B).

5. **"Covered Service Member" or "Covered Military Member"**

Either: a) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or b) a veteran who is undergoing medical treatment recuperation, or therapy, for a serious injury or illness and who was discharged or released under conditions other than dishonorable as a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

6. **"Equivalent Position"**

An equivalent position must have the same pay, benefits, and working conditions, including privileges, perquisites, and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority.

7. **"Health Care Provider"**

A health care provider is: (i) a Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or (ii) any other person determined by the Secretary of Labor to be capable of providing health care services. These include podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners and nurse-midwives who are authorized to practice by the State. Christian Science practitioners listed with the First Church of Christ Scientists in Boston, Massachusetts are also included.

8. **"Key Employee"**

A key employee is a salaried employee who is among the highest paid 10 percent of all the employees employed by Oklahoma County within 75 miles of the employee's worksite.

9. **"Next of Kin"**

The nearest blood relative of a covered service member, other than the covered service member's spouse, parent, son, or daughter, in the following order of

priority: blood relatives who have been granted legal custody of the covered service member by court decree or statute, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member consecutively or simultaneously.

10. **"Qualifying Exigency"**

Qualifying exigencies include the following:

a. **Short-Notice Deployment:**

An allotment of up to 7 days of leave to address any issue that arises from the fact that the employee's spouse, son, daughter, or parent, who is on covered active duty has been notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment.

b. **Military Events and Related Activities:**

Leave to attend an official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of an employee's spouse, son, daughter, or parent, who is on covered active duty or to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of an employee's spouse, son, daughter, or parent, who is on covered active duty.

c. **Childcare and School Activities:**

Leave to arrange for or provide for childcare or school related activities when the active duty or call to active duty status of an employee's spouse, son, daughter, or parent, who is on covered active duty, necessitates a change in the existing childcare arrangement for a child, as defined in number one (1) of these definitions above.

d. **Financial and Legal Arrangements:**

Leave to make or update various financial and legal arrangements to address an employee's spouse, son, daughter, or parent, who is on covered active duty's absence while on active duty or call to active-duty status.

e. **Counseling:**

Leave to attend counseling provided by someone other than a health care provider for oneself, for an employee's spouse, son, daughter, or parent, who is on covered active duty, or for the child of an employee's spouse, son, daughter, or parent, who is on covered active duty, provided that the need for counseling arises from the active duty or call to active duty status of a an employee's spouse, son, daughter, or parent, who is on covered active duty.

f. **Rest and Recuperation:**

An allotment of up to fifteen (15) days for each instance of rest and recuperation leave to spend time with an employee's spouse, son, daughter, or parent, who is on covered active duty who is on short term, temporary, rest and recuperation leave during the period of deployment.

g. **Post-Deployment Activities:**

Leave to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following termination of an employee's spouse, son, daughter, or parent, who is on covered active duty's active duty status and to address issues that arise from the death of a an employee's spouse, son, daughter, or parent, who is on covered active duty.

h. **Leave to Care for Military Member's Parent:**

Leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Additional Activities:

Leave to attend other activities arising out of an employee's spouse, son, daughter, or parent, who is on covered active duty's active-duty status' active duty or call to active duty status provided that the employer and employee both mutually agree: a) that such leave should qualify as an exigency; and b) to the timing and duration of the leave.

11. **"Parent"**

Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. The term does not include parents "in-law."

12. **"Serious Health Condition"**

A serious health condition is an illness, injury, impairment or physical or mental condition that involves: (1) inpatient care (an overnight stay in a hospital, hospice, or residential medical care facility) and any corresponding period of incapacity or subsequent treatment in connection with the inpatient care, or (2) "continuing treatment," as defined above, by a health care provider. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, treatment therefore or recovery therefrom. "Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical, eye, or dental examinations. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches or other migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do *not* meet the definition of a serious health condition and do not qualify for FMLA leave.

13. **"Serious Injury or Illness"**

A serious injury or illness is either: a) in the case of a current member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

14. **"Serious Injury or Illness for a Covered Veteran"**

An injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:

(1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating, OR

(2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR

(3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment, OR

(4) An injury, including a psychological injury, based on which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

15. **"Spouse"**

Spouse means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in states where it is recognized.

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 Ppolicy 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 Human Resources Department 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 ~~Human Resources Department~~ as soon as practicable, ordinarily within one ~~(1)~~ or two ~~(2)~~ business days of when the employee learns of the need for leave. Employees must follow Oklahoma County's customary call-in procedures, unless unusual circumstances require a deviation from them.

When an employee requests FMLA leave, the ~~Human Resources Department~~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 ~~Human Resources Department~~HR representative has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the ~~Human Resources Department~~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 ~~credited vacation and/or sick~~ leave balances, he or she must ~~take advantage of~~utilize th~~e~~ese paid leave~~s~~ in connection with any leave under this ~~P~~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 balance~~s~~ do not apply or have been exhausted, leave~~s~~ under this p~~P~~olicy will be without pay. Employees who are absent and receiving benefits under worker's compensation insurance are not required to substitute credited ~~vacation~~ 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 ~~(blank entries)~~ or insufficient~~ (vague or non-responsive answers)~~, the ~~Human Resources Department~~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 ~~Human Resources Department~~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 is perform the essential functions of the employee's job. ~~Oklahoma County~~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 p~~P~~olicy.

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 ~~an officer of Oklahoma County~~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 ~~Human Resources~~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 ~~shortest period of time that Oklahoma County uses to account for use of other forms of leave provided it is not greater than one hour and~~ 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.

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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 (~~vacation~~ 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~~. 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.~~

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

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 ~~which is similar to, but is not totally consistent with, the Leave Sharing Program for State employees. A~~ 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/her annual leave balance to fall below 80 hours and does not cause his/her sick leave balance to fall below 80 hours.

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The maximum amount of shared leave an employee may receive during their employment with the Ccounty is ~~two hundred sixty-one (261) days~~2,088 hours of shared leave.

Commented [EM15]: Convert to hours due to varying shift lengths

Commented [EM16R15]: 261 x 8 = 2,088 hours

FRINGE BENEFITS

The County pays for unemployment insurance, social security (with the employee paying an equal percentage), and worker~~'~~s' 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
~~Benefits & Retirement~~

Commented [EM17]: Use hyperlink name to enable access when handbook is printed

Employees may contact the Director of Benefits at (405) 713-1535 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. ~~For the purposes of this provision, the term week shall mean any period of seven consecutive days, which need not be the same as a calendar week, during which the Employee works hours, except law enforcement hours which can be based on a twentyeight (28) consecutive day period of one hundred seventy one (171) total hours.~~ Variable part-time employees may be eligible for coverage as outlined in the Oklahoma County Health Plan document.

Commented [EM18]: Work week and full-time employee previously defined

~~The Director of Benefits is Jon Wilkerson 405.713.1535~~

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 ~~over 75%~~a portion of the cost. Complete plan details are available on the County ~~Clerk's~~ website.

~~To be considered an "Eligible Employee" under the County health plan, the individual must be part-time employee who is regularly scheduled to work an average of thirty (30) hours per week, except for law enforcement whose hours are~~

based on a twenty-eight (28) consecutive day period of one-hundred-seventy-one (171) total hours.

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 Periods, which occurs each November.

Move "Changes in Family Status:" here.

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 in a consistent and uniform manner.

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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.

~~Vesting and service credit will be calculated as stated in the Defined Contribution Retirement Plan Document.~~ On behalf of each full-time employee, Oklahoma County contributes ~~funds~~ an amount equal to 12% of the employee's monthly compensation to his or her 401(A). ~~for each full-time employee into the "Employee Retirement System of Oklahoma County, Oklahoma."~~ . Employees will become vested and have nonforfeitable rights in their 401(A) accounts upon completion of five (5) years of credited service.

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

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~~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 ~~date of their~~ retirement date to submit a retirement packet to be eligible for retiree health and/or life insurance coverage at retiree rates.

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~~-~~For additional information regarding retirement, refer to the most recent resolution 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 Clerk's benefit department.~~

ADDITIONAL BENEFITS

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~~**Life Insurance**~~ **Life Insurance** is provided to all full-time employees of ~~an~~ Oklahoma County. ~~Elected Official and is provided~~ This benefit is paid entirely by Oklahoma County regardless of if 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.

Employee~~s~~ 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 including:

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

~~. 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 when you need it, 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 Oklahoma ~~Employees~~ Credit Union immediately upon employment. https://www.o~~k~~ecu.org/

Optional Benefits: ~~Each~~ Oklahoma County ~~Elected Official~~ provides their full-time employees with the opportunity to enroll in additional ~~O~~optional ~~B~~benefits. These benefits are 100% employee paid. Visit

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https://www.oklahomacounty.org/departments/benefits-retirement for a full list of optional benefits.~~:~~

~~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.

Changes in Family Status:

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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 ~~is~~ list of events qualify~~ing~~ as changes in family status:

~~1. New employee~~
2. Divorce
3. Marriage
4. Birth or adoption of a child
5. Death of a spouse or child
6. Loss of coverage due to a loss of a spouse's employment.

HOLIDAYS

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The Oklahoma County Commissioners ~~and members of the Oklahoma County Excise Board~~ 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 ~~on "leave without pay status"~~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

~~Note: The vacation and sick leave time within this policy is only an example. The county should replace this example with the benefits they provide their employees. The leave shown in this policy reflects the benefit the State of Oklahoma provides a traditional employee. The county's only limitation would be to not exceed the benefit the state provides their employees.~~

~~VACATION~~ 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 ~~vacation~~ annual leave that is accrued monthly in accordance with the schedule outlined below:

Accrual Rates		
Years of Service	~~Vacation~~ Annual Leave	Accumulation Limit~~s~~
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~~VER~~ 20 years	16.67 hours per month	480 hours

~~Vacation leave must be earned before it is taken. No vacation will be longer than 10 consecutive working days without permission of the appropriate elected official. Vacation schedules are subject to elected official approval. Vacation leave must be taken in increments of full days.~~ No ~~vacation~~ 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. ~~Vacation~~ Annual leave will be accrued monthly and pro-rated, as appropriate, for less than full-time service.

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~~Upon separation (except for retirement), employees are not entitled to payment of accumulated vacation leave and such accumulated leave shall be forfeited.~~ Upon separation, an employee will be paid for the balance of accrued annual leave up to the accumulation limit.

~~Vacation~~ Annual leave must be earned before it is taken. ~~Vacation~~ 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

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	1040 hours (current handbook "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.

In the event the leave is due to your own serious health condition, or for the seriously ill condition of a family member, the sick leave will also constitute family/medical leave where appropriate. During an approved FML, Oklahoma County will maintain your health benefits, as if you continue to be actively employed. (See previous section on Family and Medical Leave). If your need for sick leave is foreseeable, you must give Oklahoma County 30 days prior written notice. Where the need for sick leave is not foreseeable, you are expected to notify Oklahoma County within 1 or 2 business days of learning of your need for sick leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for denial of the leave as sick leave.

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If you are requesting sick leave, you and the relevant health care provider may be asked to supply appropriate medical certification. Failure to provide requested medical certification in a timely manner may result in disciplinary action up to and including termination and/or denial of leave until is provided. Oklahoma County, at its expense, may require an examination by a second health care provider designated by Oklahoma County, if it reasonably doubts the medical certification you initially provide. Oklahoma County may require subsequent medical certification on a reasonable basis.

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 ~~may~~ 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.

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~~ 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 e~~E~~lected o~~O~~fficial or department head.

- ~~Falsifying employment or other County records.~~
- Violating any of the ~~the County's~~ policies set forth in the Employee Handbook ~~non-discrimination and/or sexual harassment policy~~.
- Using employment status for personal gain to include ~~S~~soliciting or accepting gratuities.
- ~~Excessive absenteeism or tardiness.~~

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- Excessive , ~~, unnecessary,~~ or unauthorized use of County supplies, particularly for personal purposes.
- ~~Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs.~~
- ~~Bringing or using alcoholic beverages on County property or using alcoholic beverages while engaged in County business off County premises, except where authorized.~~
- Fighting or using obscene, abusive, or threatening language or gestures.
- ~~Theft of property from co-workers or the County.~~
- Disregarding safety or security regulations.
- Insubordination ~~or willful refusal to follow an order~~, 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.
- ~~Willful damage or destruction of County property.~~
- Loafing, loitering, or sleeping during work time.
- Neglect of duty or incompetence.
- ~~Unsatisfactory job performance.~~
- ~~Violation of County policy or a provision of this Handbook.~~
- ~~Failure to follow supervisory instructions or directions.~~
- ~~Improper recording of time worked.~~
- ~~Work performance which is below the standards of performance required by the department.~~
- Distribution or posting of written or printed matter that is not authorized by the ~~E~~elected ~~O~~official or BOCC department head~~er~~.
- ~~Inefficiency or lack of effort in the performance of duties.~~
- Careless, negligent or improper use of County property or equipment.
- ~~Thoughtless c~~Conduct which results in injury to others or ~~in more than minor~~ 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 ~~for intoxicants, controlled or illegal substances or any other substance which impairs job performance~~.
- Abus~~e~~ing of ~~the sick~~ leave polici~~esy~~.

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- 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 ~~the~~ otherwise violates the County's anti-bullying, harassment, data protection, and business confidentiality policies ~~social media policy~~..
- 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 ~~dismissal~~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.

~~The County understands that individuals have the right to express themselves through the use of social media on platforms such as FaceBook, Linkedin, TikTok,~~

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~~Twitter, Snapchat, Instagram and other sources, such as blogs. While the County acknowledges that individuals do have the right of personal expression outside of the workplace, employees should refrain from using social media for personal use or entertainment during working hours. Additionally, social media use after hours may have consequences at work. should be mindful of the County's anti-bullying, harassment, internet, e-mail usage, data protection and business confidentiality policies, all of which are still applicable as part of the employee's standard code of conduct outside of work hours.~~

ABSENTEEISM/TARDINESS

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

~~One absence or one tardiness occurrence will be recorded for each day absent or tardy for any reason which is not for an acceptable excuse in the judgment of Oklahoma County or otherwise excusable by law. Occurrences of absences and tardiness will be documented and considered as grounds for discipline.~~

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 ~~will~~ may be considered a tardy. ~~Occurrence of tardiness will be documented and considered as grounds for discipline.~~

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.

~~EMPLOYEE CONDUCT~~

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 ~~c~~County employee (~~not in~~exc luding elected offici als~~ers~~) shall participate in partisan politics during normal ~~c~~County working hours. This means the devoting of time or labor during ~~usual~~ regular ~~office~~ 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 ~~:~~

~~C~~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 ~~for County purposes~~.

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, 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~~ and will not be used for any personal calls~~. (either incoming or outgoing).~~

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~~• The County will periodically audit the usage of county-paid cell phones to ensure 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~~termination.

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

~~• 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 ~~and pagers~~.

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

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USE OF COMMUNICATIONS SYSTEMS.

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Oklahoma County's ~~C~~communications ~~S~~systems should be used for County business purposes only. The ~~C~~communications ~~S~~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.

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Employees are strictly prohibited from sending~~, or knowingly receiving,~~ 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.

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Messages received through the ~~C~~communications ~~S~~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 other ~~person~~s.

~~Oklahoma County~~Elected officials and BOCC department heads reserve~~s~~ the right ~~in its discretion~~ to monitor the ~~C~~communications ~~S~~systems and access electronic communications, at any time and for any reason without notice to the employees, to assure ~~its~~ property is being used for business or training purposes only and to prevent or detect harassment or other improper use. Oklahoma County ~~further~~ 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 ~~C~~communications ~~S~~systems, and employees should not expect that the ~~C~~communications ~~S~~systems and the electronic communications thereon, are confidential or private.

Employees are not permitted to maintain personal information on any of the County's c~~C~~ommunications s~~S~~ystems.

~~Deleting an E-mail message does not guarantee that it has been erased from the system. Oklahoma County retains backup copies of certain media, including E-mail correspondence, in the normal course of management of the Communications Systems.~~

~~Employees should be aware that Messages received by outside callers or senders are subject to monitoring.~~

~~You should consider E-mail as any other written means of communication. Please do not transmit anything in an E-mail message that you would not be comfortable writing in a letter or memorandum. Remember to exercise good judgment and common sense when creating and distributing messages.~~

Employees found violating this policy will be subject to discipline, up to and including termination.~~the disciplinary process of the company which may include verbal or written warning, probation, suspension or termination.~~

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

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VEHICLE USAGE

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~~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 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.~~

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- County-owned vehicles may only be used for purposes which are solely for the benefit of the C~~c~~ounty. Employees who use county-owned vehicles for purposes which are not specifically for the benefit of the ~~c~~County shall be subject to disciplinary action up to and including ~~discharge~~termination.

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- 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.

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- ~~—~~Under certain circumstances, employees may be instructed by the appropriate elected official or BOCC department head to drive a county-owned vehicle to and from the employee's home to the employee's regular place of work. ~~Although, such use may be proper under the Oklahoma State Constitution (under appropriate circumstances), s~~Such use may ~~still~~ be considered as a taxable fringe benefit by the I.R.S. Code.

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Except for "Qualified Non-Personal Use Vehicles", all personal use of county-owned vehicles is considered as 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 where at the direction of 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~~vehicles 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 vehicles 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:

    a) A hydraulic lift gate.
    b) Permanent tank or drums (filling up the bed size).
    c) Permanent side boards or panels that materially raise the level of the sides of the truck bed.
    d) Other heavy equipment (such as electric generator, welder, boom, or crane used to tow automobiles and other vehicles).

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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 or BOCC department head 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 or BOCC department head 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 or BOCC department head 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 there of these valuation methods – see IRS Publication 15B):

  - The Cents Per Mile Rule.
  - The Commuting Rule; or
  - The Annual Lease Value Rule

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

- 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 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.~~

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 as a taxable fringe benefit for individual employees.~~

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~~Therefore, to comply with the legal requirements of the Oklahoma Constitution, and in order 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 emergency situations) 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:
  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 situation) 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.

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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 chemical, 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~~termination. If any employee observes any dangerous items in violation of this policy on County property, the employee is under a duty to report such item to the appropriate elected official.

21 O.S. § 1290.22

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.~~ In order to resolve ~~such instances~~complaints as quickly and easily as possible, we suggest the following to ensure a policy of free and open communication:

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

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

Step 3: If ~~you~~an employee wish~~es~~ to pursue th~~eis~~ matter further, ~~then you~~ he/she may retain legal counsel.~~may present your concern to the Oklahoma County H.R. Director, who will investigate the matter.~~

~~After considering your 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 your concern.~~

~~**Identify the appropriate person to receive complaints under the circumstances described in this section and add their name above.**~~

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

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If not, law requires a detailed written policy
https://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=77629

The County is committed to providing its employees with a safe workplace ~~and an atmosphere which 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 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 body. 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~~termination, for violations of this ~~P~~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 customer, client 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 ability to perform a job, interact with others, exercise judgment and/or work safely. If an employee's hours of employment include transportation or travel, then the prohibition against marijuana use or possession applies to that transportation or travel time.

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Violation of this ~~P~~policy may result in discipline up to and including termination. If you have any questions about this ~~P~~policy or its application, please contact your ~~elected official~~ H~~.~~R. representative ~~or the Oklahoma County H.R. Department~~.

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~~termination.

The proper use of controlled medications or over-the-counter drugs as part of a prescribed medical treatment program of the individual does not constitute, by that fact alone, a violation of this ~~P~~policy, but it may be important for an employee's supervisor to be aware such use is occurring to determine job assignments. Such use may provide a basis for reassignment, a leave of absence, or dismissal because of medical reasons. An employee undergoing prescribed medical treatment with a controlled medication that could impair his/her physical, mental, or emotional faculties must immediately report this treatment to his/her supervisor. Failure to do so will constitute a violation of this ~~P~~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.~~

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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 or department head should make every effort to give at least two weeks' notice of the layoff. ~~In such 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 case, the employee is eligible to receive the value of their accrued and unused vacation leave.~~

TERMINATION~~DISCHARGE~~: ~~–~~In order for Oklahoma County to carry out its obligations and priorities in the most efficient manner possible, the County adheres to the principles of at-will employment whereby the County and employees alike can terminate the employment relationship at any time and for any reason or for no reason, not prohibited by 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 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.

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

NO SOLICITATION/NO DISTRIBUTION POLICY

Oklahoma County employees are prohibited from engaging in solicitation to other County employees or the public during the 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~~ TOBACCO FREE POLICY

All buildings owned or operated by the Oklahoma County are designated as tobacco free and non-smoking. In addition, smoking and vaping 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~~

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~~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 of time 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 prior to 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.~~

~~**Okla. Stat. tit. 26, § 7-101.**~~

~~**The last sentence outlined above is an optional sentence that could be added to this provision.**~~

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 who 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 full and complete explanation of the public's rights with regard to 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**~~

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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~~ employees with known disabilities, unless doing so would results 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~~ 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 (e~~E~~lected o~~O~~fficial or department head)_____to use a county-owned vehicle for limited personal use solely for the benefit of the county. Based on my regular use of a county-owned vehicle for personal use (such as in commuting), I understand the valuation of the amount of taxable fringe benefits attributed to me will be calculated by: (mark one)

The Cents Per Mile 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 department head, or failure to provide required documentation may result in discipline up to and including ~~discharge~~termination.

_____ _____
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 ~~Personnel 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.

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I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Oklahoma County ~~[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~~monitoring E-mail, ~~entering, leaving, or stored in these systems~~ as well as listening to my voice-mail messages. Oklahoma County ~~[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 and all transactions or sites.

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

_____
Name of Employee (Please print)

_____
Date

_____
Name of Management Witness (Please print)

_____
Date