

AGENDA
OKLAHOMA CONSERVATION COMMISSION
Agriculture Building Atrium • 2800 N Lincoln Blvd • Oklahoma City, Oklahoma
Monday, February 1, 2021 - 9:30 a.m.

PUBLIC ACCESS TO THE MEETING via UBER TELECONFERENCE

Public Access Meeting Links:

URL – <https://www.uberconference.com/okconservation>

Conference Number - [877-865-2424](tel:877-865-2424) Alternate Phone – [405-293-8494](tel:405-293-8494) *No PIN Needed*

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www.ok.gov/conservation

1. Call to Order
2. Roll call
3. Pledge of Allegiance
4. Discussion and possible approval of the January 4, 2021 regular meeting minutes.
5. Discussion and possible approval of Claims and Financial Statement Summary (Exhibit #1).
6. Presentation of Commission Agreements (Exhibit #2):
Discussion and possible ratification of the following new agreement:
 - a. Natural Resources Conservation Service (NR217335XXXXC001 / OCC-662) to provide technical and financial assistance to OCC for remedial repair of Bear Creek Site 4 in Custer County.
Discussion and possible approval of the following new agreements:
 - b. Grand River Dam Authority (OCC-663) to provide ½ time funding for a GRDA staff position to coordinate the Poultry Partners Project; specifically to facilitate meetings among poultry growers, neighbors and technical experts to design solutions to problems.
 - c. Noble County Conservation District (OCC-664) to provide funds for a full-time Watershed Aide with the majority of time dedicated to O&M program duties. The work area for this agreement is all of Noble, Payne, Pawnee and Garfield County Conservation Districts; with the aide headquartered in Noble County Conservation District.
 - d. Natural Resources Conservation Service (OCC-665) – a pilot project to address the threat feral swine pose to agriculture, native ecosystems, human and animal health expanding into Roger Mills and Beckham Counties in Oklahoma.
 - e. Natural Resources Conservation Service (OCC-666) – a pilot project to address the threat feral swine pose to agriculture, native ecosystems, human and animal health expanding into Osage and Pawnee Counties in Oklahoma.

7. Discussion and possible approval of Conservation District Director Appointments (Exhibit #3).
8. Discussion and possible approval of the Commission Employee Handbook (Exhibit #4).
9. Public Comments
10. New Business
11. Break (at option of the Chair)
12. Partnership Reports:
 - a. Oklahoma Department of Agriculture, Food and Forestry
 - b. USDA-Natural Resources Conservation Service
 - c. Oklahoma Association of Conservation Districts
13. Status Reports:
 - a. Oklahoma Conservation Commission Members
 - b. Oklahoma Conservation Commission Staff
 1. Trey Lam, Executive Director
 2. Shanon Phillips, Water Quality Director
 3. Mike Sharp, Office of Geographic Information and Technical Services Director
 4. Robert Toole, Abandoned Mine Land Program Director
 5. Tammy Sawatzky, Conservation Programs Director
 6. Lisa Knauf Owen, Assistant Director
14. Next Meeting: Monday, March 1, 2021, Oklahoma Department of Agriculture - 2800 N Lincoln Blvd., Oklahoma City, Oklahoma at 9:30 a.m.
15. Adjournment

MINUTES

CALL TO ORDER

The Oklahoma Conservation Commission met Monday, February 1, 2021, in the Agriculture Building Atrium located at 2800 N. Lincoln Boulevard in Oklahoma City, Oklahoma and via open teleconference for the public. The meeting was called to order at 9:30 a.m. by Chair Phil Campbell. He stated this was a regular scheduled meeting held in accordance with the Open Meeting Law, Title 25, Oklahoma Statutes, Sections 301 and following as amended. The meeting will include teleconferencing for the public only in compliance with the Open Meetings Act. The agenda for this meeting was posted at 10:00 a.m. Thursday, January 28, 2021, at the front entrance of the Oklahoma Agriculture Building, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma, as well as on the agency's website www.ok.gov/conservation.

ROLL CALL

Chair Campbell requested callers to identify themselves so that the minutes reflect an accurate account of who participated in the meeting.

Tarron Powell, Administrative Assistant, took roll call and the following members were in attendance in person:

Phil Campbell, Chair, Area 2 Member
Scotty Herriman, Vice Chair, Area 3 Member
Karl Jett, Area 1 Member
Gary Crawley, Area 5 Member
Clay Forst, Secretary, Area 4 Member

Others in attendance for the meeting via teleconference or in person were:

Trey Lam, Executive Director
Lisa Knauf Owen, Assistant Executive Director
Clancy Green, Administrative Programs Officer
Janet Stewart, General Counsel
Bryan Painter, Communication Director
Mike Sharp, Office of Geographic Information and Technical Services Division Director
Robert Toole, Abandoned Mine Land Division Director
Shanon Phillips, Water Quality Division Director
Ed Crall, Director of Water Quality Finance
Tarron Powell, Administrative Assistant
Tammy Sawatzky, Conservation Programs Director
Taylor Marshall, Cost-Share Program Coordinator
JanLee Rowlett, Oklahoma Department of Agriculture, Legislative Liaison
Larry Wright, Oklahoma Association of Conservation Districts, President
Sarah Blaney, Oklahoma Association of Conservation Districts, Executive Director
Chaylum Hogue, Chickasaw Nation
Marla Peek, Oklahoma Farm Bureau, Sr. Director of Regulatory Affairs
Bob Richardson, Oklahoma Dept. of Agriculture, Comptroller
Brandon Bishop, NRCS, Assistant for Field Operations
Jeff Everett, Environmental Regulatory Manager – OG&E

PLEDGE OF ALLEGIANCE

Karl Jett led the group in the Pledge of Allegiance.

MINUTES OF PREVIOUS REGULAR MEETING

A motion was made by Scotty Herriman and seconded by Gary Crawley to approve the minutes of the January 4, 2021 Commission meeting as written. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Campbell and Crawley. Nay votes: none. Motion carried.

CLAIMS/FINANCIAL STATEMENT

Commissioners reviewed the claims register, p-card statement, revenue summary and allotment budget / available cash report as provided by Oklahoma Department of Agriculture Comptroller Bob Richardson in Exhibit #1. Ms. Owen informed Commissioners that claims had been processed from December 21, 2020 through January 20, 2021 in the amount totaling \$929,026.55. A motion was made by Mr. Forst and seconded by Mr. Jett to approve the financial reports as presented. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Campbell and Crawley. Nay votes: none. Motion carried.

PRESENTATION OF AGREEMENTS

Ms. Owen presented one new agreement for ratification listed on Exhibit #2 as item "a". She asked for approval to get all correct documentation in place so work can begin. A motion was made by Mr. Crawley and seconded by Mr. Forst to ratify the new agreement as presented. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Crawley and Campbell. Nay votes: none. Motion carried.

Ms. Owen next presented four new agreements for approval listed as item "b-e" on Exhibit #2. She recommended approval of the new agreements as presented. A motion was made by Mr. Herriman and seconded by Mr. Jett to approve the new agreements. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Crawley, and Campbell. Nay votes: none. Motion carried.

CONSERVATION DISTRICT DIRECTOR APPOINTMENT

Ms. Owen presented the appointment of new district directors as shown on Exhibit #3. She recommended approval of these appointments to their respective boards. A motion was made by Mr. Jett and seconded by Mr. Forst to approve the appointment as presented. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Crawley and Campbell. Nay votes: none. Motion carried.

COMMISSION EMPLOYEE HANDBOOK

Ms. Stewart presented the employee handbook as shown on Exhibit #4. Ms. Stewart recognized Mr. Lam and Ms. Owen for initiating the process of updating the employee handbook. They formed a committee which included: Lisa Knauf Owen, Janet Stewart, Tammy Sawatzky, Greg Kloxin, Shelby Burrridge, Rebecca Bond, Shellie Willoughby, and Dianne Ireton. Ms. Stewart noted the handbook will be available online. Employees will be able to access statutes, forms and policies; employees will be required to sign a form of acknowledgement that they have received the employee handbook. After discussion, a motion was made by Mr. Crawley and

seconded by Mr. Forst to approve the employee handbook as presented. A roll call vote was taken and those voting aye were: Forst, Herriman, Jett, Crawley and Campbell. Nay votes: none. Motion carried.

PUBLIC COMMENTS

None

NEW BUSINESS

None

CONSERVATION PARTNERSHIP REPORTS

Oklahoma Department of Agriculture, Food and Forestry: JanLee Rowlett, Oklahoma Department of Agriculture Legislative Liaison reported on the following items:

- The Legislature convenes the session starting today;
- Dept of Ag had their budget hearing in the end of January with the A & D Subcommittee.
- Only one additional budget request. Dept of Ag wants to add 5 meat inspectors; there has been a demand the past year.
- Working with OCC to increase flood control dam work in 2021.
- Next Board of Ag meeting is to be held on February 3, 2021.

USDA-Natural Resources Conservation Service: Brandon Bishop, Assistant for Field Operations, reported on the following items:

- State he was filling in for Gary O'Neill on late notice.
- Noted that Bryan Painter has provided Commissioners with a Partnership Report of the past quarter activities.
- Field staff have finished up this year's CSP and GCI projects; and have begun CSP renewals for the next year.
- Field staff also finished EQIP applications; deadline was last Friday. Staff are now moving into planning and ranking.

Oklahoma Association of Conservation Districts: Larry Wright, OACD President gave the following updates:

- OACD State Meeting starts March 1. The meeting will be held virtually this year; the agenda has been developed and there is a registration fee of \$50.00.
- Work continues on the CARE Agreement.

OKLAHOMA CONSERVATION COMMISSION MEMBERS

Mr. Jett – nothing to report this month.

Mr. Herriman – nothing to report this month.

Mr. Crawley – nothing to report this month.

Mr. Campbell – nothing to report this month.

Mr. Forst – finished up duck season this month.

OKLAHOMA CONSERVATION COMMISSION STAFF

Executive Director: Mr. Lam reported the following items:

- Announcement came in from Governor's office that a selection had been made to replace Commissioner Karl Jett. Mr. Jett requested not to be re-appointed for another term. Mr. Dan Herald will begin his term on July 1, 2021; Mr. Herald is a former OACD Vice President and currently serves on the board for Texas County Conservation District.

- State of State message from the Governor will air this afternoon. On the Governor's website you can view accomplishments. One of the accomplishments under the Ag Cabinet is Conservation Acres in OK. Acreage increased 7% under Conservation Management, meeting the Governor's goal. These acres are a combination of agency programs that include, Dept. of Ag Division of Forestry, Conservation Districts, NRCS, FSA and CRP. This also includes prescribe burning acres from the NGO - Oklahoma Prescribed Burn Association.

- The Governor has established a new goal for the Agriculture Cabinet that includes the watershed program. The goal includes inspecting and maintaining structures along with the schedule to begin and complete rehabilitation on several dams around the state over the next several years.

- The agency's budget hearing went well.

- Began implementation of the pilot project with NRCS to increase budget for the Flood Control Program to work on corrugated pipes.

- Preparing for the virtual OACD State Meeting. There will be live presenters and part of the meeting will be taped messages. The Legislators were asked to tape messages to the Conservation Districts.

- NACD Annual 75 Year Meeting begins this week. The meeting will be held virtually this year. Mr. Lam encouraged Commissioners to watch keynote speakers.

- Work continues on the website with Koch Communications. Goal is to have the website complete by the beginning of the new Fiscal Year.

Water Quality Program: Shanon Phillips stated that there was a report provided in the packet. Ms. Phillips reported the division is working with several groups to develop plans in local Watersheds. Including: Lake Thunderbird, Grand Lake, Illinois River, Lake Hudson and Wister Lake. The Soil Health Team is also assisting in developing in a plan in the Arbuckle Watershed. The Watershed plans are not all the same; not all would qualify for 319 funds. Two are being developed with at least partial support from the Conservation Commission. Most are developed by partners; many of whom are not based in Conservation Districts and, are not familiar with Conservation District roles. Currently, OCC is working with partners to help them understand timing and appropriateness of when to bring the Conservation District into the role of Plan Development. Ms. Phillips recognized Amy Seiger for winning the National Regenerative Agriculture Woman of the Year Award. Ms. Phillips stated in February the Agency is changing to a new tool to track employees time and leave. She was very thankful for OMES Brandie Eble's efforts in assisting in training. She also recognized Greg Kloxin's efforts for making sure the new system will meet OCC needs.

Office of Geographic Information and Technical Services: Mike Sharp, Director, stated there was a report in the packet and would entertain any questions. He reported that a new 50 Terabyte storage array and 2 network switches were purchased with Homeland Security funding and were

installed in the State Data Center. This new addition will support the OKMaps project as well as the operation of the Office of Geographic Information which manages the operation of OKMaps. This is part of the overall plan to modernize the IT infrastructure that supports OKMaps and OGI by moving away from predominately physical servers to an operational environment based on mostly virtual servers and a minimum amount of physical resources.

Robert Toole, Abandoned Mine Lands (AML) Reclamation Program Director, stated that a written report was in the Commissioner's packet. Mr. Toole summarized the report stating that: one project is under construction; three projects are in contracting and construction starts are expected in the next 30 days; six projects are in vegetative management & maintenance monitoring; they have received authorization to proceed on one project that is scheduled for August 2021; environmental clearances are being performed on another project for a construction start in August 2021; five projects are in design; two projects in realty research. This summarizes active AML Reclamation Projects. The 2021 grant has been announced for availability. A request will be submitted in May in order to move the grant cycle to a State Fiscal Year. Mr. Toole informed there are 2-3 projects that could be affected by the McGirt ruling. No further information yet received from the Office of Surface Mining.

Conservation Programs: Tammy Sawatzky, Director reported on the following items:

- Tammy Sawatzky stated that there was a request from Konawa to assist with the district's watershed inspections. The following individuals assisted with the inspections: George Moore, Johnny Pelley, Chuck Pyka, Rusty Adams and Kyle McGregor. Mr. Pelley will be preparing a report for the district board. Ms. Sawatzky stated Taylor Marshall is working on getting the PY 23 cost-share program guidelines completed. The goal is to have them ready for approval at the March Commission meeting. Ms. Sawatzky was excited to announce that after 18 months the new watershed trucks are days away from delivery to the watershed aides and technicians.

Assistant Director: Lisa Knauf Owen reported on the following items:

- Ms. Green has been providing assistance to districts in getting 2021 payroll reviewed. Districts were notified that claims will not be reimbursed until payroll was reviewed.
- The agency was awarded two additional Feral Swine Grants; working on documentation and getting budgets set in place.
- Working with Monty Ramming to implement a plan to train District Employees to conduct landowner damage assessments; the information gathered from the assessments will go to the APHIS Trappers. Mr. Ramming will be working with the districts and heading up the field work.
- Ms. Owen stated she has developed a job description for a Feral Swine technician for each project and is currently working with HR to prepare to advertise the positions.
- Employee Self Services went live today. All state employees will now enter their time through this electronic system.
- Continuing to respond to questions from the State Auditor on the 6-year OCC Audit. All documentation has been submitted as requested.
- Conservation Districts migrated to the new MS Office 365 Platform; with that came some upgrades in technology where districts can work on projects together and hold meetings virtually. All districts were offered training on the new platform in MS Teams.
- Ms. Owen stated that legislation has been introduced to allow boards to again meet virtually. If the bill is passed before March 1, 2021, the Commissioners would not have to travel for the

upcoming Commissioner's Meeting.

NEXT MEETING

The next regular meeting of the Oklahoma Conservation Commission is scheduled to be held on Monday, March 1, 2021, in the Oklahoma Department of Agriculture Atrium. 2800 N. Lincoln Blvd., Oklahoma City, Oklahoma at 9:30 a.m. Mr. Lam stated the next Commissioner Meeting falls on the same day as the start of the OACD State Meeting. Mr. Lam suggested that if the Governor signs the open meeting act legislation; the March Commission meeting could be rescheduled to earlier in the day on Monday, March 1 or if not the Commission could re-schedule to the meeting to Monday, March 8.

ADJOURNMENT

There being no further business, Mr. Crawley made a motion, seconded by Mr. Herriman, to adjourn the meeting at 10:49 a.m. A roll call vote was taken and those voting aye were: Herriman, Jett, Crawley, and Campbell. Nay votes: none. Motion carried.

Approved by the Oklahoma Conservation Commission on March 1, 2020.


Chair

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF DECEMBER 21, 2020 THROUGH JANUARY 20, 2021

	FUND						
VOUCHER	CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
Employee Withholdings/Retirement/Insurance							
00062239	25000	3000002	1/4/2021	56,437.36	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062240	25000	3000002	1/4/2021	4,378.77	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062166	70000	3000002	12/22/2020	2,197.81	512120		AFLAC
00062239	70000	3000002	1/4/2021	13,218.00	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062240	70000	3000002	1/4/2021	1,021.95	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
H0438403	99400		12/28/2020	30.00	633190		UNITED WAY OF CENTRAL OKLAHOMA
H0439183	99400		12/28/2020	100.59	633125		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
H0439185	99400		12/28/2020	114.82	633110		WASHINGTON NATIONAL INSURANCE COMPANY
H0439186	99400		12/28/2020	227.00	633190		UNITED WAY OF CENTRAL OKLAHOMA
H0439187	99400		12/28/2020	725.00	633190		OKLAHOMA 529 COLLEGE SAVINGS PLAN
H0439188	99400		12/28/2020	620.86	633110		AFLAC
H0439189	99400		12/28/2020	600.00	633130		CREDIT UNION ONE OF OKLAHOMA
H0439190	99400		12/28/2020	30.00	633190		OKLA PUBLIC EMPLOYEES ASSOC
H0439191	99400		12/28/2020	29.50	633110		NATIONAL FAMILY CARE LIFE INSURANCE CO
H0439192	99400		12/28/2020	1,143.00	633130		OKLAHOMAS CREDIT UNION
				80,874.66	Employee Withholdings/Retirement/Insurance		
Administration							
00062273	19101	1000001	1/12/2021	1,558.89	522113		AUTHORITY ORDER-PCARD
00062273	19101	1000001	1/12/2021	275.00	531260		AUTHORITY ORDER-PCARD
00062273	40000	1000001	1/12/2021	14.90	536140		AUTHORITY ORDER-PCARD
00062273	40000	1000001	1/12/2021	202.50	531250		AUTHORITY ORDER-PCARD
00062273	40000	1000001	1/12/2021	1,312.50	532130		AUTHORITY ORDER-PCARD
00062174	40000	1000004	12/28/2020	16,603.15	515660	14	MICHAEL BAKER INTERNATIONAL INC
00062222	40000	1000004	12/31/2020	2,459.14	515660	14	MICHAEL BAKER INTERNATIONAL INC
00062222	40000	1000004	12/31/2020	157.40	515660	14	MICHAEL BAKER INTERNATIONAL INC
00062222	40000	1000004	12/31/2020	7,921.38	515660	14	MICHAEL BAKER INTERNATIONAL INC
00062133	19101	1000001	12/31/2020	12.70	515610		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062133	19101	1000001	12/31/2020	69.52	515610		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062134	19101	1000001	12/28/2020	18.21	519130		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062241	19101	1000001	1/14/2021	363.14	519130		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062247	19101	1000001	1/14/2021	250.00	531310		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
				31,218.43	Administration		
Watershed Operation & Maintenance							
00062205	19101	2000001	12/29/2020	260.98	555170	96	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062206	19101	2000001	12/29/2020	137.53	555170		GARVIN CONSERVATION DISTRICT
00062207	19101	2000001	12/29/2020	249.10	555170		GARVIN CONSERVATION DISTRICT
00062235	19101	2000001	1/5/2021	63.37	555170		CUSTER COUNTY CONSERVATION DISTRICT
00062236	19101	2000001	12/31/2020	827.00	555170		COAL COUNTY CONSERVATION DISTRICT NO 19
00062237	19101	2000001	12/31/2020	54.05	555170	96	MURRAY COUNTY CONSERVATION DISTRICT
00062238	19101	2000001	1/5/2021	189.20	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062275	19101	2000001	1/13/2021	695.41	555170	96	MCCLAIN COUNTY CONSERVATION DISTRICT
00062275	19101	2000001	1/13/2021	322.84	555170	96	MCCLAIN COUNTY CONSERVATION DISTRICT
00062275	19101	2000001	1/13/2021	8.00	555170	96	MCCLAIN COUNTY CONSERVATION DISTRICT
00062275	19101	2000001	1/13/2021	542.36	555170	96	MCCLAIN COUNTY CONSERVATION DISTRICT

VOUCHER	FUND CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062285	19101	2000001	1/13/2021	115.18	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062286	19101	2000001	1/13/2021	7.95	555170	96	GRADY COUNTY CONSERVATION DIST
00062286	19101	2000001	1/13/2021	14.79	555170	96	GRADY COUNTY CONSERVATION DIST
00062288	19101	2000001	1/13/2021	91.66	555170	96	LINCOLN COUNTY CONSERVATION DISTRICT
00062221	24500	2000001	12/31/2020	14,564.80	515450		OKLAHOMA ONE-CALL SYSTEM INC
00062273	24500	2000001	1/12/2021	200.70	531360		AUTHORITY ORDER-PCARD
00062273	24500	2000001	1/12/2021	103.13	531350		AUTHORITY ORDER-PCARD
00062273	24500	2000001	1/12/2021	220.84	531370		AUTHORITY ORDER-PCARD
00062273	24500	2000001	1/12/2021	97.98	536130		AUTHORITY ORDER-PCARD
00062273	24500	2000001	1/12/2021	19.99	536140		AUTHORITY ORDER-PCARD
00061623	40000	2000001	12/31/2020	3.56	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	2000001	12/31/2020	2.33	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	2000001	12/31/2020	212.88	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
PAYROLL		2000001		8,186.02	511110		DIVISION PAYROLL
				27,191.65	Watershed Operation & Maintenance		
Watershed Rehabilitation							
00061623	40000	2000003	12/31/2020	7,215.24	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	2000003	12/31/2020	120.76	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	2000003	12/31/2020	78.98	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062004	40000	2000003	1/13/2021	1,367.20	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062078	40000	2000003	1/12/2021	2,302.88	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062226	40000	2000003	1/5/2021	911.50	555170		PONTOTOC COUNTY C D
				11,996.56	Watershed Rehabilitation		
Field Services							
00062145	19101	3000001	12/22/2020	136.61	555170		JACKSON COUNTY CONSERVATION DIST
00062145	40000	3000001	12/22/2020	3,241.17	555170		JACKSON COUNTY CONSERVATION DIST
00062145	19101	3000001	12/22/2020	2,858.50	555170	02	JACKSON COUNTY CONSERVATION DIST
00062145	19101	3000001	12/22/2020	3,597.76	555170	05	JACKSON COUNTY CONSERVATION DIST
00062167	19101	3000001	12/23/2020	193.62	555170		KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062167	19101	3000001	12/23/2020	88.98	555170		KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062167	19101	3000001	12/23/2020	1,200.00	555170		KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062167	19101	3000001	12/23/2020	2,506.82	555170	05	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062167	19101	3000001	12/23/2020	6,807.83	555170	06	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00062168	19101	3000001	12/28/2020	2,406.60	555170	01	PITTSBURG COUNTY CONSERVATION DISTRICT
00062168	19101	3000001	12/28/2020	6,196.62	555170	05	PITTSBURG COUNTY CONSERVATION DISTRICT
00062169	19101	3000001	12/28/2020	100.00	555170		ALFALFA COUNTY CONSERVATION DISTRICT
00062169	19101	3000001	12/28/2020	375.00	555170		ALFALFA COUNTY CONSERVATION DISTRICT
00062169	19101	3000001	12/28/2020	127.44	555170		ALFALFA COUNTY CONSERVATION DISTRICT
00062169	19101	3000001	12/28/2020	2,325.35	555170	01	ALFALFA COUNTY CONSERVATION DISTRICT
00062170	19101	3000001	12/28/2020	22.49	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062170	19101	3000001	12/28/2020	52.16	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062170	19101	3000001	12/28/2020	2,232.95	555170	09	WASHITA COUNTY CONSERVATION DISTRICT
00062170	19101	3000001	12/28/2020	3,249.66	555170	11	WASHITA COUNTY CONSERVATION DISTRICT
00062171	19101	3000001	12/28/2020	30.00	555170		CLEVELAND COUNTY CONSERVATION DISTRICT
00062171	19101	3000001	12/28/2020	2,908.48	555170	02	CLEVELAND COUNTY CONSERVATION DISTRICT
00062178	19101	3000001	12/28/2020	1,000.00	555170		WAGONER COUNTY CONSERVATION DIST NO 22
00062178	19101	3000001	12/28/2020	2,882.02	555170	06	WAGONER COUNTY CONSERVATION DIST NO 22
00062178	19101	3000001	12/28/2020	3,495.29	555170	08	WAGONER COUNTY CONSERVATION DIST NO 22
00062179	19101	3000001	12/28/2020	2,250.57	555170	01	UPPER WASHITA CONSERVATION DISTRICT
00062179	19101	3000001	12/28/2020	2,951.25	555170	06	UPPER WASHITA CONSERVATION DISTRICT
00062180	19101	3000001	12/28/2020	15.90	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062180	19101	3000001	12/28/2020	69.00	555170		CIMARRON COUNTY CONSERVATION DISTRICT

VOUCHER	FUND CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062180	19101	3000001	12/28/2020	144.20	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062180	19101	3000001	12/28/2020	2,261.17	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062180	19101	3000001	12/28/2020	65.83	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062181	19101	3000001	12/28/2020	1,009.22	555170	01	MARSHALL COUNTY CONSERVATION DISTRICT
00062182	19101	3000001	12/28/2020	2,696.52	555170	01	DELAWARE CO CONSERVATION DISTRICT
00062182	19101	3000001	12/28/2020	1,127.04	555170	12	DELAWARE CO CONSERVATION DISTRICT
00062183	19101	3000001	12/28/2020	38.88	555170		COAL COUNTY CONSERVATION DISTRICT NO 19
00062183	19101	3000001	12/28/2020	2,689.89	555170	02	COAL COUNTY CONSERVATION DISTRICT NO 19
00062183	19101	3000001	12/28/2020	2,985.88	555170	06	COAL COUNTY CONSERVATION DISTRICT NO 19
00062184	19101	3000001	12/28/2020	60.16	555170		JACKSON COUNTY CONSERVATION DIST
00062184	19101	3000001	12/28/2020	125.40	555170		JACKSON COUNTY CONSERVATION DIST
00062184	19101	3000001	12/28/2020	2,858.50	555170	02	JACKSON COUNTY CONSERVATION DIST
00062184	19101	3000001	12/28/2020	3,597.76	555170	05	JACKSON COUNTY CONSERVATION DIST
00062184	19101	3000001	12/28/2020	3,241.17	555170	11	JACKSON COUNTY CONSERVATION DIST
00062187	19101	3000001	12/28/2020	600.00	555170		MAYES COUNTY CONSERVATION DISTRICT
00062188	19101	3000001	12/28/2020	376.00	555170		MAYES COUNTY CONSERVATION DISTRICT
00062189	19101	3000001	12/28/2020	2.40	555170		GARVIN CONSERVATION DISTRICT
00062189	19101	3000001	12/28/2020	200.00	555170		GARVIN CONSERVATION DISTRICT
00062189	19101	3000001	12/28/2020	2,269.15	555170	01	GARVIN CONSERVATION DISTRICT
00062189	19101	3000001	12/28/2020	2,830.97	555170	06	GARVIN CONSERVATION DISTRICT
00062190	19101	3000001	12/28/2020	2,672.53	555170	03	ADAIR COUNTY CONSERVATION DISTRICT NO 67
00062190	19101	3000001	12/28/2020	3,276.32	555170	09	ADAIR COUNTY CONSERVATION DISTRICT NO 67
00062191	19101	3000001	12/28/2020	250.00	555170		NORTH FORK OF RED RIVER CONSERVATION
00062191	19101	3000001	12/28/2020	2,065.81	555170	01	NORTH FORK OF RED RIVER CONSERVATION
00062191	19101	3000001	12/28/2020	1,498.12	555170	12	NORTH FORK OF RED RIVER CONSERVATION
00062192	19101	3000001	12/28/2020	2,264.01	555170	01	HARPER COUNTY CONSERVATION DISTRICT
00062192	19101	3000001	12/28/2020	502.77	555170	12	HARPER COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	61.59	555170		STEPHENS COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	1,405.00	555170		STEPHENS COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	300.00	555170		STEPHENS COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	3,347.95	555170	02	STEPHENS COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	3,296.32	555170	05	STEPHENS COUNTY CONSERVATION DISTRICT
00062193	19101	3000001	12/28/2020	350.00	555170	05	STEPHENS COUNTY CONSERVATION DISTRICT
00062194	19101	3000001	12/28/2020	2,508.50	555170	02	CUSTER COUNTY CONSERVATION DISTRICT
00062194	19101	3000001	12/28/2020	2,701.27	555170	05	CUSTER COUNTY CONSERVATION DISTRICT
00062170	40000	3000001	12/28/2020	139.83	555170	86	WASHITA COUNTY CONSERVATION DISTRICT
00062183	40000	3000001	12/28/2020	139.83	555170	86	COAL COUNTY CONSERVATION DISTRICT NO 19
00062186	40000	3000001	12/28/2020	139.83	555170	86	ALFALFA COUNTY CONSERVATION DISTRICT
00062189	40000	3000001	12/28/2020	139.83	555170	86	GARVIN CONSERVATION DISTRICT
00062191	40000	3000001	12/28/2020	139.83	555170	86	NORTH FORK OF RED RIVER CONSERVATION
00062192	40000	3000001	12/28/2020	139.83	555170	86	HARPER COUNTY CONSERVATION DISTRICT
00062193	40000	3000001	12/28/2020	139.83	555170	86	STEPHENS COUNTY CONSERVATION DISTRICT
00062223	19101	3000001	12/31/2020	2,310.85	555170	01	LINCOLN COUNTY CONSERVATION DISTRICT
00062223	19101	3000001	12/31/2020	2,626.28	555170	05	LINCOLN COUNTY CONSERVATION DISTRICT
00062224	19101	3000001	12/31/2020	54.92	555170		NORTH CADDO CONSERVATION DISTRICT
00062224	19101	3000001	12/31/2020	165.79	555170		NORTH CADDO CONSERVATION DISTRICT
00062224	19101	3000001	12/31/2020	85.87	555170		NORTH CADDO CONSERVATION DISTRICT
00062224	19101	3000001	12/31/2020	57.41	555170		NORTH CADDO CONSERVATION DISTRICT
00062224	19101	3000001	12/31/2020	4,105.07	555170	01	NORTH CADDO CONSERVATION DISTRICT
00062230	19101	3000001	12/31/2020	561.60	555170		LITTLE RIVER CONSERVATION DISTRICT
00062230	19101	3000001	12/31/2020	2,506.54	555170	01	LITTLE RIVER CONSERVATION DISTRICT
00062230	19101	3000001	12/31/2020	2,689.97	555170	05	LITTLE RIVER CONSERVATION DISTRICT
00062231	19101	3000001	12/31/2020	2,691.19	555170	01	TULSA COUNTY CONSERVATION DISTRICT
00062232	19101	3000001	12/31/2020	29.67	555170		JOHNSTON COUNTY CONSERVATION DIST
00062232	19101	3000001	12/31/2020	2,259.10	555170		JOHNSTON COUNTY CONSERVATION DIST
00062232	19101	3000001	12/31/2020	55.00	555170		JOHNSTON COUNTY CONSERVATION DIST
00062232	19101	3000001	12/31/2020	79.20	555170		JOHNSTON COUNTY CONSERVATION DIST
00062233	19101	3000001	12/31/2020	3,041.49	555170	02	KINGFISHER COUNTY CONSERVATION DISTRICT

VOUCHER	FUND CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062233	19101	3000001	12/31/2020	2,907.78	555170	05	KINGFISHER COUNTY CONSERVATION DISTRICT
00062223	40000	3000001	12/31/2020	139.83	555170	86	LINCOLN COUNTY CONSERVATION DISTRICT
00062230	40000	3000001	12/31/2020	139.83	555170	86	LITTLE RIVER CONSERVATION DISTRICT
00062232	40000	3000001	12/31/2020	139.83	555170	86	JOHNSTON COUNTY CONSERVATION DIST
00062249	25000	3000001	1/8/2021	57,323.08	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062249	25000	3000001	1/8/2021	13,442.72	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062251	25000	3000001	1/11/2021	1,732.50	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062251	70000	3000001	1/11/2021	367.50	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062259	19101	3000001	1/12/2021	275.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062259	19101	3000001	1/12/2021	2,905.57	555170	02	CREEK COUNTY CONSERVATION DISTRICT
00062259	19101	3000001	1/12/2021	2,225.06	555170	09	CREEK COUNTY CONSERVATION DISTRICT
00062261	19101	3000001	1/12/2021	211.04	555170	99	OKLAHOMA COUNTY CONSERVATION DISTRICT
00062261	19101	3000001	1/12/2021	49.75	555170	99	OKLAHOMA COUNTY CONSERVATION DISTRICT
00062261	19101	3000001	1/12/2021	294.72	555170	99	OKLAHOMA COUNTY CONSERVATION DISTRICT
00062262	19101	3000001	1/12/2021	200.00	555170		MURRAY COUNTY CONSERVATION DISTRICT
00062262	19101	3000001	1/12/2021	75.00	555170		MURRAY COUNTY CONSERVATION DISTRICT
00062262	19101	3000001	1/12/2021	3,295.46	555170	02	MURRAY COUNTY CONSERVATION DISTRICT
00062262	19101	3000001	1/12/2021	3,201.27	555170	06	MURRAY COUNTY CONSERVATION DISTRICT
00062263	19101	3000001	1/12/2021	131.69	555170		ARBUCKLE CONSERVATION DISTRICT
00062263	19101	3000001	1/12/2021	75.00	555170		ARBUCKLE CONSERVATION DISTRICT
00062263	19101	3000001	1/12/2021	2,820.31	555170	06	ARBUCKLE CONSERVATION DISTRICT
00062263	19101	3000001	1/12/2021	3,148.96	555170	08	ARBUCKLE CONSERVATION DISTRICT
00062264	19101	3000001	1/12/2021	58.65	555170		LOVE COUNTY CONSERVATION DISTRICT
00062264	19101	3000001	1/12/2021	3,636.11	555170	05	LOVE COUNTY CONSERVATION DISTRICT
00062271	25000	3000001	1/12/2021	66,132.09	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062272	25000	3000001	1/12/2021	2,141.04	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062271	70000	3000001	1/12/2021	15,470.72	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062272	70000	3000001	1/12/2021	535.64	513250		OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00062274	19101	3000001	1/13/2021	100.00	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062274	19101	3000001	1/13/2021	52.16	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062274	19101	3000001	1/13/2021	50.00	555170		WASHITA COUNTY CONSERVATION DISTRICT
00062274	19101	3000001	1/13/2021	2,232.95	555170	09	WASHITA COUNTY CONSERVATION DISTRICT
00062274	19101	3000001	1/13/2021	3,249.66	555170	11	WASHITA COUNTY CONSERVATION DISTRICT
00062278	19101	3000001	1/13/2021	100.71	555170		WEST CADDO CONSERVATION DISTRICT
00062278	19101	3000001	1/13/2021	32.24	555170		WEST CADDO CONSERVATION DISTRICT
00062278	19101	3000001	1/13/2021	48.78	555170		WEST CADDO CONSERVATION DISTRICT
00062278	19101	3000001	1/13/2021	58.51	555170		WEST CADDO CONSERVATION DISTRICT
00062278	19101	3000001	1/13/2021	3,006.28	555170	05	WEST CADDO CONSERVATION DISTRICT
00062280	19101	3000001	1/13/2021	159.00	555170		DEWEY COUNTY CONSERVATION DISTRICT
00062280	19101	3000001	1/13/2021	136.60	555170		DEWEY COUNTY CONSERVATION DISTRICT
00062280	19101	3000001	1/13/2021	2,578.20	555170		DEWEY COUNTY CONSERVATION DISTRICT
00062280	19101	3000001	1/13/2021	64.00	555170		DEWEY COUNTY CONSERVATION DISTRICT
00062280	19101	3000001	1/13/2021	2,692.54	555170	05	DEWEY COUNTY CONSERVATION DISTRICT
00062281	19101	3000001	1/13/2021	117.89	555170		SEMINOLE COUNTY CONSERVATION DISTRICT
00062281	19101	3000001	1/13/2021	105.72	555170		SEMINOLE COUNTY CONSERVATION DISTRICT
00062281	19101	3000001	1/13/2021	167.02	555170		SEMINOLE COUNTY CONSERVATION DISTRICT
00062281	19101	3000001	1/13/2021	3,094.17	555170	03	SEMINOLE COUNTY CONSERVATION DISTRICT
00062289	19101	3000001	1/13/2021	183.67	555170		WOODWARD COUNTY CONSERVATION DISTRICT
00062289	19101	3000001	1/13/2021	75.17	555170		WOODWARD COUNTY CONSERVATION DISTRICT
00062289	19101	3000001	1/13/2021	82.45	555170		WOODWARD COUNTY CONSERVATION DISTRICT
00062289	19101	3000001	1/13/2021	2,269.38	555170	01	WOODWARD COUNTY CONSERVATION DISTRICT
00062289	19101	3000001	1/13/2021	645.90	555170	12	WOODWARD COUNTY CONSERVATION DISTRICT
00062291	19101	3000001	1/13/2021	175.00	555170		HASKELL COUNTY CONSERVATION DISTRICT
00062276	40000	3000001	1/13/2021	1,000.00	555170		OTTAWA COUNTY CONSERVATION DISTRICT
00062278	40000	3000001	1/13/2021	139.83	555170	86	WEST CADDO CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	650.00	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	226.49	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	448.00	555170		MARSHALL COUNTY CONSERVATION DISTRICT

	FUND						
VOUCHER	CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062172	19101	3000001	1/14/2021	45.00	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	14.00	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	46.90	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	2,608.88	555170	01	MARSHALL COUNTY CONSERVATION DISTRICT
00062172	19101	3000001	1/14/2021	2,503.31	555170	09	MARSHALL COUNTY CONSERVATION DISTRICT
00062185	19101	3000001	1/14/2021	4,761.88	555170	01	MARSHALL COUNTY CONSERVATION DISTRICT
00062260	40000	3000001	1/14/2021	1,000.00	555170		MCCLAIN COUNTY CONSERVATION DISTRICT
00062265	40000	3000001	1/14/2021	2,000.00	555170		LATIMER COUNTY CONSERVATION DISTRICT
00062279	19101	3000001	1/15/2021	2,513.61	555170	08	HASKELL COUNTY CONSERVATION DISTRICT
00062295	19101	3000001	1/15/2021	2,514.17	555170	08	HASKELL COUNTY CONSERVATION DISTRICT
00062277	40000	3000001	1/15/2021	1,000.00	555170		SEMINOLE COUNTY CONSERVATION DISTRICT
PAYROLL		3000005		13,527.97	511110		DIVISION PAYROLL
				372,855.35	Field Services		
Abandoned Mine Land Reclamation							
00061623	40000	4000005	12/31/2020	894.45	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	4000005	12/31/2020	14.98	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	4000005	12/31/2020	9.79	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062054	40000	4000005	12/28/2020	2,261.74	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062176	40000	4000005	12/28/2020	2,261.74	515510		AERIAL DATA SERVICE INC
00062216	40000	4000005	1/5/2021	770.00	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062248	40000	4000005	1/13/2021	1,430.02	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
PAYROLL		4000005		21,087.79	511110		DIVISION PAYROLL
				28,730.51	Abandoned Mine Land Reclamation		
Water Quality							
00062005	40000	5000001	12/28/2020	3,146.21	532110		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062008	40000	5000001	12/28/2020	3,146.21	532110		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062175	40000	5000001	12/28/2020	35,024.00	515290		DEPT OF AGRICULTURE FOOD & FORESTRY
00062201	40000	5000001	12/28/2020	22,500.00	515450		STATE OF KANSAS
00061623	40000	5000001	12/31/2020	238.52	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	5000001	12/31/2020	3.99	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00061623	40000	5000001	12/31/2020	2.61	531600		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062218	40000	5000001	12/31/2020	157.35	533180		HACH COMPANY
00062219	40000	5000001	12/31/2020	1,024.20	533180		HACH COMPANY
00062220	40000	5000001	12/31/2020	2,885.91	533180		HACH COMPANY
00062242	40000	5000001	1/6/2021	100.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062242	40000	5000001	1/6/2021	153.78	555170		CREEK COUNTY CONSERVATION DISTRICT
00062242	40000	5000001	1/6/2021	75.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062242	40000	5000001	1/6/2021	970.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062243	40000	5000001	1/6/2021	400.00	555170		NORTH CADDO CONSERVATION DISTRICT
00062273	40000	5000001	1/12/2021	1,010.00	541260		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	119.40	541130		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	230.73	537310		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	672.35	537190		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	81.02	537150		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	31.98	536150		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	230.64	536140		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	96.00	522131		AUTHORITY ORDER-PCARD
00062273	40000	5000001	1/12/2021	267.00	522131		AUTHORITY ORDER-PCARD
00062282	40000	5000001	1/13/2021	400.00	555170		NORTH CADDO CONSERVATION DISTRICT
00062283	40000	5000001	1/13/2021	970.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062283	40000	5000001	1/13/2021	100.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00062283	40000	5000001	1/13/2021	75.00	555170		CREEK COUNTY CONSERVATION DISTRICT

VOUCHER	FUND CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062283	40000	5000001	1/13/2021	65.94	555170		CREEK COUNTY CONSERVATION DISTRICT
00062287	40000	5000001	1/13/2021	236.29	555170	99	NORTH FORK OF RED RIVER CONSERVATION
00062095	40000	5000001	1/14/2021	1,297.22	555170		CREEK COUNTY CONSERVATION DISTRICT
00062173	40000	5000001	1/14/2021	440.00	521120		MILLER,CANDICE MARIE
00062253	40000	5000001	1/14/2021	55.00	521120	08	ZAWALSKI,REBECCA A
00062254	40000	5000001	1/14/2021	97.50	521120	08	CARTER,NATHAN R
00062255	40000	5000001	1/14/2021	97.50	521120	08	CARTER,NATHAN R
00062299	40000	5000001	1/14/2021	55.66	521110	06	SCOTT,GREGORY FISHER
00062244	40000	5000001	1/15/2021	3,146.21	532110		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062256	40000	5000001	1/15/2021	82.50	521120	08	RAMMING,JASON M
00062257	40000	5000001	1/15/2021	82.50	521120	08	RAMMING,JASON M
00062258	40000	5000001	1/15/2021	3,750.00	515290		JACK R DAVIS
00062266	40000	5000001	1/15/2021	41.25	521120		BOND,REBECCA E
00062267	40000	5000001	1/15/2021	67.87	521110		SCOTT,GREGORY FISHER
00062268	40000	5000001	1/15/2021	440.00	521120		MILLER,CANDICE MARIE
00062269	40000	5000001	1/15/2021	55.00	521120		BOND,REBECCA E
00062270	40000	5000001	1/15/2021	55.00	521120		BOND,REBECCA E
PAYROLL		5000001		15,953.89	511110		DIVISION PAYROLL
PAYROLL		5000002		(15,275.69)	511110		DIVISION PAYROLL

84,855.54 *Water Quality*

Cost Share - Locally Led

00062135	25000	5000004	12/22/2020	7,161.24	555170		WEST CADDO CONSERVATION DISTRICT
00061742	25000	5000004	12/23/2020	(1,137.94)	555170		DELAWARE CO CONSERVATION DISTRICT
00062199	25000	5000004	12/28/2020	7,500.00	555170		ADAIR COUNTY CONSERVATION DISTRICT NO 67
00062200	25000	5000004	12/28/2020	1,796.21	555170		ADAIR COUNTY CONSERVATION DISTRICT NO 67
00062196	25000	5000004	12/28/2020	2,158.02	555170		COAL COUNTY CONSERVATION DISTRICT NO 19
00062195	25000	5000004	12/28/2020	4,000.00	555170		LOGAN COUNTY CONSERVATION DISTRICT
00062197	25000	5000004	12/28/2020	5,000.00	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062198	25000	5000004	12/28/2020	4,522.85	555170		ROGERS COUNTY CONSERVATION DISTRICT
00062213	25000	5000004	12/29/2020	1,989.26	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062203	25000	5000004	12/29/2020	5,000.00	555170		HUGHES COUNTY CONSERVATION DIST
00062204	25000	5000004	12/29/2020	5,000.00	555170		KONAWA CONSERVATION DISTRICT
00062204	25000	5000004	12/29/2020	5,000.00	555170		KONAWA CONSERVATION DISTRICT
00062209	25000	5000004	12/29/2020	4,729.15	555170		MARSHALL COUNTY CONSERVATION DISTRICT
00062211	25000	5000004	12/29/2020	5,000.00	555170		MAYES COUNTY CONSERVATION DISTRICT
00062212	25000	5000004	12/29/2020	3,341.67	555170		MAYES COUNTY CONSERVATION DISTRICT
00062210	25000	5000004	12/29/2020	3,060.00	555170		OKLAHOMA COUNTY CONSERVATION DISTRICT
00062214	25000	5000004	12/29/2020	5,000.00	555170		OKLAHOMA COUNTY CONSERVATION DISTRICT
00062208	25000	5000004	12/29/2020	3,000.00	555170		SHAWNEE CONSERVATION DISTRICT
00062208	25000	5000004	12/29/2020	4,775.87	555170		SHAWNEE CONSERVATION DISTRICT
00062208	25000	5000004	12/29/2020	3,000.00	555170		SHAWNEE CONSERVATION DISTRICT
00062208	25000	5000004	12/29/2020	1,399.89	555170		SHAWNEE CONSERVATION DISTRICT
00062208	25000	5000004	12/29/2020	126.68	555170		SHAWNEE CONSERVATION DISTRICT
00062215	25000	5000004	12/29/2020	125.99	555170		WEST CADDO CONSERVATION DISTRICT
00062228	25000	5000004	12/31/2020	1,626.65	555170		CHECOTAH CONSERVATION DISTRICT NO 20
00062228	25000	5000004	12/31/2020	4,001.55	555170		CHECOTAH CONSERVATION DISTRICT NO 20
00062227	25000	5000004	12/31/2020	2,428.42	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062229	25000	5000004	12/31/2020	5,300.00	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00062225	25000	5000004	12/31/2020	5,350.00	555170		GREER COUNTY CONSERVATION DIST
00062245	25000	5000004	1/7/2021	2,311.66	555170		CRAIG COUNTY CONSERVATION DISTRICT
00062246	25000	5000004	1/7/2021	3,604.39	555170		CRAIG COUNTY CONSERVATION DISTRICT
00062293	25000	5000004	1/13/2021	3,931.05	555170		BEAVER COUNTY CONSERVATION DISTRICT
00062293	25000	5000004	1/13/2021	5,000.00	555170		BEAVER COUNTY CONSERVATION DISTRICT
00062293	25000	5000004	1/13/2021	5,000.00	555170		BEAVER COUNTY CONSERVATION DISTRICT
00062294	25000	5000004	1/13/2021	4,892.94	555170		CANEY VALLEY CONSERVATION DISTRICT

VOUCHER	FUND CLASS	DEPT	DATE	AMOUNT	ACCOUNT	SUB	PAYEE
00062294	25000	5000004	1/13/2021	5,650.84	555170		CANEY VALLEY CONSERVATION DISTRICT
00062294	25000	5000004	1/13/2021	4,212.60	555170		CANEY VALLEY CONSERVATION DISTRICT
00062284	25000	5000004	1/13/2021	5,000.00	555170		HUGHES COUNTY CONSERVATION DIST
00062290	25000	5000004	1/13/2021	3,123.16	555170		OKLAHOMA COUNTY CONSERVATION DISTRICT
00062292	25000	5000004	1/13/2021	3,100.00	555170		OKMULGEE COUNTY CONSERVATION DISTRICT
				146,082.15	<i>Cost Share - Locally Led</i>		
<i>Grand Lake RCPP</i>							
00062096	40000	5000012	1/15/2021	1,602.00	555170		CRAIG COUNTY CONSERVATION DISTRICT
				1,602.00	<i>Grand Lake RCPP</i>		
<i>ISD Data Processing</i>							
00062132	40000	8800010	12/28/2020	7,931.04	515370	11	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00062273	24500	8800010	1/12/2021	22.69	536130		AUTHORITY ORDER-PCARD
00062273	24500	8800010	1/12/2021	610.43	531130		AUTHORITY ORDER-PCARD
00062273	24500	8800010	1/12/2021	830.28	531130	21	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	279.89	541120		AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	102.78	536140		AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	100.85	533150		AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	148.99	541230		AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	62.60	531130		AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	198.42	531130	11	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	6,100.00	515360	14	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	46,348.11	541120	14	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	131.24	531130	41	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	97.08	531130	45	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	115.70	532170	50	AUTHORITY ORDER-PCARD
00062273	40000	8800010	1/12/2021	539.60	531130	51	AUTHORITY ORDER-PCARD
00062296	40000	8800010	1/13/2021	80,000.00	515350		USEENGINEERING SOLUTIONS CORPORATION
				143,619.70	<i>ISD Data Processing</i>		
				929,026.55	<i>Total Claims Paid</i>		

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
DECEMBER, 2020**

Cardholder	Date	Amount	Payee	Fund Class	Department- Program	Account	Sub	Description
Administration								
Green	12/15/2020	\$275.00	OKLAHOMA BAR ASSOCIATION	1000-19101	1000001-NP000	531260		OKLAHOMA BAR ASSOCIATION - Pay annual 2021 Oklahoma Bar Assoc
Crail	12/15/2020	\$14.90	EUREKA WATER COMPANY	1000-40000	1000001-NP000	536140		Dues for J. Stewart
Broiles	12/7/2020	\$1,312.50	AMERICAN SELF STORAGE 3	1000-40000	1000001-NP000	532130		EUREKA WATER COMPANY - Purchase water for office IDC
Broiles	12/14/2020	\$1,558.89	PIKEPASS RECYCLING	1000-19101	1000001-NP000	522113		Payment of rental storage
Powell	12/9/2020	\$202.50	ETHICS COMMISSION	1000-40000	1000001-NP000	531250		PIKEPASS RECYCLING - Purchase
		\$3,363.79	Administration					ETHICS COMMISSION Annual registration renewal for T. Lam
Watershed Operation & Maintenance								
Green	12/4/2020	\$36.53	OKLAHOMANATURALGAS	1000-24500	2000001-NP000	531360		OKLAHOMANATURALGAS - Purchase gas service PV WS shop
Green	12/7/2020	\$61.37	FSI CENTERPOINT ENERGY	1000-24500	2000001-NP000	531360		FSI CENTERPOINT ENERGY - Purchase gas service for Chickasha WS shop,
Green	12/7/2020	\$66.44	OG&E/USPAYMENTSBILLPAY	1000-24500	2000001-NP000	531370		Final Bill
Green	12/7/2020	\$61.08	PSO TELPAY	1000-24500	2000001-NP000	531370		OG&E/USPAYMENTSBILLPAY - Purchase electric service for PV WS shop
Green	12/11/2020	\$93.32	OG&E/USPAYMENTSBILLPAY	1000-24500	2000001-NP000	531370		PSO TELPAY - Purchase electric service for Chickasha WS shop, Final Bill
Green	12/11/2020	\$103.13	TPG PaulsValleyUtilities	1000-24500	2000001-NP000	531350		OG&E/USPAYMENTSBILLPAY - Purchase electric service for PV WS shop
Green	12/16/2020	\$102.80	OKLAHOMANATURALGAS	1000-24500	2000001-NP000	531360		TPG PaulsValleyUtilities - Purchase sanitation service PV WS shop
Green	12/16/2020	\$19.99	AMZN Mktp US A637B9HI3	1000-24500	2000001-NP000	536140		OKLAHOMANATURALGAS - Purchase gas service Clinton WS shop
Green	12/23/2020	\$97.98	AMZN Mktp US 403ZV9C43	1000-24500	2000001-NP000	536130		AMZN Mktp US A637B9HI3 - Purchase phone case for T. Marshall
		\$642.64	Watershed Operation & Maintenance					AMZN Mktp US 403ZV9C43 - Purchase power strip & rolling laptop bag for CPD
Water Quality								
Seiger	12/10/2020	\$119.40	CANVA 02899-13610871	1000-40000	5000001-B0201	541130		CANVA 02899-13610871 - Purchase
Crail	12/24/2020	\$12.50	QUALITY WATER SERVICES	1000-40000	5000001-B0201	536140		QUALITY WATER SERVICES - Purchase for Bristow Office 20-7
Ramming	12/11/2020	\$81.02	AMZN Mktp US EK7B86WK3	1000-40000	5000001-B0201	537150		AMZN Mktp US EK7B86WK3 - austin waders/bug jar lids
Ramming	12/14/2020	\$19.99	AMZN Mktp US TD6D65SJ3	1000-40000	5000001-B0201	537190		AMZN Mktp US TD6D65SJ3 - flasks for alkalinity
Ramming	12/21/2020	\$99.85	TFS FISHERSCI ECOM HUS	1000-40000	5000001-B0201	537190		TFS FISHERSCI ECOM HUS - conductivity standard
Ramming	12/21/2020	\$124.18	VALLEY LASER	1000-40000	5000001-B0201	536140		VALLEY LASER - toner for Bristow office
Ramming	12/21/2020	\$1,010.00	HACH COMPANY	1000-40000	5000001-B0201	541260		HACH COMPANY - turbidimeter
Ramming	12/21/2020	\$459.00	HACH COMPANY	1000-40000	5000001-B0201	537190		HACH COMPANY - turbidity standards
Ramming	12/23/2020	\$4.98	LOVE S COUNTRY00002485	1000-40000	5000001-B0201	537190		LOVE S COUNTRY00002485 - ice for samples
Ramming	12/24/2020	\$79.97	AMAZON.COM 5P3AB9IX3 AMZN	1000-40000	5000001-B0201	537190		AMAZON.COM 5P3AB9IX3 AMZN - graduated cylinders
Ramming	12/24/2020	\$96.00	HAMP INN + SUITES ALTUS	1000-40000	5000001-B0201	522131		HAMP INN + SUITES ALTUS - 1nt in altus Jason Ramming for RB sampling

Cardholder	Date	Amount	Payee	Fund Class	Department- Program	Account	Sub	Description
Burridge	12/3/2020	\$31.98	AMAZON.COM 520373SR3	AMZN 1000-40000	5000001-B0201	536150		AMAZON - 128 GB flash drives Amazon - All weather floor mats for agency owned Equinox. For protection against mud/water
Burridge	12/7/2020	\$230.73	Amazon.com XZ80272G3	1000-40000	5000001-B0201	537310		STAPLES - Mechanical Pencils & Sharpies for Monitoring (20-7)
Burridge	12/10/2020	\$93.96	STAPLES	1000-40000	5000001-B0201	536140		GASMAST - Ice for samples (20-7)
Burridge	12/30/2020	\$3.58	GASMAST	1000-40000	5000001-B0201	537190		LOVE S COUNTRY - Ice for samples (20-7)
Burridge	12/31/2020	\$4.98	LOVE S COUNTRY00000950	1000-40000	5000001-B0201	537190		Hotel stay (20-7) J. Dyer 12/15-12/16/20
Dyer	12/18/2020	\$75.00	QUALITY INN	1000-40000	5000001-B0202	522131		Hotel stay Madill (20-7) J Dyer 12/21-12/22/20
Dyer	12/24/2020	\$96.00	BEST WESTERN HOTELS	1000-40000	5000001-B0202	522131		TRAVELODGE - Purchase-Lodging for Cheryl
Bond	12/24/2020	\$96.00	TRAVELODGE	1000-40000	5000001-B0202	522131		AT&T K008 9969 - Phone upgrade for A. Seiger - WQ
Green	12/10/2020	\$148.99	AT&T K008 9969	1000-40000	5000001-NP000	541230		
		\$2,888.11	Water Quality					
ISD Data Processing								
Tramell	12/10/2020	\$62.60	ATT BILL PAYMENT	1000-40000	8800010-B0201	531130		AT&T monthly Internet for Brooks Tramell @ Cherokee CCD
Green	12/7/2020	\$110.45	ATT BUS PHONE PMT	1000-24500	8800010-NP000	531130		ATT BUS PHONE PMT - Purchase internet service for J. Stewart, Stillwater
Green	12/7/2020	\$499.98	AT&T K008 9969	1000-24500	8800010-NP000	531130		AT&T K008 9969 - Purchase new hot spots for J. Pelley & McClain Co
Green	12/7/2020	\$198.42	AT&T PREMIER EBIL	1000-40000	8800010-NP000	531130	11	AT&T PREMIER EBIL - Monthly agency cell phone bill ending 11-13-2020, Admin
Green	12/7/2020	\$131.24	AT&T PREMIER EBIL	1000-40000	8800010-NP000	531130	41	AT&T PREMIER EBIL - Monthly agency cell phone bill ending 11-13-2020, AML Admin
Green	12/7/2020	\$97.08	AT&T PREMIER EBIL	1000-40000	8800010-NP000	531130	45	AT&T PREMIER EBIL - Monthly agency cell phone bill ending 11-13-2020, AML Project Costs
Green	12/7/2020	\$539.60	AT&T PREMIER EBIL	1000-40000	8800010-NP000	531130	51	AT&T PREMIER EBIL - Monthly agency cell phone bill ending 11-13-2020, WQ
Green	12/7/2020	\$830.28	AT&T PREMIER EBIL	1000-24500	8800010-NP000	531130	21	AT&T PREMIER EBIL - Monthly agency cell phone bill ending 11-13-2020, CPD
Green	12/11/2020	\$102.78	Amazon.com 2B8JO1GP0	1000-40000	8800010-NP000	536140		Amazon.com 2B8JO1GP0 - Purchase ink cartridges for J. Stewart Printer
Green	12/11/2020	\$279.89	Amazon.com J87W18XM3	1000-40000	8800010-NP000	541120		Amazon.com J87W18XM3 - Purchase OfficeJet Pro 7740 printer for J. Stewart
Green	12/14/2020	\$115.70	SHI INTERNATIONAL CORP	1000-40000	8800010-NP000	532170	50	SHI INTERNATIONAL CORP - Purchase Acrobat Pro DC for T. Marshall, 2 month license
Green	12/23/2020	\$22.69	AMZN Mktp US 403ZV9C43	1000-24500	8800010-NP000	536130		AMZN Mktp US 403ZV9C43 - Purchase USB flash drives for CPD
Ireton	12/10/2020	\$100.85	DNH GODADDY.COM	1000-40000	8800010-NP000	533150		DNH GODADDY.COM - renewal of domain name for NAAMLPL
Ireton	12/30/2020	\$6,100.00	PINNACLE BUSINESS SYSTEMS	1000-40000	8800010-NP000	515360	14	PINNACLE BUSINESS SYSTEMS - installation services
Ireton	12/30/2020	\$46,348.11	PINNACLE BUSINESS SYSTEMS	1000-40000	8800010-NP000	541120	14	PINNACLE BUSINESS SYSTEMS - storage array and network switches
		\$55,539.67	ISD Data Processing					
		\$62,434.21	Total Claims Paid					

OKLAHOMA CONSERVATION COMMISSION
PROGRAM REVENUE SUMMARY
December 2020

DIVISION		PERIOD RECEIPTS		YEAR TO DATE REVENUE
ADMINISTRATION	10	1,304.21		15,618.86
CONSERVATION PROGRAMS	20			36,722.64
DISTRICTS	30	33,603.27		214,396.27
ABANDONED MINE LANDS	40			891,685.57
WATER QUALITY	50	171,687.06		1,214,721.80
IT / GIS	88	-		-
TOTAL DIVISIONS		206,594.54		2,373,145.14
APPROPRIATED FUNDS		1,054,887.00		6,329,322.00
AGENCY TOTAL		1,261,481.54		8,702,467.14



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64500	190									995,149.82
	19001	10	20	462,434.00	.00	272.33	20,834.16	441,327.51	.00	
	19001	20	20	5,260,001.00	.00	2,445.63	512,928.77	4,291,556.45	453,070.15	
	19001	30	20	5,715,379.00	.00	1.02	671,768.01	5,031,583.24	12,026.73	
	19001	50	20	524,873.00	.00	.00	(2,141.34)	474,808.38	52,205.96	
	19011	50	21	475,128.00	.00	.00	.00	.00	475,128.00	
				12,437,815.00		2,718.98	1,203,389.60	10,239,275.58	992,430.84	2,967,558.74
	191									
	19101	10	21	611,635.48	.00	422,172.71	178,196.59	.00	11,266.18	
	19101	20	21	5,089,771.60	5,345.48	2,339,851.04	1,512,304.98	.00	1,232,270.10	
	19101	30	21	5,957,239.33	.00	3,217,670.72	2,417,340.32	.00	322,228.29	
	19101	40	21	.00	.00	.00	.00	.00	.00	
	19101	50	21	999,999.95	.00	524,073.56	308,808.37	.00	167,118.02	
				12,658,646.36	5,345.48	6,503,768.03	4,416,650.26		1,732,882.59	959.82
	199									
	19901	10	19	618,370.00	.00	.00	.00	618,370.00	.00	
	19901	20	19	3,720,631.00	.00	.00	.00	3,720,631.00	.00	
	19901	30	19	4,873,744.00	.00	.00	.00	4,872,784.18	959.82	
	19901	50	19	472,851.00	.00	.00	.00	472,851.00	.00	
	19901	88	19	40,000.00	.00	.00	.00	40,000.00	.00	
				9,725,596.00				9,724,636.18	959.82	203,802.39
	200									



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	205									27,757.53
	20500	10	19	2,100.00	.00	.00	.00	432.00	1,668.00	
	20500	10	20	600.00	.00	135.00	.00	441.00	24.00	
	20500	10	21	1,400.00	.00	735.00	665.00	.00	.00	
				4,100.00		870.00	665.00	873.00	1,692.00	
	210									7.40
	215									187,881.40
	21500	20	21	187,881.00	.00	.00	.00	.00	187,881.00	
				187,881.00					187,881.00	
	220									20,200.83
	22000	50	19	12,000.00	.00	1,000.00	.00	.00	11,000.00	
	22000	50	20	10,000.00	.00	1,000.00	.00	.00	9,000.00	
	22000	50	21	15,000.00	.00	1,500.00	.00	.00	13,500.00	
				37,000.00		3,500.00			33,500.00	
	245									487,376.02
	24500	10	20	60,000.00	.00	.00	.00	250.00	59,750.00	
	24500	20	19	229,285.00	.00	.01	.00	39,447.03	189,837.96	
	24500	20	20	427,035.00	.00	7,177.49	57,659.27	241,953.43	120,244.81	
	24500	20	21	172,895.00	.00	84,715.90	36,784.10	.00	51,395.00	
	24500	30	19	12,000.00	.00	.00	.00	.00	12,000.00	
	24500	30	20	11,000.00	.00	.00	.00	.00	11,000.00	
	24500	30	21	11,000.00	.00	.00	.00	.00	11,000.00	



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64500	245									487,376.02
	24500	40	19	8,765.00	.00	.00	.00	8,764.98	.02	
	24500	40	21	500.00	.00	.00	.00	.00	500.00	
	24500	50	19	124,000.00	.00	.00	.00	35,443.51	88,556.49	
	24500	50	20	60,000.00	.00	30,975.95	.00	28,124.05	900.00	
	24500	50	21	237,371.00	.00	80,339.43	7,964.57	.00	149,067.00	
	24500	88	19	15,325.00	.00	.00	.00	4,790.01	10,534.99	
	24500	88	20	16,000.00	.00	.00	1,538.50	13,619.58	841.92	
	24500	88	21	19,585.00	.00	14,860.87	4,723.27	.00	.86	
	250			1,404,761.00		218,069.65	108,669.71	372,392.59	705,629.05	6,857,925.22
	25000	20	19	209,000.00	.00	.00	.00	.00	209,000.00	
	25000	20	20	40,983.00	.00	.00	.00	.00	40,983.00	
	25000	20	21	40,983.00	.00	.00	.00	.00	40,983.00	
	25000	30	19	788,310.00	.00	.00	.00	600,006.87	188,303.13	
	25000	30	20	788,310.00	.00	.00	(189,461.90)	648,104.13	329,667.77	
	25000	30	21	788,310.21	.00	.00	275,062.83	.00	513,247.38	
	25000	50	19	2,900,000.00	.00	7,722.35	8,513.28	1,655,406.89	1,228,357.48	
	25000	50	20	2,688,470.00	.00	825,474.01	452,544.68	1,402,295.34	8,155.97	
	25000	50	21	4,099,204.00	.00	1,111,943.29	1,526,318.43	.00	1,460,942.28	
	255			12,343,570.21		1,945,139.65	2,072,977.32	4,305,813.23	4,019,640.01	0.00
	25500	10	19	60,280.00	.00	.00	.00	60,280.00	.00	



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	255									0.00
	25500	10	20	102,140.00	.00	.00	.00	102,140.00	.00	
	25500	10	21	102,000.00	.00	102,000.00	.00	.00	.00	
				264,420.00		102,000.00		162,420.00		10,514,129.91
	400									
	40000	10	19	198,897.00	.00	875.01	.00	77,254.63	120,767.36	
	40000	10	20	306,516.00	.00	11,900.98	2,171.66	282,641.63	9,801.73	
	40000	10	21	371,106.35	.00	211,547.24	142,480.58	.00	17,078.53	
	40000	20	19	13,885,427.00	.00	411,576.73	.00	1,958,506.25	11,515,344.02	
	40000	20	20	5,557,434.00	176,650.00	530,002.05	361,056.15	1,284,185.59	3,205,540.21	
	40000	20	21	3,274,778.61	155,549.99	2,074,588.62	171,596.03	.00	873,043.97	
	40000	30	19	1,245,168.00	.00	.00	.00	611,146.34	634,021.66	
	40000	30	20	2,267,696.00	.00	30,199.04	(18,083.16)	1,109,270.18	1,146,309.94	
	40000	30	21	1,694,725.00	.00	121,114.91	485,085.89	.00	1,088,524.20	
	40000	40	19	7,113,906.00	.00	20,237.13	238,018.50	1,884,910.82	4,970,739.55	
	40000	40	20	4,045,380.00	.00	307,353.09	317,063.68	1,232,946.69	2,188,016.54	
	40000	40	21	3,091,194.49	1,284,051.67	819,924.55	422,280.43	.00	564,937.84	
	40000	50	19	4,086,593.00	.00	980,180.82	3,893.00	2,497,443.48	605,075.70	
	40000	50	20	3,730,746.00	.00	882,196.38	171,649.52	2,673,356.29	3,543.81	
	40000	50	21	3,701,367.98	.00	1,706,300.30	1,972,110.28	.00	22,957.40	
	40000	88	19	370,528.00	.00	29,947.65	.00	247,550.44	93,029.91	
	40000	88	20	456,900.00	.00	238,914.29	30,032.53	180,235.04	7,718.14	
	40000	88	21	446,847.00	.00	259,000.66	187,507.17	.00	339.17	



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64500	400									10,514,129.91
				55,845,210.43	1,616,251.66	8,635,859.45	4,486,862.26	14,039,447.38	27,066,789.68	
	415									0.52
	424									0.69
	700									197,430.97
	70000	30	19	350,000.00	.00	.00	.00	347,587.46	2,412.54	
	70000	30	20	400,000.00	.00	6,472.38	65,696.12	324,139.25	3,692.25	
	70000	30	21	400,000.00	.00	29,604.38	210,345.58	.00	160,050.04	
				1,150,000.00		36,076.76	276,041.70	671,726.71	166,154.83	(27.05)
	994									
Business Unit Totals				106,059,000.00	1,621,597.14	17,448,002.52	12,565,255.85	39,516,584.67	34,907,559.82	22,460,154.21



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
Grand Totals				106,059,000.00	1,621,597.14	17,448,002.52	12,565,255.85	39,516,584.67	34,907,559.82	22,460,154.21

OCC AGREEMENTS FOR CONSIDERATION

OCC ID	PARTY	NO	PURPOSE	AMENDMENT PURPOSE	BEGIN DATE	END DATE	AMOUNT TO OCC	AMOUNT FROM OCC	FUNDING SOURCE
a	Natural Resources Conservation Service	NR217335XXXXC001 (OCC-662)	To provide technical and financial assistance to OCC for remedial repair of Bear Creek Site 4 in Custer County.		2/1/2021	9/30/2022	\$52,500		Federal Funds
b	Grand River Dam Authority	OCC-663	To provide 1/2 time funding for a GRDA staff position to coordinate the Poultry Partners Project; specifically to facilitate meetings among poultry growers, neighbors and technical experts to design solutions to problems.		2/1/2021	6/30/2021		\$17,708.33	GR
c	Noble County Conservation District	OCC-664	Funds for a FT watershed aide, with the majority of time dedicated to O&M program duties. The work area for this agreement is all of Noble, Payne, Pawnee and Garfield Counties. Headquartered in Noble County CD office.		1/25/2021	6/30/2021	\$15.25 / hour + benefits		GR

OCC ID	PARTY	NO	PURPOSE	AMENDMENT PURPOSE	BEGIN DATE	END DATE	AMOUNT TO OCC	AMOUNT FROM OCC	FUNDING SOURCE
d	Natural Resources Conservation Service	OCC-665	A pilot project to address the threat feral swine pose to agriculture, native ecosystems, and human and animal health expanding into Roger Mills and Beckham Counties in Oklahoma.		4/1/2021	3/31/2023	\$447,510		Federal Funds
e	Natural Resources Conservation Service	OCC-666	A pilot project to address the threat feral swine pose to agriculture, native ecosystems, and human and animal health expanding into Osage and Pawnee Counties in Oklahoma.		4/1/2021	3/31/2023	\$622,564		Federal

Recommendation for Appointment of Conservation District Director

District	First Name	Last Name	Succeeds	Term Expires	Number of Meetings	Position Number
Greer County	Blake	Warren	Lori Jean Fite	6/30/2023	---	E1
Latimer County	Joseph	Tubbs	Frank Lawrence	6/30/2021	---	A

*Did not meet 75% meeting attendance requirement



Employee Handbook

Revised: [Date]

Version: [Version Number]

Oklahoma Conservation Commission

Employee Handbook

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Section 1 - Commission Policies

1.1 Commission Employment Policies

The Commission's employment policies are extremely important to preserve courteous, mutually respectful, pleasant, non-coercive interactions between employees, management, and patrons. Employees are expected to comply with all Commission employment policies. Supervisors are expected to comply with and enforce all Commission employment policies. Employees and supervisors may be disciplined for failure to comply with or enforce Commission employment policies.

1.2 Standard Operating Procedures / Safety Protocols

Some divisions within the Commission may have standard operating procedures, safety protocols, and/or other guidance that are unique to the division and the work performed by division employees. Employees are required to comply with these supplemental guidance procedures and protocols in addition to the Commission's employment policies. Divisions will provide sufficient training and/or written guidelines establishing applicable standard operating procedures, safety protocols, or other guidance to the employee.

Section 2 - Employment Classification

2.1 Classified Employees

Classified employees are state employees under the jurisdiction of the Oklahoma Merit System of Personnel Administration that have successfully completed the required probationary period. Classified employees are entitled to certain privileges and benefits established by state law and applicable [Merit Rules](#).

2.2 Unclassified Employees

Unclassified employees are state employees but do not have the same set of privileges as classified employees. Unclassified employees receive certain benefits and are covered by the time and leave provisions in state law and applicable [Merit Rules](#). Unclassified employees are “employees at will” and have no right or expectation of continued employment. The employment relationship between the Commission and an unclassified employee can be severed at any time for any reason.

2.3 Other Employees

The Commission may hire employees for specific periods of time or for the completion of a specific project. Temporary employees may work no more than 999 hours in a rolling 12-month period. Temporary employees are not eligible to receive benefits and shall have no right or expectation of continued employment. Temporary employees only receive pay for hours worked and do not receive any type of leave (holiday, admin, annual, sick).

The Commission may hire other employees by entering contracts with individuals or organizations. The details of the contract will specify the length of service, the scope of employment, and other important criteria.

Unless specifically excluded by the terms of an employee contract, all temporary or contract employees are required to comply with the employment policies of the State and Commission.

Section 3 - Work Schedule and Leave

3.1 Work Schedule

Supervisors will set employee work schedules. Employees shall complete an "Established Individual Workweek Form" at the beginning of employment. Employees are expected to work their scheduled hours. Unexplained or excessive absences or tardiness may be grounds for disciplinary action, including termination.

[Policy OCC-01: Work Schedule and Time Worked](#)
[Established Individual Workweek Form](#)

3.2 Assigned Duty Station

Each employee will be assigned an official duty station. Employees shall be present at their assigned duty station or some other location as directed or approved by their supervisor during the employees' work schedule. The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by supervisors as needed.

3.3 Telecommuting or Teleworking

"Telecommuting" or "teleworking" means the employee performs assigned work remotely by electronic communication while the employee is not physically present at an assigned duty station. "Telecommuting" does not include field work or work performed while traveling on Commission business.

[Policy OCC-01A: Telecommuting or Teleworking](#)

3.4 Timekeeping

Employees shall accurately report hours worked at least once a month at a date and time established by the employee's supervisor. Failure to timely and accurately report hours worked in the manner prescribed by the supervisor may result in disciplinary action up to and including termination. Supervisors may require that the employee provide additional information concerning hours worked including but not limited to, start and stop times, locations, activity summaries, projects worked, or other reports.

3.5 Leave

Employees accrue annual and sick leave, with the exception of certain seasonal and part-time employees, when they are actually on the job or in an approved leave with pay status. Leave shall be applied uniformly to all employees unless otherwise provided by law and the Merit Rules.

Annual and sick leave accrual rates and accumulation limits are based on continuous service with the state. For the purpose of leave guidelines, continuous service is defined as the total service as a classified or comparable unclassified employee. It does not include periods of temporary unclassified service or other limited appointments. No more than thirty (30) calendar days may lapse during a transfer or resignation/reinstatement. If more than thirty (30) calendar days pass, then it is considered a break in service. Leave without pay in excess of thirty (30) calendar days may not be considered as additional service for leave accrual purposes; however it is not to be considered a break in service. Also, if an employee is laid off from state service as a result of a formally documented reduction-in-force and then re-employed in the state service within eighteen (18) months, the period of time laid off shall not be considered a break in service for leave purposes.

Employees are permitted time off from their work schedule for a variety of reasons. The following policy document(s) will clarify what leave is available to employees, when leave may be used, and under what conditions.

Policy OCC-02: Leave

Section 4 - Performance Management Process

The performance of each employee shall be evaluated annually by the employee's immediate supervisor. The annual evaluation is called the Performance Management Process (PMP). The PMP is required by the Oklahoma Personnel Act, [74 O.S. § 840-4.17](#), and [Merit Rules, OAC 260:25-17-31](#), for most state employees. The Executive Director and Assistant Director are the only Commission employees not subject to the PMP requirement.

The PMP is a routine, formal evaluation of an employee's job performance in accomplishing prescribed accountabilities, assessment of critical behaviors, and progress in the job development plan. PMP's may be considered in decisions regarding salary, advancement, promotions, demotions, dismissals, and they also serve as a career related counseling device.

At the beginning of the annual evaluation period, supervisors will identify and communicate five to nine accountabilities and critical behaviors upon which an employee will be evaluated. A statement of accountability shall include a job task and a measurable performance standard. During the annual evaluation period, the immediate supervisor will conduct a mid-term interview with the employee and discuss their progress in meeting accountabilities and behaviors and identify performance strengths and areas for development. The annual evaluation shall conclude with a final interview where the immediate supervisor will provide the employee with a copy of the employee evaluation complete with ratings for all accountabilities and behaviors and an updated development plan.

In addition to specific job accountabilities, employees will be evaluated in the critical behavioral areas of customer service, teamwork, problem solving initiative, observing work hours and using leave, and leadership. The accountability rating and behavior rating will be combined to determine an overall performance rating. The employee is responsible to sign the PMP, which only acknowledges receipt of the PMP document and administration of the process, not agreement with its findings. Employees shall be given the opportunity to submit written comments regarding the performance evaluation.

Each classified employee in probationary status will be rated at least thirty (30) days prior to the end of the probationary period. All unclassified and permanent classified employees will have an evaluation every twelve (12) months. Supervisors may perform as many additional evaluations as they deem necessary in order to effectively manage the performance of a subordinate. The Commission shall retain a copy of PMPs for each employee.

[Performance Management Process \(PMP\)](#)

Section 5 - Code of Conduct

5.1 Code of Conduct

The Commission has several policies concerning employee conduct. Employees are expected to follow all Commission policies in the performance of their duties. Employees who violate any Commission policy are subject to discipline, up to and including termination.

[Policy OCC-03: Code of Conduct](#) [Annotated Ethics Rules](#)

5.2 Drug and Alcohol Free Workplace

The Commission is a drug and alcohol free workplace. All agency employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance or alcohol during scheduled work hours, while operating a State vehicle, or on State property.

[Policy OCC-04: Drug and Alcohol Free Workplace](#)

5.3 Tobacco Free Workplace

The purpose of this policy is to eliminate all tobacco use (including e-cigarettes or vaping devices), whether located indoors or outdoors on property owned, leased, or contracted for use by the Commission, and in state vehicles.

[Policy OCC-05: Tobacco Free Workplace](#)

5.4 Computer and Cell Phone Usage

Commission computers, cellular telephones, or other electronic devices may be provided to employees for job-related activities. Employees who are given access to computers for job-related duties must be in compliance with state and agency policies, as well as all state and federal laws governing usage and communication of information.

[Policy OCC-06: Electronic Devices](#)

5.5 Dress Code

Commission employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste and shall not constitute a safety

hazard. The Commission is a professional organization that interfaces with other state agencies and the business community. Employees shall project a professional public image. Accordingly, supervisors may request that employees cover visible tattoos, remove excessive or offensive jewelry, change unprofessional clothing, or make such other reasonable changes to maintain a professional appearance. Employees whose assignments involve physical labor and/or field work shall wear appropriate attire for the particular work situation. Any disagreement between employees and supervisors on the subject of the dress code shall be resolved by the division director. Repeated or egregious violations of the dress code may result in discipline, up to and including termination.

5.6 Relatives

If an employee and members of the employee's immediate family are employed by the Commission, the family members may not report to the same supervisor or within the same chain of command. Immediate family is defined as spouse, children, parents, brothers, sisters, and includes step, grand, half, foster, or in-law relationships. Exceptions to these policies may be made by the Executive Director.

5.7 Compliance with State Income Tax Laws

Pursuant to [68 O.S. § 238.2](#), any employee who receives a third notification of non-compliance with state income tax laws from the Oklahoma Tax Commission shall be terminated. Under this law, state agencies are copied on notifications involving their employees.

5.8 Discrimination and Harassment

The Commission prohibits unlawful discrimination and harassment of any type.

[*Policy OCC-07: Discrimination and Harassment*](#)

5.9 Equal Employment Opportunities

The Commission provides equal employment opportunities to employees and applicants, without regard to political or religious opinions or affiliations, race, color, sex (*including pregnancy, sexual orientation, or gender identity*), age, national origin, genetic information (*including family medical history*), disability (*so long as the physical handicap does not render the employee unable to do the work for which employed*), or any other reason prohibited by law.

[*Policy OCC-08: Equal Employment Opportunities*](#)

5.10 Workplace Violence

The Commission maintains a safe and secure workplace free from violence, harassment, intimidation, bullying, and other disruptive behavior. The Commission prohibits violence or threats of violence.

[*Policy OCC-09: Workplace Violence*](#)

5.11 Whistleblower Protections

Employees that report fraud, waste, or abuse at the Commission are protected from discrimination, retaliation, or other illegal treatment.

Section 6 - Progressive Discipline

The Commission shall apply the Merit Protection Commission's progressive discipline policy to any CLASSIFIED employees. The Commission MAY, but shall not be obligated to, apply the progressive discipline policy to all employees (including unclassified, probationary classified, at-will, contract, or seasonal/temporary employees). The application of progressive discipline does not obligate the Commission to continue the employment of any employee unless otherwise specified.

Progressive discipline is a system designed to ensure not only the consistency, impartiality and predictability of discipline, but also the flexibility to vary penalties if justified by aggravating or mitigating conditions. Typically, penalties range from verbal warning to discharge, with intermediate levels of a written warning, suspension, or demotion. Absent mitigating circumstances, repetition of an offense is accompanied by a generally automatic progression to the next higher level of discipline.

Each supervisor shall be responsible for applying discipline when necessary that is progressive in nature, appropriate for the offense, and equitable. Each supervisor shall consider aggravating or mitigating circumstances when determining the proper disciplinary action. Each supervisor shall use prompt, positive action to avoid more serious disciplinary actions.

[Policy OCC-10: Progressive Discipline](#)
[Supervisor Notes](#)

Section 7 - Grievance Resolution

Any dispute, complaint, or concern relating to employment at the Commission may be brought to the attention of a grievance manager and resolved using the grievance process. The grievance process is an internal agency process that permits both classified and unclassified employees to seek resolution of disputes.

[Policy OCC-11: Grievance Process](#)

Section 8 - Compensation

8.1 Payday

The Commission operates on a monthly pay schedule for all employees. Paychecks are directly deposited to the checking or savings account specified by the employee.

Employees and supervisors are responsible for the timely and accurate submission of documentation to ensure the accuracy and timeliness of payments to employees. Employees are responsible for reviewing all paychecks and immediately reporting any overpayments or underpayments to the Commission. Employees may review their earnings statements and deductions through features provided in the State electronic Self-Serve system.

[Employee Self-Serve System](#)

8.2 Supplemental Payroll

Supplemental payroll comprises payroll processing for new hires, temporary employees, and hourly employees, as well as full-time Commission employees whose combined balance of sick leave and annual leave is below 40 hours. Full-time employees that drop below the 40 hours shall be removed from main payroll and placed on the supplemental payroll. Supplemental payroll is issued no later than the 12th day of the month.

For full time employees, leave balances at the beginning of the month are used to determine whether an employee has a combined total of forty (40) hours of leave. Full time employees shall be placed on main payroll at the beginning of the pay period after accruing the forty (40) hours and will be paid on the final working day of the month, ***provided leave is not taken during that pay period***. All new full-time employees will be on supplemental payroll until they reach the combined forty (40) hours of leave except new employees transferring approved leave balances from another agency that ensures the minimum balance of at least forty (40) hours. They will be placed on the regular payroll the first month of employment.

8.3 Direct Deposit

Employees are required to participate in the direct deposit system. [74 O.S. §292.12](#) and [Merit Rule 260:25-25-3](#). The direct deposit system permits the Commission to directly deposit paychecks into a bank account designated by the employee. Each pay period extends from the first day of the month through the last day of the month and deposits are normally delivered on the last working day of each calendar month. Paycheck details /earnings statements are available on the employee self-serve system.

8.4 Mandatory Deductions from Paycheck

The Commission is required by law to make certain deductions from an employee's paycheck. Federal, state, and local income taxes, an employee's contribution to Social Security, and state retirement shall be deducted. Deductions are itemized on each earnings statement. The amount of the deductions may depend on the employee's earnings and upon the information furnished on the employee's W-4 form regarding the number of dependents or exemptions claimed. Any change in name, address, telephone number, marital status or number of exemptions must be reported to human resources immediately to ensure proper credit for tax purposes. The W-2 form employees receive each year indicates precisely how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions, such as court-ordered deductions, will be explained whenever the Commission is ordered to make such deductions.

[Internal Revenue Service](#) [Oklahoma Tax Commission](#)

Employees are responsible for reviewing all paychecks and immediately reporting any overpayments or underpayments to the Commission.

8.5 Other Deductions

Employees may elect to participate in a variety of approved supplemental programs through voluntary payroll deductions. Additionally, employees may request that the Commission make additional authorized deductions from paychecks to an account at a participating bank or credit union.

8.6 Repayment of Overpayment Errors

Every effort is made to avoid errors in each employee's paycheck. If an employee believes that an error has been made, the employee should notify the Commission immediately. The Commission will research the problem and make any necessary corrections promptly. Overpayments to an employee require reimbursement to the state by payment through personal check or money order.

8.7 Longevity Pay

The State of Oklahoma offers longevity pay on the basis of length of service to qualified employees.

[Longevity Pay Program Guide](#)
[Longevity Pay](#)

8.8 Pay upon Termination

While there are some exceptions, including but not limited to a reduction in force or offer of early retirement, the Commission does not generally provide severance pay. When an employee leaves the Commission, the employee will be paid for actual time worked, plus any accrued but unused annual leave time as allowed by state law.

8.9 Unemployment Compensation

Unemployment compensation benefits are available when employment is terminated under qualifying conditions.

Section 9 - Benefit Programs

9.1 Health Insurance and Other Benefits

A paycheck is just part of an employee's total compensation package. Commission employees also have access to a number of outstanding benefits including health insurance, dental, vision, reimbursement accounts, disability insurance, life insurance and retirement.

[Oklahoma Employee Benefits Department](#)
[Benefits Forms](#)

9.2 Premium Conversion

By electing premium conversion, employees may pay for mandatory and optional coverage before taxes thus lowering their taxable income. All insurance coverage may be pre-taxed with the exception of

dependent life insurance and a portion of the employee supplemental life insurance. More information is available through the Employee Benefits link.

[Employee Benefits](#)

9.3 Flexible Spending

Health care and dependent care accounts offer significant tax savings by allowing an employee to set aside money out of each paycheck before it is taxed to pay for planned expenses such as medical deductibles and child care expenses. These accounts are optional and may be elected during annual option period. Account funds not spent during the designated plan year are forfeited.

[Flexible Spending](#)

9.4 Thrive

Thrive (formerly OKHealth) is a well-being program developed for State of Oklahoma employees. The program focuses on six essential elements of well-being: career/purpose, social, financial, physical, community and emotional well-being. The Thrive website offers links to a variety of training courses, support groups and recreational leagues that employees may participate in. The site also contains educational materials, articles, and blogs that meet a wide variety of wellness interests and needs.

[Thrive](#)

9.5 Health Insurance upon Separation

The Consolidated Omnibus Reconciliation Act (COBRA) of 1985 is federal legislation that provides all employees and their dependents who are enrolled in the health or dental insurance program, the opportunity to temporarily continue such coverage in the event of the employee's termination (except for gross misconduct), death, divorce or separation, or when an enrolled child no longer qualifies as an eligible dependent under that program.

[COBRA Continuation Coverage](#)

9.6 Workers Compensation Insurance

The Commission carries workers compensation insurance for the benefit of its employees. Any work related injury should be reported as soon as possible to the employee's supervisor and Human Resources. The injured employee and Human Resources shall cooperate in completing the required online paperwork. Workers compensation claims shall be handled in a manner consistent with state law.

9.7 Disability Insurance

Disability insurance is part of the mandatory core benefits package and is available to all employees that have completed at least one month of continuous service. Short and long term disability insurance is provided to employees when off work more than thirty (30) days due to a qualifying event. Any short term disability benefits will be offset or reduced by other benefits or payments received, e.g., holiday pay, sick and annual leave, shared leave, etc. Disability coverage pays an amount equal to a percentage of the

employee's base salary up to a maximum dollar amount. Disability benefits are subject to all applicable state and federal taxes.

[Disability Handbook](#)

9.8 Oklahoma Public Employees Retirement System (OPERS)

For full and part-time employees, a retirement plan is provided for the purpose of providing lifetime benefits in recognition of service to the state. All eligible employees must participate in select retirement plans. Details concerning eligibility and various retirement programs are available on the OPERS website.

[OPERS](#)
[OPERS Forms](#)

9.9 Deferred Compensation Plan (SoonerSave)

The Deferred Compensation Plan (known as SoonerSave or the 457 Plan) is available to qualifying employees. Under the provisions of this voluntary supplemental retirement plan, employees may defer payment of a portion of their income to a later date. The taxes normally due now on the money are deferred until retirement when most participants would be in a lower tax bracket. Employees may elect to invest the deferred income into a savings account at a guaranteed interest rate, or various mutual funds which are invested into stocks, bonds, foreign investments, money markets, or contracts. The State of Oklahoma also provides an employer contribution through the 401(a) Savings Incentive Plan.

[SoonerSave](#)

9.10 Disability Retirement

Employees who must terminate employment due to health problems may qualify for disability retirement benefits. Employees who have eight (8) years of creditable service toward retirement and an award letter from the Social Security Administration certifying them for disability benefits are eligible, provided a) the date of disability established by the Social Security Administration falls within one year of the employee's last date physically on the job, and b) the employee must have been an active regularly-scheduled employee with a participating employer at the time of disability.

9.11 Unemployment Insurance

The Commission carries unemployment insurance for the benefit of its employees. Unemployment claims shall be handled in a manner consistent with state law.

Section 10 - Career and Personal Enhancement

10.1 Education and Training

The Commission may arrange for employees to attend both formal and informal training programs. Employees are regularly selected to attend workshops or training programs offered by the state to enhance their abilities and performance. Employees will receive a normal paycheck while attending these schools or workshops. If an employee becomes aware of a particular seminar or workshop that the

employee believes is appropriate for enhancing job performance, the employee should bring it to the attention of a supervisor or division director.

Employees shall obtain the prior approval of a supervisor or the division director before enrolling in any training course. All supervisors may attend State approved courses.

[Training and Development](#)

All supervisory staff members at the Commission are required to complete twelve (12) hours per calendar year in courses or training related to the effective performance of an agency manager or supervisor. New supervisors are required to complete *Performance Management Process* and *Progressive Discipline* in addition to the regular twelve hour requirement during their first year. An employee's supervisor may approve other forms of formal training acquired through professional conferences, web based training, videos, or other means, which may also count toward this requirement.

[Mandatory Supervisory Training Requirements](#)

10.2 Employee Assistance Program

The Employee Assistance Program (EAP) is a program offering employees an opportunity to seek professional services in resolving personal problems. The EAP is designed to assist employees in identifying problems and exploring alternatives that can help address the needs of the employees and their family members. The employee's participation in the EAP is voluntary and in no way will affect their employment. Asking for assistance does not mean that the employee is obligated to accept or continue it.

The Commission may request an employee consult with an EAP professional without loss of pay or accumulated leave. However, an employee shall request sick or annual leave when voluntarily consulting with an EAP professional.

Employees may contact the Employee Assistance Program at EAP@odmhsas.org, or at (405) 248-9007.

[Employee Assistance Program](#)

Section 11 - Workplace Safety

11.1 Workplace Safety

The Commission promotes a safe working environment for its employees through an in-house safety program. If, at any time, an employee sees an unsafe working situation or is injured at work, the employee should immediately report it to a supervisor. Federal law requires that the Commission keep records of all illnesses and accidents that occur during the workday. If an employee is injured or becomes ill, the employee should contact their supervisor for assistance. OSHA (Occupational Safety and Health Administration) also provides for an employee's right to know about any known health hazards which are present on the job.

Some divisions within the Commission have standard operating procedures or safety protocols that are unique to the division and the work performed by division employees. Employees are required to

comply with a division's standard operating procedures or safety protocols in addition to the Commission's employment policies. Divisions will provide sufficient training or written guidelines establishing applicable standard operating procedures or safety protocols applicable to the employee.

Employees and supervisors should use the Incident Report Form to report any unusual or unexpected accidents or incidents that occur at work. These incidents may include, but are not limited to, falls, cuts, drug reactions, auto accidents, laboratory errors, or allegations of inappropriate behavior by an employee, client, visitor or contractor. The Incident Report Form should be completed as soon as possible following an incident, but no later than seven (7) working days following the incident. If necessary, a second sheet should be attached to provide complete details about the incident. A copy must be sent to the supervisor and to the person involved in the incident. The Commission encourages all employees to update their emergency contact information should the Commission need to contact someone on the employee's behalf.

Incident Report Form

Each employee shall maintain a completed medical information sheet in their assigned duty station that is kept in an envelope taped to the bottom of their computer keyboard. The medical information sheet may be used by emergency medical personnel in the event the employee is in need of emergency treatment.

Medical Information Sheet

Section 12 - Travel Policy

12.1 Travel Policy

Employees may be required to travel for various purposes to accomplish necessary work tasks, represent the agency at professional conferences, attend trainings, and other reasons. In-state travel of all types shall be pre-approved at the discretion of the employee's Division Director or designee. Out-of-state travel involving an overnight stay shall be pre-approved at the discretion of the Executive Director or designee and must be submitted for formal consideration and approval by the Commission. All travel shall be conducted in a manner that is consistent with Commission policies.

Policy OCC-12: Travel

12.2 Travel Expense Reimbursement

Travel expenses for Commission employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. [74 O.S. § 500.1 et seq.](#) If an employee has questions concerning travel reimbursement, the employee is encouraged to seek clarification before incurring any personal expense. The Commission can answer specific questions about travel expense reimbursement.

Travel Policy Claim Form

Section 13 - Vehicle Use / Fleet Management

13.1 Vehicle Use / Fleet Management

Employees may be assigned a vehicle on a temporary or permanent basis for work-related activities. The use of state-owned vehicles shall be in accordance with all laws, rules and Commission policies. The use of privately-owned vehicles shall be in accordance with all laws, rules and Commission policies when privately-owned vehicles are used to conduct Commission business. Employees shall use state-owned vehicles and personal vehicles while conducting official business in a manner consistent with all laws, rules and Commission policies.

Policy OCC-13: Vehicle Use / Fleet Management

Section 14 - Social Networking & Social Media

The Commission adheres to the State of Oklahoma's Social Networking and Social Media policies to help promote and market the mission and goals of the Commission and our conservation partners.

Policy OCC-14: Social Networking and Social Media

Section 15 - Miscellaneous Provisions

15.1 Charitable Contributions

All employees, other than temporary employees, can contribute through payroll deductions to a variety of fully accountable private nonprofit, social, health, and welfare charitable organizations.

[State Charitable Campaign \(SCC\)](#)

15.2 Disclosure of Personal Information

The Commission shall keep personnel records confidential which relate to internal personnel investigations or where disclosure would constitute a clearly unwarranted invasion of personal privacy.

No employee will disclose confidential records or information which would constitute an invasion of a current or former employee's personal privacy. The home addresses, home telephone numbers, social security numbers, and information related to personal electronic communication devices of current and former employees will not be open to public inspection or disclosure without written permission from the current or former employee or without an order from a court of competent jurisdiction.

[State Security Policy](#)

15.3 Open Records

The Oklahoma Open Records Act, [51 O.S. § 24A.1-24A.29](#), requires all state agencies to make certain records available for public inspections. If after reviewing the agency policy, an employee still has questions on what records are permitted or not permitted to be disclosed or the fee(s) to be assessed, then the employee needs to contact Administration for clarification.

[Policy OCC-15: Open Records](#)

[Records Review Form](#)

15.4 Solicitations

State facilities will not be used for the purpose of solicitations.

15.5 Food Purchase

Purchases of food and related service items must serve a public purpose and require prior approval by the Director or Director's designee. A Food Purchase Authorization and Approval Form must be completed prior to the purchase.

[Policy OCC-16: Food Purchase](#)
[Food Purchase Authorization and Approval Form](#)

15.6 Commission Property

Any employment photo-ID or security entry card is the property of the Commission and should be kept in a secure manner. Upon the termination of employment, employees are expected to return any ID cards, security entry cards, key(s), and other supplies, equipment, and state property issued before receiving a final paycheck. Notify your supervisor immediately if any state property is lost or stolen.

15.7 Other Important Links

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Section 17 - Glossary

Assigned Duty Station – the employee's officially assigned work location or workstation.

Classified Employees – all state employees and positions which are subject to rules of the Office of Personnel Management and the decisions of the Oklahoma Merit Protection Commission.

Exempt Employees – employees that are exempt from certain overtime requirements of the FLSA. Typically, "exempt" employees work in a supervisory role or professional capacity as defined by the FLSA.

Non-exempt Employees – employees not exempt from the overtime requirements of the FLSA.

Overtime – time great than 40 hours per week for non-exempt employees or greater than 80 hours per two weeks for exempt employees.

Performance Management Process (PMP) – a routine, formal evaluation of an employee's job performance in accomplishing prescribed accountabilities, assessment of critical behaviors, and progress in the job development plan. PMP evaluations are conducted on an annual basis by the employee's immediate supervisor.

Supplemental Payroll – payroll processing for new hires, temporary employees, and hourly employees, as well as full-time Commission employees whose combined balance of sick leave and annual leave is below 40 hours.

Telecommuting/Teleworking – work performed remotely by electronic communication while the employee is not physically present at an assigned duty station.

Temporary Employees – employees hired to work no more than 999 hours in a rolling 12-month period. Temporary employees are not eligible to receive benefits and shall have no right or expectation of continued employment. Temporary employees only receive pay for hours worked and do not receive any type of leave (holiday, admin, annual, sick).

Unclassified Employees – at-will employees that serve at the pleasure of the appointing authority. They may be removed from their position at any time, with or without cause, and have no right to appeal their termination to the Oklahoma Merit Protection Commission.



Policies and Procedures
Work Schedule and Time Worked

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-01 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

A. Work Schedule / Core Office Hours

Employees shall be present at their duty station during scheduled work hours or at other locations as directed or approved by a supervisor. The Commission's established workweek comprises 40 hours and begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday. Core office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Not all time shall be counted as working time (lunch breaks, for example).

B. Established Individual Workweek Form

Each employee shall complete an Established Individual Workweek Form at the beginning of employment. The Established Individual Workweek Form defines routine scheduled hours for each employee. The Established Individual Workweek Form may be modified from time to time with a supervisor's approval.

[Established Individual Workweek Form](#)

C. Flex-time

Reference: [74 O.S. § 840-2.26](#)

Employees may be considered for alternative work scheduling (flex-time and/or telework) on a case-by-case basis, where such work schedules will improve work/life balance, provide coverage necessary for division and program operations, and serve the agency with increased productivity while maintaining output quality. All employees are expected to be working during core office hours unless approval is granted for a flexible work schedule, approved leave, workweek adjustment, or through a Telework Agreement. Flex-time allows the employee to adjust the starting and ending time of a workday without changing the total number of hours worked in a day.

D. Compressed Workweek

Employees may be considered for a compressed workweek on a case-by-case basis, where such work schedules will improve work/life balance, provide coverage necessary for division and program operations, and serve the agency with increased productivity while maintaining output quality. Only

division directors, the Executive Director, and the Assistant Director may approve or amend a compressed workweek schedule, and the schedule must be maintained in the employee's personnel file.

The Commission has traditionally offered two compressed workweek schedules:

1. The "4/10" Schedule – Employee works four ten hour days per week with a consistent day off each week.
2. The "9/80" Schedule – Employee works a consistently scheduled eighty hours in nine days with one day off every other week. Most Commission employees who work 9/80 schedules usually work the following schedule:

Day -	M	T	W	R	F	M	T	W	R	F
Hours -	9	9	9	9	8	9	9	9	9	Off

[OMES Alternative Work Schedules \(AWS\)](#)

E. Telework

An employee may be considered for telework, also called telecommuting, when opportunities exist for improved employee performance, agency savings, and to meet the needs of the Commission and the public. The full telework policy and forms can be found in the link below.

[Policy OCC-01A: Telecommuting or Teleworking](#)

F. Lunch and Breaks

Employees are required to take a lunch period consisting of no less than 30 minutes for each six hour period of work. Lunch periods are unpaid and employees are not permitted to work through lunch periods. Accordingly, lunch periods shall not be recorded or reported as hours worked. Division directors may waive the required lunch period if extraordinary circumstances do not permit the employee to take a lunch period or the employee is required to perform his or her official duties while eating. Employees are also permitted to take two paid breaks during each shift, one 15-minute break in the morning and one 15-minute break in the afternoon.

G. Compensatory Time / Overtime Pay

Reference: [74 O.S. 840-2.15](#)

Non-Exempt Employees

Per the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq. non-exempt employees, meaning an employee not exempt from the overtime requirements of the FLSA, MUST be paid or provided compensatory time at time and a half (1.5) for any overtime acquired in a 40 hour workweek.

Work Week Adjust: Non-exempt employees are responsible for adhering to the forty (40) hour workweek whenever possible and should adjust their work week hours if at all possible before being allowed to accrue overtime.

Non-exempt Commission employees who are approved to work more than forty (40) hours in a workweek shall accrue compensatory time off at the rate of one and one half hour for each hour of overtime worked, instead of cash overtime pay. Employees may not use leave to earn compensatory time. Supervisors shall approve time worked in excess of forty (40) hours in advance for non-exempt employees.

Working overtime without a supervisor's prior approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Exempt Employees

The majority of Commission employees are classified as "exempt," meaning the employee is exempt from certain overtime requirements of the FLSA. Typically, "exempt" employees work in a supervisory role or professional capacity as defined by the FLSA. Under the FLSA, state agencies MAY grant compensatory time to exempt employees. It is the Commission's policy to grant compensatory time to our exempt employees per the conditions set out in this policy.

Work Week Adjust: Exempt employees shall be given a 2 week, eighty (80) hour work adjust period. The employee shall be responsible for scheduling and maintaining a 2 week, eighty (80) hour work period whenever possible. In instances where work week adjustments cannot be made, exempt employees who work more than eighty (80) hours during a given two (2) week period may accrue compensatory time on an hour for hour basis. A supervisor may deny the accrual of compensatory time for an exempt employee. Employees may not use leave to earn compensatory time. Supervisors shall approve time worked in excess of the eighty (80) hours in advance for exempt employees.

Working overtime without a supervisor's prior approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Supervisors & Internal Control

Overtime (time greater than 40 hours per week for non-exempt or greater than 80 hours per two weeks for exempt employees) should be approved only in those cases where excessive hours of work are necessary because of weather conditions, necessary seasonal activity, emergencies, or special short-term projects. Each division director is responsible for the manner in which overtime is authorized. It is equally important to control unauthorized overtime. Unauthorized work shall be counted as hours worked. If the supervisor should have stopped the work but did not, or if the supervisor knew or had reason to know of unauthorized overtime, the supervisor may be subject to discipline.

Division directors are responsible for internal controls which will provide a means of reviewing and evaluating the accrual and use of overtime. Supervisors are responsible for ensuring employees adjust their work schedules within their established workweek(s) to avoid unjustified overtime

accrual. Exempt employees are responsible for adhering to the eighty (80) hours during a given two (2) week period whenever possible. If overtime appears necessary, the employee shall obtain approval through the chain of command. In instances of extenuating circumstances where pre-approval cannot be obtained, employees must notify supervisors as soon as possible regarding the number of hours and reason for overtime worked. Overtime hours worked without proper approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Compensatory Time Accrual and Use

Both non-exempt and exempt employees may accumulate up to 240 hours of compensatory time. Compensatory time expires six (6) months from the date it was acquired. Employees shall use compensatory time before it expires and shall, with a supervisor's approval, adjust their work schedule so as to use their compensatory time. Compensatory time accrued by an employee shall be used in lieu of and prior to annual leave. If a non-exempt employee fails to use their compensatory time before the end of the 6 month period then they must be paid by the Commission for those hours. If an exempt employee fails to use their compensatory time within 6 months of its accrual then the exempt employee loses the compensatory time. An exempt employee is not paid or otherwise compensated for lost compensatory time.

Paid Overtime Exception

The Executive Director or designee may authorize **overtime pay** to non-exempt employees that work more than forty (40) hours during a given workweek or to exempt employees that work over eighty (80) hours during a given two (2) week period in extraordinary circumstances or during an emergency event. Overtime pay shall be calculated in accordance with the FLSA.

H. Travel to and from Work

Normal travel to and from work is not compensated regardless of whether the employee has a fixed duty station or is assigned to different job or telework sites. Field employees shall begin each work day as designated by a supervisor.

Policy OCC-12: Travel shall apply to hours worked while an employee is in "travel status," e.g., in-state and out-of-state travel.

I. Emergencies

In the event an employee is called to work due to an emergency, an employee's work time shall begin immediately upon responding to the request for action. Otherwise, the other provisions of this policy (lunch and breaks, for example) shall apply normally.

J. Division Director's Responsibilities

Division directors are required to take into account the staffing needs of their division when approving employees for the flex-time, telework, and compressed workweek schedules. Division

directors shall staff their division to provide coverage and service to customers during normal office hours, from 8:00 a.m. to 4:30 p.m. Monday through Friday.



Policies and Procedures

Telecommuting or Teleworking

Effective Date of Policy:	Next Scheduled Review:
Last Reviewed:	Policy Number: OCC-01A (2020)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [62 O.S. §§ 34.11.7](#)

A. Purpose

Telework as a work option for Oklahoma Conservation Commission (Commission) employees ensures that the Commission complies with state initiatives encouraging telework as an alternative to incurring costs for additional office space for state government, and it plays a key role in conserving our natural resources and reducing pollution. The Commission endorses responsible, effective, and well-designed telework for those employees with the ability and drive to make telework valuable and worthwhile. The Commission strives to be an example of how telework can be a successful strategy in our employee's quality of life while advancing the agency's mission.

Telework is consistent with sound business practices and will help the agency be more competitive in attracting talented and skilled employees. Telework can also increase productivity and morale of employees, boost efficiency in the use of space, and reduce operating costs.

B. Policy

It is the policy of the Commission to allow employees to telework when opportunities exist for improved employee performance, agency savings, and to meet the needs of the Commission and the public. Telework is NOT an employee right and this policy creates no employee rights in relation to telework. Telework is a privilege that will be granted to certain qualifying employees when circumstances, conditions, considerations, and continuity of operation allow for its success.

Telework shall be voluntary unless specifically stated as a condition of employment. Telework, also known as telecommuting, may not be suitable or workable for all employees and/or positions. Management decisions regarding the approval and conditions of telework are not subject to appeal except as outlined in this policy. The Commission or the employee may discontinue the arrangement at any time unless otherwise provided in the Telework Agreement. Telework may be temporarily suspended due to operational needs of the Commission.

The Commission is committed to supporting and improving the capacity for telework through reasonable provisions including necessary equipment (PC's and routine peripherals), media (flash drives and discs), and enabling of remote network access via VPN.

This policy addresses regular telework and temporary forms of telework arrangements. This policy does not set conditions for employees whose official workstation is in the home. In the rare case that this is allowed arrangements for full-time home-stationed workers shall be arranged on a case-by-case basis.

This policy complies with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.

C. Definitions

Regular Telework.	Regular telework, also known as telecommuting, is defined as a mutually agreed-upon work option between the Commission and the employee where the employee works at a telework site (home or an alternative work site) on specified days and/or hours during a pay period, and at the assigned duty station the remainder of the time, retaining flexibility as necessary to meet the needs of the work unit. Regular telework requires the establishment of a set schedule that is agreed upon by the employee's supervisor. Exceptions may be approved by the teleworker's supervisor.
Medical Telework	Medical telework is defined as temporary work at home on a full or part-time basis with physician's documentation. Examples include recovery from injury, surgery, or prolonged illness, or a communicable disease which does not affect the employee's ability to perform his or her regular work assignment through teleworking. This type of telework may be the equivalent of full-time, but is not intended to be a permanent arrangement. Medical telework needs to be requested by the employee and evaluated/approved on a case-by-case basis by the employee's supervisor with considerations given on all limitations and restrictions documented by a physician.
Emergency Telework	Emergency telework enables employees to work from home or other locations during emergencies such as a natural disaster, a terrorist attack, disruption to facilities, or a pandemic health crisis. It is a key tool in continuing the agency's vital role in providing essential services in conservation and public safety in the face of an emergency. In such an emergency, any employee—with or without a telework agreement—may be requested or required to telework with limited notice from the Commission.
Situational Telework	Situational telework is appropriate for assignments of specific limited duration or that may occur intermittently and would include teleworking as a result of inclement weather, doctor appointment, or special work assignments/projects, and is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework. This type of telework will be evaluated and approved on a case-by-case basis by employee's supervisor.
Assigned Duty Station	The assigned duty station means the employee's officially assigned work location or workstation.
Telework Site	Telework site means a work site alternative to the officially assigned duty station as specified in the Telework Agreement. It may be in the employee's home or at a satellite office closer to the employee's home than the officially assigned duty station and owned, leased, or made available to the Commission through work relationship.
Remote Access	Remote access is defined as an employee's ability to access IT resources (e.g., networks, files, programs) from the employee's telework site that enables normal work function and capacity. Remote access may or may not be part of the Telework Agreement. Any authorized Commission employee, including non-teleworkers, may remotely access the Commission servers.

Telework Agreement The Telework Agreement, specifying terms and conditions of telework, shall be signed by the employee and employee's supervisor.

Telework Agreement

Telework Home Safety An employee that has requested telework in writing must also review and submit the "Home Safety Guidelines for Teleworkers" form. These guidelines allow the employee and supervisor to assess and discuss suitability and safety of a proposed home office or other telework site.

Home Safety Guidelines for Teleworkers

Telework Self- Assessment An employee that has requested telework in writing must also complete and submit the "Telework Self-Assessment." This assessment allows the employee and supervisor to evaluate the employee's suitability as a prospective teleworker, as well as the suitability of the employee's job for teleworking.

Telework Self-Assessment

D. General Requirements

1. **How to apply.** An employee who has been with the Commission six (6) months or longer may make a written request for telework to their immediate supervisor. In addition to the written request, the employee must also complete and submit the "*Home Safety Guidelines for Teleworkers*" and the "*Telework Self-Assessment*" to their supervisor. Once these steps are completed, the supervisor will schedule a meeting with the employee to review and discuss the submitted information. The Executive Director or designee retains the authority to waive the six (6) month waiting requirement and may execute this option on a case-by-case basis.

The state of Oklahoma offers a number of telework online trainings. Supervisors should encourage prospective telework employees to take at least one training before they start teleworking for the first time and incorporate continuity of telework training as a part of the employee's Development Plan in the Performance Management Process (PMP).

2. **Considerations.** Consideration will be given to employees who have demonstrated work habits and performance well-suited to successful telework in cases when the telework provides opportunity for improved employee performance, employee retention, or agency savings. The following guidelines need to be considered:

Work habits. Teleworkers must have demonstrated self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, and the ability to meet deadlines.

Position. The teleworker's position must have minimum requirements for direct supervision or contact with the public; the teleworker's need for specialized material must be minimal or flexible; and the teleworker's work objectives and tasks must be clearly defined with measurable results.

Service. The telework must be arranged so that there is no difference in the level of service provided to the agency and the public as well as not negatively affecting the public's perception of the agency's responsibilities to its customer base.

Location. The location of work must not significantly alter the teleworker's job duties or those of co-workers and management.

Cost. The cost of supporting the teleworker (see Supplies, Equipment, Furniture section) must be reasonable in comparison to savings to the Commission (i.e. office space, phone lines, etc.).

Equipment. The teleworker's equipment and software must meet organization standards. Specific equipment needs for the employee's job will be addressed and set out in their individualized Telework Agreement.

Support. The teleworker's needs for Information Technical Services' (IT) support must be minimal or within scope of service with State IT support.

Office continuity. All supervisors need to develop, update, maintain, and effect sound and fair office/personnel continuity plans. These plans need to ensure that all in-office work and responsibilities are being covered effectively when an employee(s) are approved to telework.

3. **Site Limitation.** Telework sites must be in Oklahoma.

4. **Investigations.** In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of the Commission to investigate and/or inspect the telework site. Reasonable notice of inspection and/or investigation will be given to the teleworker.

5. **Site Maintenance.** Where telework sites are located in the home, the teleworker is responsible for establishing and maintaining the work site.

E. Terms of Employment

1. The teleworker's conditions of employment shall remain the same as for non-telework employees. Employee salary, benefits and employer-sponsored insurance coverage shall not change as a result of telework.

2. The Commission policies, rules, and practices shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.

3. The teleworker will not be paid for time or reimbursed for costs involved in travel between the telework site and officially assigned duty station.

F. Work Schedule and Accessibility

1. The number of hours worked will not change because of telework. A consistent schedule of telework work days and hours is necessary to ensure regular and predictable availability with the Commission staff and others. For some positions, more flexibility in work hours and days may be feasible and will be evaluated if requested.

2. The Telework Agreement will specify work schedules that are in compliance with Federal Labor Standards Act (FLSA) regulations and Commission Policy and that comply with Commission's "Work Schedule" Policy Number OCC-01. Any work schedule hours being considered in a telework agreement outside of the hours of 6 am - 6 pm must be approved in advance by the Commission's principal staff or the Executive Director.

3. Any overtime must comply with the Commission's "Work Schedule" Policy Number OCC-01 requirements.

4. A teleworking employee needs to be available by email and/or phone during their scheduled work hours. The supervisor and the employee should minimize work being conducted outside the employee's scheduled work hours.

5. The telework schedule must ensure adequate time at the assigned duty station for in person meetings, access to necessary facilities and supplies to continue work duties and communication with other employees and customers. Telework must not adversely affect service delivery, employee productivity, or the progress of an individual or team assignment.

In approving the telework schedule, the employee supervisor will take into consideration the overall impact of the teleworker's total time out of the officially assigned duty station. Considerations include flex time and compressed work week schedules, meetings, consultations, presentations and conferences.

Consideration will also be given to the overall effect of the teleworker's and co-workers' schedules in maintaining adequate communication, developing and sustaining agency relationships, and fulfilling the work duties that require the employee's presence at their officially assigned duty station.

6. The teleworker will attend job-related meetings, training sessions, and conferences, as requested by their supervisor. In addition, the teleworker may be requested to attend "short notice" meetings. Teleconferencing may be used as an alternative to requesting attendance at short notice meetings.

7. While teleworking, the teleworker must be reachable via telephone and e-mail during agreed-upon work hours, specific core hours of accessibility, or as requested. The supervisor and teleworker will agree on how to handle telephone messages and emails, including the feasibility of call forwarding and frequency of checking telephone and email messages.

8. If the officially assigned duty station is closed (e.g., emergency, inclement weather), the supervisor will contact the teleworker. The teleworker will continue to work at the telework site unless leave is approved. If there is an emergency or other interruption at the telework site (e.g., power outage), the teleworker will notify their supervisor as soon as possible. The teleworker may be redirected to their assigned duty station or an alternate work site.

G. Dependent and Elder Care

Teleworkers will not act as routine, primary caregivers for dependents, children and elderly, during the agreed-upon work hours. This does not mean dependents will be absent from the home during the telework hours. Rather, it means that the dependents **will not** require the teleworker's attention during work hours. Teleworkers must make dependent care arrangements during scheduled work hours to permit concentration on work assignments.

EXCEPTION: Should a non-routine situation arise (e.g., local emergency, school closings, pandemic response) where dependent(s) must remain or are sent home unexpectedly, the Commission will be flexible in working with employees to accommodate the dependent(s) and the employee's work/telework situation.

H. Reviews and Performance Evaluations

1. First Review. Sometime between the first 30 to 90 days of teleworking, a supervisor shall conduct a telework satisfaction review with the employee. This review is meant to be an open discussion of the benefits and problems that the employee, the division, program, or Commission are experiencing with

the particular teleworking situation. This would include discussing the employee's overall health and well-being and any adjustments necessary to make the employee's telework successful. If an employee is struggling with telework or is unhappy teleworking the Commission shall work with the employee for possible solutions, including but not limited to, lessening the number of teleworking hours or cessation of telework.

2. Standard Telework Agreement Reviews. All other Telework Agreement reviews will be conducted in conjunction with the employee's Performance Management Process (PMP) which requires a minimum of at least start-up, mid-year, and annual review sessions. The supervisor and employee will revise the Telework Agreement as necessary.

3. PMP Methods. The method of monitoring and evaluating telework performance may depend on the number of days that an employee teleworks. PMP's assess performance of accountabilities and behaviors and overall employee development based on work results and direct observations. For those employees teleworking a majority of the time, the PMP will rely more heavily on results rather than direct observation. The standard of employee performance will be fulfillment of the "Accountabilities" and "Behaviors" as detailed in the employee's specific PMP, regardless of whether an employee teleworks or not.

4. Telework Trainings. The state of Oklahoma offers a number of telework online trainings. Supervisors shall encourage and ensure that current teleworking employees are receiving telework training(s). Courses can be required or encouraged in Section F: Summary /Development Plan of the employee's PMP.

I. Telework Site

1. The teleworker will maintain a designated workspace that is clean, safe, and free from distractions. Please see *Home Safety Guidelines for Teleworkers* for guidance.

2. In the event of a job-related (a.k.a., OTJ) incident or accident during telework hours, the teleworker will still follow Commission policy for OTJ injuries, the first step of which is to immediately report the event to their supervisor. The state's workers' compensation program applies when injury to an employee arising out of and in the course of employment. However, the Commission does not assume responsibility or liability for injury to any persons other than the teleworker at the telework site.

3. The teleworker will not hold business meetings with clients or customers, the public, or professional colleagues at his or her residence. Meetings with other Commission staff will not be scheduled on a regular basis at the teleworker's residence and must be approved in advance by the employee's supervisor.

4. Teleworkers are advised to consult with their insurance agent and a tax consultant for information regarding home work sites. Individual tax implications, auto and homeowners insurance, and incidental residential utility costs or related issues are the responsibility of the teleworker.

J. Supplies, Equipment, and Furniture

1. The Telework Agreement must specify all reimbursable costs. Any additional costs related to telework must be authorized by the supervisor prior to purchase or installation. The Commission will provide standard office supplies (pens, paper, pencils, etc.). Out-of-pocket expenses for supplies normally available at the Commission offices will not be reimbursed. Teleworkers should obtain all standard supplies while at the Commission offices.

2. Teleworkers shall be responsible for providing home telework site furniture and will work with the Commission through their Telework Agreement to document Commission issued equipment, computers, software, and other property.

3. The following conditions shall apply to use of supplies, organization records, computers and other Commission-owned equipment and assets:

- Use of Commission equipment in the home shall be the same as at Commission offices.
- Restricted-access materials shall not be taken out of the employee's officially assigned duty station or accessed from the telework location unless approved in advance by the supervisor.
- Products, documents, and records used and/or developed while teleworking shall remain the property of the Commission; and are subject to Commission policies regarding confidentiality and records retention requirements.
- Products, documents, and records that are used, developed, or revised while teleworking must be copied or restored to the Commission's computerized records.
- In extenuating instances when records and files are temporarily stored on the teleworker's personal computer, those assets must be stored in a way that will allow the Commission easy access, while protecting the teleworker's personal files. It is suggested that all telework-related information be located in a file or files designated for the employee's work and that this information be backed up per the most updated Commission or state policy.
- For telework jobs that have security and/or confidentiality requirements, procedures must be established at the telework location to guarantee protection of confidential information. Procedures may include secured workplace access, computer access passwords, or restricted use of files at the telework site. If security and/or breach of confidentiality issues exist, they must be addressed in the Telework Agreement.

4. Teleworkers shall be in compliance with all the Commission guidelines for use of computer hardware and software, including:

- Standard virus and surge protection on home computers
- Software licensing provisions
- Duplication of organization-owned or licensed software
- Maintaining system security
- Access to files
- Passwords

5. The Commission is not responsible for loss, damage, or wear and tear of teleworker-owned equipment and furniture. Repair and/or replacement costs and liability for privately owned equipment and furniture used during telework is the responsibility of the teleworker.

6. Normal use and wear that results in repair and/or replacement costs and liability for Commission-owned equipment used during telework by the employee is the responsibility of the Commission. ("Normal use and wear" means not as a result of negligence or deliberate damage, destruction, or loss.)

7. The Commission may pursue recovery from the teleworker for its property that is deliberately, or through negligence, damaged, destroyed, or lost while in the teleworker's care, custody, or control.

8. All the Commission equipment, computers, software, and other assigned assets used at the telework site must be documented on the Telework Agreement.

K. Request Process

- Employee: Reviews the Commission's telework policy and completes the Home Safety Guidelines for Teleworkers, Telework Self-Assessment, and submits a written request for telework to their employee supervisor. Employee should commit to completing an online telework course provided by the state before they start their first day of regular teleworking.
- Supervisor:
1. Reviews the Home Safety Guidelines for Teleworkers, Telework Self-Assessment, and the employee's job duties and responsibilities.
 2. Determines if employee's request meets general requirements for telework. General requirements that need to be satisfactorily addressed include but are not limited to work schedule, accessibility issues, dependent care, location, healthy balance of in-office work with co-workers and management, and equipment issues.
 3. Reviews the office/division continuity plan to ensure that all in office work and responsibilities are being covered effectively if the employee is approved for telework.
- Employee & Supervisor: Schedule a time to review telework arrangement and expectations and discuss the proposed terms of the Telework Agreement.
- Supervisor:
1. Upon completion of a Telework Agreement, submits a telework request that includes the proposed Telework Agreement, completed Home Safety Guidelines for Teleworkers, and a completed Telework Self-Assessment to the Commission's principal staff for review, discussion, and possible approval at the next monthly principal staff meeting.
 2. If telework request is APPROVED, refers to the *Implementing Telework* section of this policy.
 3. If telework request is DENIED, refers to *Telework Denied/Request for Reconsideration* section of this policy.

L. Implementing Telework

- Supervisor: Notifies requesting employee that the Telework Application has been approved.
- Employee & Supervisor: Sign finalized Telework Agreement.
- Supervisor:
1. Notifies the employee's co-workers and others with whom the employee interacts about the employee's new telework schedule, start date, and how arrangements will work. Discusses concerns and problems.
 2. Informs Commission and relevant individuals regarding all pertinent means of contacting the teleworking employee.
 3. Ensures that Commission-owned equipment to be used by the employee for teleworking documented in the Telework Agreement are shared with the Commission employee in-charge of maintaining the Commission's inventory list.
 4. Sends original telework request, Home Safety Guidelines for Teleworkers, Telework Self-Assessment and Telework Agreement to the appropriate Commission personnel contact for filing, retains a copy for supervisor's files, provides a copy of these documents to the employee for their records, and provides a copy of the Telework Agreement to supervisor's supervisor.
- Personnel Contact: Files original telework materials in the teleworker's personnel file and provides a copy of the Telework Agreement to the Commission's Fiscal personnel.

Employee & Supervisor: Respond quickly to all information and requests from the Commission.

M. Telework Agreement Revisions

Employee & Supervisor: The employee and supervisor will review as routine, formal course the Telework Agreement in conjunction with the employee's PMP, unless circumstances dictate that a change must be made immediately. Most revisions can be reviewed and approved by the Supervisor and the next highest level of supervision. Revisions regarding increases in number of days teleworking or work schedule hours outside of the 6 am to 6 pm time frame must be reviewed and approved by the principal staff.

N. Telework Denied/Request for Reconsideration

Supervisor: If decision is made to DENY telework, the supervisor shall inform the employee of the decision in writing.

Employee: May either accept the decision or request in writing reconsideration by the Executive Director/designee.

Supervisor: Will schedule an appointment with Executive Director/designee to review reconsideration request.

Exec. Director/designee,

Employee, & Supervisor: At reconsideration appointment, all three discuss, either in person or by telephone, the reason(s) for the denial and if there are other actions available that would make telework feasible for the employee. Ultimately, the Executive Director/designee is the final decision maker. The final decision shall be issued in writing to the employee.

O. To Rescind or Terminate Agreement

Employee: If the employee wishes to terminate the Telework Agreement they should meet with their supervisor and set an effective date for termination of the Telework Agreement.

Supervisor: If the supervisor wishes to terminate the Telework Agreement, the supervisor shall first seek approval from their supervisor and set a meeting with the employee to explain the reason(s). The supervisor shall set the effective date for termination of the Telework Agreement. (The supervisor should note any employee concerns in the employee's PMP.)

Employee & Supervisor: To rescind a Telework Agreement on a temporary basis, they shall discuss the time period and revise the Telework Agreement accordingly.

Supervisor: When a Telework Agreement is rescinded or terminated, the supervisor shall send notification to the Commission personnel contact indicating date of termination and reason(s). The supervisor will also ensure that all equipment, files, and supplies are returned.



Policies and Procedures
Leave

Effective Date of Policy:	Next Scheduled Review: 1/2/2023
Last Reviewed:	Policy Number: OCC-02 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 840-2.20](#), [74 O.S. § 840-2.20A](#), [74 O.S. § 840-2.20B](#), [74 O.S. § 840-2.20C](#), [74 O.S. § 840-2.21](#), [74 O.S. § 840-2.22](#), [74 O.S. § 840-2.23](#), [74 O.S. § 840-2.23A](#), [74 O.S. § 840-2.24](#), [74 O.S. § 840-2.25](#), [74 O.S. § 840-2.27C](#), and [Merit Rules](#).

A. Leave

Accrual and use of leave are governed by merit rules and applicable statutes. Both classified and unclassified employees are subject to the same leave policy. This policy is informational in nature and neither expands or diminishes the rights or responsibilities of any party under the merit rules. It is the official policy of the Commission to follow the merit rules.

Where possible, employees must submit leave requests no less than twelve (12) hours in advance. If an employee is absent from work without proper authorization, the employee may not receive pay for the period the employee is absent. It is the duty of all employees to stay apprised of their leave balances and ensure adequate time is available to cover all requests. If a justifiable situation arises for which an employee will exhaust sick and annual leave balances, qualified employees may request shared leave to cover the period. If an employee does not return to duty without timely contact and permission from their supervisor, that employee is subject to discipline and may be terminated. The Commission shall take appropriate action if the fraudulent use of leave is detected. Employees who violate this policy are subject to discipline, up to and including termination. The Division Director has the duty and the responsibility to take appropriate action if fraudulent leave usage or leave abuse is detected.

The types of leave available to Commission employees are listed below along with a short description of the rule. The specific requirements, restrictions, and availability of each type of leave are more thoroughly explained within the merit rules.

B. Administrative Leave Due to Unsafe Working Conditions or Inclement Weather

Reference: [74 O.S. § 840-2.20A](#) and [Merit Rules](#), [OAC 260:25-15-70](#), [OAC 260:25-15-71](#).

The Executive Director or designee may authorize a reduction in services of nonessential personnel due to hazardous weather or unsafe working conditions (hereinafter "hazardous weather") subject to the applicable merit rule. Commission supervisors shall make a reasonable attempt to ensure timely notice to employees of any decision relating to the grant of administrative leave due to

hazardous weather. The notification can come in the form of media notification, email, or telephone call.

During normal duty hours, an employee is considered on stand-by or on-call status. The Executive Director or designee may call employees to return to their normal duties or respond to the demands of the situation as necessary.

Employees that have scheduled annual, sick or other forms of leave prior to an event resulting in the temporary closure of state offices shall not receive paid administrative leave in lieu of the previously scheduled leave. Employees may not accrue compensatory time or additional leave during a reduction of services. Certain part time and temporary employees, who are not eligible to accrue leave shall not be granted administrative leave.

Authorization within Oklahoma City Metro Area

When the Governor reduces and/or closes state government due to weather, the Commission shall also automatically do so. In these instances, the Commission will not assign staff to be in Commission offices in the metro area. In other limited circumstances, only the Executive Director or designee may authorize a reduction in services for the Oklahoma City metropolitan area (including Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma, and Pottawatomie counties). The Commission's answering machine message on the main phone will be changed to let callers know who to contact in case of an emergency.

Authorization Outside of the Oklahoma City Metro Area

The Executive Director or designee, division directors, or area supervisors may authorize a reduction in services in other locations. Division directors and area supervisors shall immediately communicate any decision to authorize a reduction of services to the Executive Director or designee through the appropriate chain of command. Appropriate justifications for authorizing a reduction in services might include a Governor's declaration, travel advisory issued by the Department of Public Safety, notice that county offices are closed, or conditions that put the health and safety of employees at risk. Upon receipt of the communication authorizing a reduction in services, the Executive Director or designee may overrule the decision to authorize the reduction of services, extend the reduction of services to other Commission employees working in the same location(s), or take other action deemed appropriate. **Where teleworking does not apply, the recommendation(s) of the Department of Public Safety is followed. See examples below.**

In the following examples, a reduction of services is declared from 6:00 a.m. to 10:00 a.m. due to hazardous weather conditions (except in example #7):

1. The employee's normal workday starts at 8:00 a.m. The employee came to work at 10:00 a.m. The employee is eligible to use 2 hours of administrative leave.
2. The employee's normal work day starts at 7:00 a.m. The employee came to work at 10:00 a.m. The employee is eligible to use 3 hours of administrative leave.
3. The employee's normal work day starts at 8:00 a.m. The employee came to work at 11:00 a.m. The employee is eligible to use 2 hours of administrative leave plus 1 hour of annual or compensatory leave.
4. The employee did not come to work at all, due to the weather. The employee must use some type of their accrued leave for their entire work day (8 hours). The employee is not eligible to use administrative leave.
5. The employee already had accrued leave approved in advance. The employee must use the leave that was previously approved. The employee is not eligible to use administrative leave.

6. The employee's normal work day starts at 8:00 a.m. The employee came in to work at 8:00 a.m. The employee may not use the 2 hours of administrative leave at a later date.
7. The employee's normal workday ends at 5:00 p.m. Due to the threat posed by incoming weather, the employee leaves work at 1:00 p.m. A reduction of services is declared from 3:00 p.m. to midnight. The employee is eligible to use 2 hours of annual or compensatory leave and 2 hours of administrative leave.

C. Administrative Leave for a Cooling-Off Period

Reference: [Merit Rules, OAC 260:25-15-50](#).

The Commission may place an employee on paid administrative leave as a cooling off period to defuse a potentially violent occurrence in the work place subject to the conditions specified in the applicable merit rule.

D. Annual Leave

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-10](#) and [OAC 260:25-15-11](#).

Annual leave may be used for vacations, personal business and other approved time away from work not covered by other paid leave or holiday provisions. **Annual leave should be requested in advance** and used only when approved by the employee's supervisor. Annual leave may not be taken in advance of accrual. Holidays falling within a period of annual leave are not charged to annual leave. Annual leave is subject to the conditions specified in the applicable merit rule. Temporary and contract employees are ineligible to accrue, use, or be paid for annual leave.

To ensure that Commission functions and operations are not disrupted, supervisors may limit the number of employees who may take annual leave during the same period. In this case, leave shall be approved on a first-requested, first-approved basis. If several requests for the same date(s) are submitted at the same time, requests will be approved considering employee longevity and adequate staffing to maintain critical agency functions.

Any employee who leaves the Commission may transfer accrued annual leave to another state agency if the receiving agency will accept it. Otherwise, the employee who is leaving the Commission shall be paid for the number of accrued hours of annual leave. Accrued annual leave of employees hired or transferred from another agency to the Commission shall be accepted if approved by the Executive Director or designee.

The Oklahoma Legislature provides agencies with a select list of options that may allow employees to exceed the maximum annual leave accumulation limits. The Commission has adopted the rolling month option so that excess annual leave must be used within 12 months of the date of accrual. No accruals in excess of the statutory limit may be paid, transferred (unless the transfer was pursuant to statute or an executive order), or donated. The maximum annual leave balance for employees with less than 5 years of service is 240 hours and employees with 5 or more years of service is 480 hours.

Temporary and other limited term employees are ineligible to accrue, use, or be paid for annual leave.

ANNUAL LEAVE ACCRUAL LIMITS AND YEARLY ACCRUALS TABLE					
ANNUAL LEAVE					
Years of Cumulative Service	Approximate Yearly Accrual	Accumulation Limit		*Accrual above limit per 74:840-2.20(1)	
		Number of Days	Hourly Equivalent	Additional Year of Accrual	Max. Accrual Limit
Less than 5 years	15 days/year 10 hrs/month	30	240	120	360
5 years but less than 10 years	18 days/year 12 hrs/month	60	480	144	624
10 to 20 years	20 days/year 13.33 hrs/month	60	480	160	640
Over 20 years	25 days/year 16.67 hrs/month	60	480	200	680

*74 O.S. §840-2.20 (A)(1) provides the appointing authority the discretion to allow employees to accumulate up to one year of annual leave above the annual leave accumulation limit.

E. Court and Jury Leave

Reference: [Merit Rules, OAC 260:25-15-46](#).

An employee serving in their official capacity as a witness or serving as a juror before any governmental body shall be entitled to time off from work without loss of compensation or leave. Such time shall be counted as hours worked. An employee not serving in their official capacity and is a party or witness to private litigation may take annual leave or leave without pay, at the employee's discretion. Court and Jury Leave are subject to the conditions specified in the applicable merit rule. A supervisor may require the employee to submit a copy of the subpoena, summons, or other court order or process as a prerequisite for determining whether or not leave is to be taken.

F. Disaster Relief Services Leave

Reference: [74 O.S. § 840-2.24](#) and [Merit Rules, OAC 260:25-15-51](#).

An employee who is a certified disaster service volunteer for specific organizations may be granted leave with pay upon approval of the Executive Director or designee and subject to the conditions specified in the applicable merit rule.

G. Educational Leave

Reference: [Merit Rules, OAC 260:25-15-42](#).

Educational leave with pay may be granted at the discretion of the Executive Director or designee for a period not to exceed one year, provided, such leave serves the best interests of the Commission. The Executive Director or designee may also grant leave of absence without pay for educational purposes. Educational leave is subject to the conditions specified in the applicable merit rule.

H. Enforced Leave

Reference: [Merit Rules, OAC 260:25-15-40](#).

A supervisor may grant a probationary or permanent employee time off from regular duties, with pay, for absence necessary due to a personal disaster or when some member of the immediate family or household requires the employee's care because of illness, injury, or death in accordance with the applicable merit rules. The Commission permits an employee to use enforced leave to attend to the needs of a qualifying family member for any of the reasons permitted under sick leave provisions. Enforced leave hours shall be deducted from the employee's available sick leave balance but may not be granted in excess of the employee's accumulated sick leave. The number of days granted will be governed by the circumstances, but in no event shall this leave exceed eighty (80) hours in a calendar year.

For the purpose of enforced leave, immediate family or household includes spouse, children, parents, parent-in-law, step-parents, step-children, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, foster children or anyone residing as a member of the employee's immediate household.

I. Family and Medical Leave

Reference: 29 U.S.C. § 2601 et seq.; 29 CFR § 825; [74 O.S. § 840-2.22](#); and [Merit Rules, OAC 260:25-15-45](#).

The Family Medical Leave Act (FMLA) entitles eligible employees to take job-protected leave for a total of up to 12-weeks for specified family and serious health conditions with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This leave can be unpaid leave or accrued compensatory time, annual leave, or sick leave. Not every reason qualifies for FMLA protection while on time off. FMLA leave is subject to the conditions specified in the applicable merit rule.

As defined under FMLA, a "serious health condition" means any illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Additionally, for determining what qualifies for FMLA-related leave, the regulations only include an employee's spouse, child, or parent as family members.

Because reasons for taking time off from work under the FMLA vary, it is important to check in advance as much as possible whether your reason for leave request qualifies for FMLA. Below is a summary of qualifying circumstances for FMLA leave under current regulations.

Generally, the types of events that trigger FMLA protections include:

- 1. Pregnancy or the arrival of a new child in the family - whether by birth, adoption or foster care***

A mother may use FMLA time off for prenatal care or continuing care once the child is born. A father may also use FMLA leave to care for a newborn child or to provide care for his incapacitated spouse due to the pregnancy or child birth.

Parental leave does not have to run concurrently. Upon an employer's approval, parents may choose to spread their 12-week leave out over the course of a year by taking a few weeks at a time or by reducing their normal work hours in a given week (known as "intermittent parental leave".) However, when both parents are employed with the same company, only one parent may qualify for pregnancy or child-birth related leave.

Sometimes the pregnancy itself may qualify for FMLA as a serious health condition, especially when a doctor places the employee on bed rest during any point within a pregnancy. Employees who request pregnancy-related leave may be required to verify the pregnancy-related complication through medical certification.

The placement of a child for adoption or foster care is a qualifying reason under the FMLA. Employees may take up to a 12-week leave up to one year after a child is placed through adoption or foster care with an employee.

Adoption leave may also occur before the actual placement or adoption of a child if an employee's absence from work is required to attend counseling sessions, appear in court, or travel to another country to complete the adoption. The source of the adopted child is typically not a factor in determining whether the adoption qualifies for FMLA.

2. The care of a family member with a serious health condition

Employees may request leave to care for a family member with a serious health condition. Under current FMLA regulations, only spouses, children, or parents are considered family members. An employee's in-laws or grandparents, for example, are not included.

Ordinary illnesses such as the common cold, flu, earaches, upset stomachs and headaches do not qualify for FMLA, although some common illnesses may qualify for FMLA under certain circumstances.

3. The employee's own serious health condition that prevents the employee from performing the essential job duties

An employee's own health condition may qualify for FMLA. For example, employees who are unable to perform their essential job duties because of a serious illness or chronic health condition may request leave to treat the condition or receive prolonged care while under a doctor's supervision.

Furthermore, FMLA regulations require a "period of incapacity" of more than three consecutive calendar days. If an employee's condition requires two or more visits to a health care provider for the same condition, those visits must occur within 30 days of the first day the employee became incapacitated.

Finally, under FMLA regulations, the treatment of a chronic health condition must occur at least twice in any calendar year, and employees may also be required to show medical certification of his or her illness.

4. *The care of a family member who was injured while on active duty*

Care of a family member who was injured while on active duty in the military may qualify for FMLA. Employees may also request to handle certain matters arising out of a family member's deployment during FMLA leave.

FMLA Request and Review Process – Employee/Supervisor

[U.S. Department of Labor FMLA Resources](#)

J. Holidays

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-43](#).

Holidays are observed in accordance with state law and the Governor's proclamations. Employees may be granted paid holiday leave subject to the conditions specified in the applicable merit rule. However, an employee may be required to work a holiday depending on Commission needs and responsibilities. Compensatory time, depending on the employee's FLSA status, will be given in these situations.

To qualify for holiday leave, an employee must work or be on paid leave status either the entire regularly scheduled workday preceding or following the holiday. A person whose leave without pay includes the workdays before and after a holiday will not be paid for the holiday. An employee shall not be eligible to be paid holiday pay for any holiday that occurs before entering or after terminating employment. Full-time employees shall be paid for holidays based on an eight (8) hour workday. Part-time employees who are eligible for holiday pay will receive a pro-rated amount. Employees on a compressed work week will use an additional hour of annual leave or work an additional hour during the same workweek. Temporary and hourly employees are not eligible for holiday pay.

K. Involuntary Leave without Pay (Furlough)

Reference: [74 O.S. § 840-2.20C](#) and [74 O.S. § 840.2.27C](#); and [Merit Rules, OAC 260:25-15-48](#).

The Commission may place classified and unclassified employees on involuntary leave without pay (furlough) when it is necessary to reduce expenditures or due to a temporary decline or cessation of work subject to the conditions specified in the applicable merit rule.

L. Leave of Absence without Pay

Reference: [Merit Rules, OAC 260:25-15-47](#).

Employees who take leave without approval may be subject to discipline, up to and including termination. In extraordinary circumstances, a Division Director may approve a request from a

permanent or probationary employee for leave of absence without pay. The request shall be in writing and shall include the reasons for and estimated length of the leave requested by the employee. The approval of the leave shall also be in writing, and it shall specify the date the employee is to return to work. Leave of absence without pay is subject to the conditions specified in the applicable merit rule. Failure of the employee to return to work at the expiration of the specified leave period shall be cause for termination unless a valid reason is submitted in advance and approved by the Division Director. If an employee goes on leave without pay, the accrual of annual and sick leave will only accrue on the number of actual hours worked, if any.

M. Leave and First Preference Due to Work Related Illness or Injury

Reference: [74 O.S. § 840-2.21](#) and [Merit Rules, OAC 260:25-15-49](#).

If a state employee is absent because of an illness or injury arising out of and sustained in the course of his or her employment with the state, and for which workers compensation benefits have been filed, the employing agency shall place the employee on leave without pay if the employee so requests; provided, leave without pay pursuant to this section shall not for any purpose be considered a break in service. An employee who sustains an illness or injury arising out of and sustained in the course of employment with the State of Oklahoma shall not be required to use either accumulated sick or annual leave during such period prior to being placed on leave without pay as provided by law. An employee placed on leave without pay pursuant to the provisions of this section shall continue receiving basic plan insurance coverage and dependent insurance benefit allowance paid by the agency during the leave without pay as provided by law.

An employee on leave without pay shall have the right to be returned to his or her original position in accordance with the applicable merit rules. If it is found necessary for the good of the state to fill the position during the period the employee is on leave without pay the employee filling the position shall vacate the position upon the return of the employee on leave without pay, subject to layoff, transfer or demotion rights earned. The right to return to the original position shall expire one (1) year from the date of the start of leave without pay. The employee may be separated if the employee has not returned to the original position of the employee or some other position within the agency within one (1) year from the date of the start of leave without pay.

An employee on leave without pay pursuant to the provisions of this section shall provide a medical statement as to his or her ability to perform the duties of the position to the Commission at least every three (3) months. If the employee becomes medically able with reasonable accommodation to perform the duties of his or her original position, the employee shall be returned to such position. If the employee is unable to perform the duties of the original position with reasonable accommodation, but is medically able with reasonable accommodation to perform the duties of any other position within the agency for which the employee is qualified, and appointment to such other position does not constitute a promotion, the employee shall have first preference for any such position which becomes vacant within the agency, notwithstanding any other preference provisions of the Oklahoma Personnel Act or of other laws of the State of Oklahoma. An employee accepting another position pursuant to this subsection shall not forfeit his or her right to be returned to the original position within twelve (12) months after the start of leave without pay.

An ill or injured employee shall be eligible to participate in the Disability Insurance Program. All benefits, rights, and obligations shall continue during the time the employee remains on leave without pay status, for a continuous period not to exceed twelve (12) months. However, if a workers' compensation claim based on such illness or injury is denied during the twelve-month period, all benefits, rights and obligations conferred upon an employee pursuant to this section shall cease and be discontinued immediately.

N. Leave for Reserve Municipal Police Officers and Reserve Deputy Sheriffs

Reference: [11 O.S. § 34-101](#); [19 O.S. § 547](#); and [Merit Rules, OAC 260:25-15-58](#).

Employees who are reserve municipal police officers or reserve deputy sheriffs and who miss work in performing their duties in case of emergency shall not be required to use any accrued leave or make up any time due to the performance of their reserve duties subject to the conditions specified in the applicable merit rule.

O. Military Leave

Reference: 38 U.S.C. § 4301 et seq.; [44 O.S. § 209](#); [72 O.S. § 48](#); and [Merit Rules, OAC 260:25-15-44](#).

All employees of the state both permanent and probationary who are members of the National Guard or any branch of the United States Military or its reserve components, shall, when ordered by the proper authority to active or inactive duty or service, be entitled to a leave of absence from civilian employment for the period of service without loss of status or seniority. During the first thirty (30) calendar days of absence for military leave in any federal fiscal year which begins October 1 and ends September 30, the officer(s) or employee(s) shall receive their full regular pay from the employing state agency.

P. National Disaster Leave

Reference: [74 O.S. § 840-2.23A](#) and [Merit Rules, OAC 260:25-15-57](#).

National disaster leave is leave with pay granted to an employee who is affected by a presidentially declared national disaster in Oklahoma subject to the conditions specified in the applicable merit rule. An employee is "affected" if the employee or an eligible family member suffers physical injury or death or the domicile of the employee or an eligible family member is damaged or destroyed. Eligible family members shall be limited to relatives and household members of the employee. Relatives are defined as spouses, children, step-children, grandchildren, grandparents, step-parents, or parents. Household members include those persons who reside in the same home who have reciprocal duties and provide financial support for one another, including foster children and legal wards even if they do not live in the same household, but exclude persons sharing the same general house.

Q. Organ Donor Leave

Reference: [74 O.S. § 840-2.20B](#)

Organ Donor Leave is leave with pay for an employee to serve as a bone marrow or human organ donor. An employee is allowed five (5) workdays of leave to serve as a bone marrow donor and thirty (30) workdays of leave to serve as a human organ donor. An employee must submit written verification to the agency that he or she is to serve as a bone marrow or human organ donor. The request for leave is subject to approval by the Executive Director with medical necessity being the primary determinant for such approval. The Commission shall not penalize an employee for requesting organ donor leave. Organ donor leave may be requested by the employee only if the employee is serving as the donor.

R. Organizational Leave

Reference: [74 O.S. § 840-2.25](#); and [Merit Rules, OAC 260:25-15-41](#).

A permanent classified employee or a regular unclassified employee shall be entitled to take leave with pay not to exceed three (3) days a year to attend meetings of job-related professional organizations of which that employee is a member upon approval from his or her Division Director.

This leave shall not be used for lobbying activities which include the lobbying of legislative or executive branch elected officials within state-owned or leased buildings.

S. Shared Leave

Reference: [74 O.S. § 840-2.23](#)

The leave sharing program permits state employees to donate annual or sick leave to a fellow, eligible state employee who has exhausted, or will exhaust, all types of paid leave subject to the conditions specified in 74 O.S. § 840-2.23. An employee's use of shared leave shall not exceed 261 days during total state employment. The Commission will accept donations from employees of other State agencies.

[Shared Leave Forms](#)

T. Sick Leave

Reference: [74 O.S. § 840-2.20](#) and [Merit Rules, OAC 260:25-15-10](#) and [OAC 260:25-15-12](#).

Sick leave means a period of time when the employee cannot work because of illness, injury, pregnancy, medical examinations or treatments (including dental and optical), surgical procedures, or where the employee's presence at work would jeopardize the health of the employee or others. A sick leave request should be submitted in advance for a prescheduled medical appointment. Sick leave requests may not be automatically approved. A supervisor may request a doctor's verification for sick leave taken. Sick leave may not be used for annual leave and may not be taken in advance of its accrual. Sick leave earned during one month shall not be available for use until the beginning of the next month. Holidays falling within a period of sick leave shall not be charged as sick leave.

Employees must call their supervisor each day that they are unable to work unless a mutual understanding is reached concerning when the next call will be made (as in the case of maternity reasons, extended hospital stays, et...) Employees must complete a leave request form stating the

reason for the absence as soon as they return to work. A supervisor may require an employee to supply proof that the absence was consistent with the applicable merit rule on sick leave.

Any employee absent from work which exceeds three (3) consecutive days (whether partial or full) shall provide their supervisor with a physician's statement giving the reason for the absence, unless the Executive Director or designee waives this requirement. A supervisor may also require a physician's statement releasing an employee to return to work depending on the illness or injury. If a release is required then an employee will not be allowed to return to work and will be placed on leave without pay or annual leave until the statement is received by the Commission.

The supervisor shall approve sick leave unless there are facts to show that an employee abused sick leave privileges or the employee failed to supply requested evidence of illness, which will be cause for disciplinary action up to and including termination.

Any employee who leaves the Commission may transfer accrued sick leave to another state agency. The employee who is leaving the Commission shall not be paid for the number of accrued hours of sick leave per [OAC 260:25-15-12](#).

SICK LEAVE ACCRUAL AND ACCUMULATED LIMITS TABLE		
Years of Cumulative Service	Approximate Yearly Accrual	Accumulation Limit
0+	15 days/year 10 hrs/month	No Limit

U. Suspension with Pay Pending an Investigation

Reference: [Merit Rules](#), [OAC 260:25-11-120](#).

The Commission may suspend an employee from duty with pay for internal investigatory purposes or to give a permanent employee the required notice and opportunity to respond before involuntary demotion, suspension without pay, or discharge. The Commission may require the employee to remain available during specified working hours to meet with investigators or other agency officials as required. A notice of suspension with pay, stating the beginning and ending dates and times and specifying any reporting requirements shall be issued to the employee in writing. If the Commission certifies that an internal investigation cannot be completed within 20 days, the Commission may continue the suspension. The suspension with pay may not exceed the time necessary to complete the investigation and if the investigation warrants, to give the employee the required notice and opportunity to respond before termination.

V. Voluntary Firefighters Leave

Reference: [74 O.S. § 840-2.20](#).

Employees who are volunteer firefighters pursuant to the Oklahoma Volunteer Firefighters Act and who are called to fight a fire, respond to an emergency or other public safety incidents shall not be required to use any accrued leave or need to make up any time due to the performance of their volunteer firefighter duties.

W. Voting Leave

Reference: [26 O.S. § 7-101](#).

All employees of the Commission are strongly encouraged to participate in the democratic process and exercise their constitutional right to vote. Employees, who are registered voters and whose working schedules on election day do not permit them three (3) hours either before or after work in which to vote during the vote times of 7:00 a.m. to 7:00 p.m., shall be given paid leave not to exceed two (2) hours.

Any employee that chooses to exercise the 2 hour voting leave must notify their supervisor, orally or in writing, of their request. Voting leave applies to any election except for school board or bond elections.



Policies and Procedures
Code of Conduct

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-03 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [Oklahoma Ethics Rules](#), and [Merit Rules](#).

A. Code of Conduct

All employees are expected to conduct themselves in accordance with the Commission's core values of service, integrity, and quality. Employees shall comply with federal and state laws, rules and regulations, and all Commission policies. Employees shall avoid actual breaches of ethics and the perception of unethical behavior. Employees who violate this policy are subject to discipline, up to and including termination.

It is not possible to draft a code of conduct policy that answers every question, nor is it possible to eliminate every gray area of interpretation. Employees shall identify any personal conduct or interest that might possibly be criticized as a violation of the Commission's Code of Conduct and consult with their supervisor and/or agency Administration for final interpretation and application of policy.

Conduct that violates the spirit of this policy will not be tolerated merely because an employee states later that he or she did not think the conduct was wrong or technically in violation of this policy. The only safe and sure defense to corrective discipline is full disclosure and an opinion by Administration.

[Annotated Ethics Rules](#)

B. Misconduct

Employees shall fulfill the duties of employment and shall behave at all times in a manner befitting the position the employee holds. Employees shall devote full time, attention, and effort to their assigned duties during work hours. Misconduct including, but not limited to, the violation of any Commission rule or policy will not be tolerated and may result in disciplinary action.

C. Financial Conflicts and Conflicts of Interest

Employees shall not accept money or other compensation from anyone, other than the state, for the performance of employee's duties. Employees shall avoid preferential treatment for any person, using public office for personal gain, or adversely affecting the confidence of the public in the integrity of the Commission. Employees shall not engage in any employment, activity, or enterprise which has

been determined to be inconsistent, incompatible, or in conflict with his or her duties at the Commission.

Employees shall not engage in activities that involve the use of state time, facilities, equipment, and supplies; or, the badge, uniform, prestige, or influence of one's state office or employment for private gain or advantage.

[Rule 4 Conflicts of Interest](#)

Certain employees are required to register and pay administrative fees if they are the Commission's principal legislative liaison(s) pursuant to the Annotated Ethics Rules, Rule 5 Lobbyist Registration and Reporting

[Rule 5 Lobbyist Registration and Reporting](#)

D. Outside Employment

No employee may accept any other employment from, or sell any goods or services to, any organization or person that might be viewed as impairing their independence or judgment in connection with their responsibilities at the Commission. Nor shall an employee engage in outside employment that conflicts with their regular work hours at the Commission or diminishes their effectiveness or energy in addressing job responsibilities. No employee shall accept any commission or other form of compensation from anyone who practices before the Commission, for mediating any issue, or for finding a buyer of goods or services, or for any other consideration.

Employees may not work for another employer (including any business owned or operated by the employee personally) during normal Commission work hours or while on any leave program other than those which can be taken as personal time off (annual leave, compensatory time, and holiday time).

E. Community Service

Employees are encouraged to participate in community events and to be active in community projects, e.g. United Way, food drives, and preservation programs. Employees are also encouraged to belong to and participate in the affairs of professional organizations and profession-oriented nonprofit service organizations like those dedicated to preserving or protecting our state's natural resources or the environment. However, employees who belong to such organizations should disqualify themselves from participating in any decision-making process within this agency which directly affects the organization to which they belong.

F. Confidential Information

No employee shall disclose any confidential information to which he or she has access to any organization or person not entitled to have the information. No employee may use their access to confidential information for personal gain or profit. This policy does not prohibit the release of records as provided in the Oklahoma Open Records Act and does not diminish any whistleblower protections permitted by law.

G. Accepting Gratuities

No state officer and no state employee shall, directly or indirectly, ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for the state officer or employee or for any other person or entity, in return for being influenced in the performance of an official act; influenced to commit, aid in committing, collude in, or allow fraud, or make an opportunity for the commission of fraud on a governmental entity; or, induced to perform or fail to perform an act in violation of the state officer's or state employee's official duty.

H. Photo Identification Card and Other State Property

An employee's photo-ID is the property of the Commission and should be kept in a secure manner. Upon the termination of employment, employees are expected to return any ID cards, key(s), and other supplies, equipment, and state property issued before receiving a final paycheck. Notify your supervisor immediately if any state property is lost or stolen.

I. Privacy

Office desks, file cabinets, and other furniture and equipment provided by the State are not private. Employees must be sure that other authorized employees have access to any files, forms, or other materials which may be needed to conduct agency business.



Policies and Procedures
Drug and Alcohol Free Workplace

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-04 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [41 U.S.C. § 8101 et seq.](#), [40 O.S. § 551 et seq.](#), [63 O.S. § 420 et seq.](#), [63 O.S. § 425A](#), [63 O.S. § 427.1 et seq.](#), [63 O.S. § 420A et. seq.](#), [63 O.S. § 427.8](#), [Merit Rules](#), and [OAC 310: 681-1-1 et. seq.](#)

A. Drug and Alcohol Free Workplace

The Commission is a drug and alcohol free workplace. All Commission employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance or alcohol during scheduled work hours; while operating a state vehicle; on state property; or at the employee's workplace. In the case of medical marijuana "under the influence of" shall be replaced with "impaired by." All Commission employees are also prohibited from soliciting prescription medication from employees, vendors, or customers. Employees who are under the influence of, use or possess alcohol or controlled substances in the workplace or otherwise violate this policy will be subject to discipline up to and including termination as well as any additional legal consequences.

Pursuant to [63 O.S. § 425](#), the Commission prohibits the possession and use of medical marijuana during hours of employment; while operating a state vehicle; while on state property; or at the employee's workplace or assigned duty station and the Commission possesses the right to take action against an employee that violates this policy.

B. Definitions

"Alcohol" - Any intoxicating beverage or liquor.

"Controlled Substance" - A controlled substance in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulations at 12 CFR 1300.11 through 1300.15. Controlled Substances include but are not limited to: marijuana, including marijuana consumed or possessed with a medical marijuana license, cocaine, opiates, phencyclidine (PCP), and amphetamines as well as the various derivative compounds. This may include legal drugs that are not prescribed for the employee's personal use by a licensed physician.

"Conviction" - A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Medical Marijuana License" - A license issued by the Oklahoma Department of Health which allows a person with this license to consume and possess marijuana legally within the State of Oklahoma

subject to statutory restrictions and conditions. Only individuals with a medical marijuana license may legally use and possess marijuana in the State of Oklahoma.

"Workplace" - Any and all properties owned or leased by the State including buildings, land and vehicles; and physical sites not owned or leased by the State where employees of the State oversee and/or administer programs on behalf of the State Government.

C. Prohibitions and Reporting

The legal use of prescribed drugs is permitted in the workplace or on the job only if they do not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals. Prescribed drugs do not include marijuana that is consumed and possessed legally with a valid medical marijuana license.

Commission employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of alcohol or controlled substances during hours of employment, while operating a State vehicle, on State property, or at the employee's workplace or official work station. Violations may lead to disciplinary actions up to and including immediate termination. Violations may also lead to legal consequences including arrest and criminal penalties.

Under the Drug-Free Workplace Act, an employee must notify the Commission within five (5) days of any criminal conviction for any drug or alcohol related activity.

Any administrator operating programs involved, in whole or in part, in the performance of a federal contract or grant will notify the appropriate federal agency within ten (10) days after receiving notice of the conviction of any employee who is involved in performance of the contract or grant for violation of any federal, state or municipal drug or alcohol law provided the violation occurred in the workplace or during the employee's hours of employment.

D. Treatment

Employees are encouraged to voluntarily seek treatment for alcohol or drug dependency. Evaluation and assessment services performed by the Employee Assistance Program are free and confidential. The EAP can also provide referrals to appropriate resources. Successful completion of a voluntary rehabilitation or treatment program will in no way jeopardize an employee's job opportunities at the Commission. However, seeking assistance from the EAP or a treatment or rehabilitation program will not protect an employee from disciplinary action for violation of this policy.

Employees with drug or alcohol addiction that have not resulted in and are not the immediate subject of disciplinary action may request approval to take leave (paid or unpaid) to participate in a rehabilitation or treatment program.

E. Alcohol and Drug Testing

The Commission reserves the right to test employees for drug or alcohol use in the manner permitted by Standards for Workplace Drug and Alcohol Testing Act, [40 O.S. § 551 et seq.](#) Any employee may be required to submit to an alcohol or drug test for any reason(s) described in [40 O.S. § 554](#). The Executive Director may also require that applicants for employment at the Commission undergo alcohol or drug testing as a condition of employment. The Commission will pay the costs of any required testing. The time during which the employee is being transported and tested will be considered work time.

Circumstances which may result in an employee being required to take an alcohol or drug test for cause include, but are not limited to:

- Drugs or alcohol on or about the employee's person or vicinity.
- Employee conduct which suggests impairment or influence of drugs or alcohol.
- A report of drug or alcohol use in the workplace or during employee work hours.
- Information that the employee has tampered with drug or alcohol testing at any time.
- Negative performance patterns.
- Excessive or unexplained absenteeism or tardiness.

The Commission may require an employee to submit to post-accident alcohol or drug testing if the employee or another person is injured, or if State property or equipment has been damaged during work hours and/or at the workplace. A positive drug or alcohol test following a work-related injury may prevent the employee from being eligible for workers' compensation.

The Commission may employ any testing method or collection procedure authorized by the State Board of Health or permitted by [40 O.S. § 557](#). Refusal to undergo testing or a positive test result may result in discipline up to and including termination. However, employees shall be given the opportunity to explain a positive test result, in confidence. Employees may request a copy of test results from the Commission or from the testing facility.

F. Safety-Sensitive Employees

A small number of Commission employees are required to have CDL's and are considered safety-sensitive employees (See 49 CFR § 391.81 et seq.) **Watershed Technicians are considered safety-sensitive employees.** If a safety-sensitive employee tests positive for marijuana, even if such employee has a valid medical marijuana license issued by the State of Oklahoma, the employee will be removed from performing their safety-sensitive functions and appropriate disciplinary action will be taken.

G. Records

Records of all drug and alcohol test results and related information maintained by the Commission are the property of the Commission. It is the position of the Commission that such records are confidential and not subject to release under the Open Records Act. The Commission will maintain the records as confidential with the following statutory exceptions:

- Upon request by the employee, the Commission will make the records available for inspection and copying by the employee.
- The Commission or the employee may admit the records as evidence in a proceeding before a court or administrative agency if either the Commission or the employee is a named party to the proceeding.
- Records will be released in compliance with a valid judicial or administrative order.
- Records will be released to the Commission employees who require access in the administration of the Standards for Workplace Drug and Alcohol Testing Act.

H. Appeals

Disciplinary action taken as a result of this policy may be appealed through the grievance process.

[Policy OCC-11: Grievance Process](#)



Policies and Procedures
Tobacco Free Workplace

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-05 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [Executive Order 2012-01](#).

A. Tobacco Free Workplace

Tobacco use on State property or in State vehicles is forbidden. Employees who violate this policy are subject to discipline, up to and including termination.

B. Definitions

“Tobacco Products” includes but is not limited to cigarettes, electronic cigarettes/vaporizers, pipes, smokeless tobacco, and any other tobacco product.

C. Tobacco Use

The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of the State, including parking lots. Commission employees and patrons shall not use tobacco products while providing services to clients regardless of location.

The tobacco free workplace policy applies to all employees and patrons on State occupied properties. Noncompliance by an employee may result in corrective or disciplinary action.

The Commission, in cooperation with other state agencies occupying the same property and governmental building, will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy. Commission locations that share a building or property with other offices will eliminate tobacco use in their Commission offices and from all the indoor and outdoor locations under the Commission’s control. Commission employees shall not use tobacco products on roads, streets, or roadways adjoining State properties.

The Commission is committed to providing support to all its employees who wish to stop using tobacco products, and ensuring that all employees have access to several types of assistance, including cessation medication and telephone counseling through the [Oklahoma Tobacco Helpline](#) (1-800-QUIT-NOW). Supervisors are encouraged to refer employees to the Helpline as appropriate.



Policies and Procedures
Electronic Devices

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-06 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [State of Oklahoma Information Security Policy and Guidelines](#).

A. Electronic Devices

The Commission may provide computers, cellular telephones, or other electronic devices to employees for job-related activities. Employees' usage of electronic devices for job-related duties must be in compliance with state and agency policies as well as all state and federal laws governing usage and security. The use of Commission electronic devices should be job related, professional in nature, and comply with all applicable state and agency policies.

Commission electronic devices are Commission property and employees should limit personal use even if the employee is "off the clock." All data stored on Commission computers, cellular telephones, or related servers, including but not limited to, browser histories, emails, voicemails, and texts are the property of the Commission. Accordingly, employees should have no expectation of privacy concerning such data. Commission personnel, including supervisors and Division Directors, may access Commission data without seeking permission from the employee. Further, such data may be produced in response to a valid open records request or legal discovery unless specifically exempted from disclosure by law.

B. State Security Policy

The [State of Oklahoma Information Security Policy and Guidelines](#) for computer usage prohibits the use of its resources to send email using someone else's identity (email forgery); take any action that knowingly interferes with the normal operation of the network, its systems, peripherals and access to external networks; install any non-routine system or software on the network without prior approval; install any software systems or hardware that will knowingly install a virus, Trojan horse, worm or any other known or unknown destructive mechanism; attempt IP spoofing; attempt the unauthorized downloading, posting or dissemination of copyrighted materials; attempt any unauthorized downloading of software from the Internet; transmit personal comments or statements in a manner that may be mistaken as the position of the State; or access, create, transmit (send or receive), print or download material that is discriminatory, derogatory, defamatory, obscene, sexually explicit, offensive or harassing based on gender, race, religion, national origin, ancestry, age, disability, medical condition, sexual orientation or any other status protected by state and federal laws.

In an effort to protect the integrity of the statewide network and its systems, any proof of unauthorized or illegal use of any agency computer or its accounts will warrant the immediate access to these files, accounts or systems by the hosting agency's security and information systems staff and appropriate action will be taken.

Furthermore, all messages sent and received, including personal messages and all information stored on the agency's electronic mail system, voicemail system or computer systems are state property regardless of the content. As such, the hosting agency reserves the right to access, inspect and monitor the usage of all of its technology resources including any files or messages stored on those resources at any time in its sole discretion, in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

All employee's need to be aware that data regarding state business conducted on an employee's personal computer, cell phone, or other electronic device is also subject to review and production in response to an Open Records Act or any legal discovery.

C. Enforcement

Employees who violate this policy are subject to discipline, up to and including termination. For contractors, it may lead to the cancellation of the contractual agreement.



Policies and Procedures
Discrimination and Harassment

Effective Date of Policy:	Next Scheduled Review: 1/2/22
Last Reviewed:	Policy Number: OCC-07 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: Title VII of the Civil Rights Act 1964, 42 U.S.C. § 2000e et seq.,
[25 O.S. § 1101 et seq.](#), [74 O.S. § 840-1.1 et seq.](#), [74 O.S. § 954](#) and [Merit Rules](#).

A. Discrimination and Harassment

"No person in the State service, whether subject to the provisions of the Merit System or in unclassified service, shall be appointed to or demoted or dismissed from any position in the state service, or in any way favored or discriminated against with respect to employment in the state service because of political or religious opinions or affiliations, race, creed, gender, color, age or national origin or by reason of any handicap." [Merit Rules](#), [OAC 260:25-3-2](#).

Discrimination and harassment of any type is prohibited. Any employee with the Commission who believes they have been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. Employees who violate this policy are subject to discipline, up to and including termination.

See also:

[Policy OCC - 08: Equal Employment Opportunities](#)
[Policy OCC - 09: Workplace Violence](#)

B. Definitions

"Discrimination" means any discriminatory work conditions, or the use of discriminatory evaluative standards in employment, such as discriminatory treatment in whole or in part, based on the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, or marital status.

"Harassment" means any verbal or physical conduct designed to threaten, intimidate, or coerce including, but not limited to, verbal taunting (including racial and ethnic slurs), and written material conveyed through social networking platforms, emails, printed material, or other means, which in the employee's opinion, impairs his or her ability to perform his or her job.

"Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to the conduct is made a term or condition of employment, is used as a basis for employment decisions affecting the individual,

unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

C. Discrimination

The Commission prohibits discrimination in any form. Employees may not discriminate in the provision of employment opportunities, benefits or privileges; creation of discriminatory work conditions; or the use of discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, or any other reason prohibited by law.

D. Harassment

The Commission prohibits both verbal and nonverbal harassment. Employees may not unlawfully harass other employees. Verbal harassment includes comments that are not flattering or are unwelcome regarding a person's nationality, origin, race, color, religion, sex, gender identity, genetic information, age, disability or appearance, epithets, slurs, or negative stereotyping. Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, gender identity, marital, or other protected status.

E. Sexual Harassment

Sexual harassment in any form is prohibited. Sexual harassment is discrimination on the basis of sex. No officer or employee of any agency shall permit or engage in sexual harassment. Unwelcome sexual advances, requests for sexual favors, and verbal, graphic or physical conduct of a sexual nature constitute sexual harassment when submission to this conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting an individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. [Merit Rules, OAC 260:25-3-3](#).

F. Consensual Sexual Relationships

The Commission prohibits romantic or sexual relationships between a supervisor and an employee who reports directly or indirectly to that person.

G. Improper Language

Employees are expected to use language that is respectful of others. Improper language for the workplace includes profane, foul, obscene, insulting, abusive or crude language, inappropriate jokes,

racial slurs, sexual comments, even if spoken in non-standard English or foreign languages. The making of verbal threats is considered disrespectful, demeaning, and abusive behavior.

H. Grievance Process

Any employee with the Commission who believes they have been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited and subject to discipline.

Policy OCC -11: Grievance Process

I. Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for filing or responding to a bona fide complaint of discrimination or harassment; appearing as a witness in the investigation of a complaint; or serving as an investigator. Retaliation or attempted retaliation is a violation of this policy and will be subject to discipline up to and including termination.



Policies and Procedures
Equal Employment Opportunities

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-08 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: Title VII of the Civil Rights Act 1964, 42 U.S.C. § 2000e et seq.,
[25 O.S. § 1101 et seq.](#), [74 O.S. § 840-1.1 et seq.](#), [74 O.S. § 954](#) and [Merit Rules](#).

A. Equal Employment Opportunities

No person in the state service, whether subject to the provisions of the Merit System or in unclassified service, shall be appointed to or demoted or dismissed from any position in the state service, or in any way favored or discriminated against with respect to employment in the state service because of political or religious opinions or affiliations, race, color, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, disability or genetic information .
[Merit Rules](#), [OAC 260:25-3-2](#).

The Commission provides equal employment opportunities to employees and applicants. Any employee with the Commission who believes he or she has been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. Employees who violate this policy are subject to discipline, up to and including termination.

See also:

[*Policy OCC -07: Discrimination and Harassment*](#)
[*Policy OCC -09: Workplace Violence*](#)

B. Equal Opportunity Employer

The Commission is an equal opportunity employer. The Commission fully complies with all applicable state and federal equal opportunity and "non-discrimination" laws and regulations.

The principles of equal employment opportunity and anti-discrimination apply to all aspects of the employment practices and personnel actions throughout the Commission, including but not limited to recruiting, hiring, promotions, demotions, separations, reductions in force (RIF), recall, compensation, benefits, application of policies, training, working conditions and all other terms and conditions of employment. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on the Commission premises who are employed by temporary agencies and any other persons or firms doing business for or with the Commission.

C. Responsibilities of Management

It is the responsibility of supervisors and division directors to inform employees of the discrimination policy and implement corrective actions that are imposed as a result of findings of discriminatory conduct.

D. Grievance Process

Any employee with the Commission who believes they have been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. However, filing groundless and malicious complaints is an abuse of this policy, and it is prohibited and subject to discipline.

Policy OCC -11: Grievance Process

E. Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for filing or responding to a bona fide complaint of discrimination or harassment; appearing as a witness in the investigation of a complaint; or serving as an investigator. Retaliation or attempted retaliation is a violation of this policy and will be subject discipline up to and including termination.



Policies and Procedures
Workplace Violence

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-09 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: Title VII of the Civil Rights Act 1964, 42 U.S.C. § 2000e et seq.,
[25 O.S. § 1101 et seq.](#), [74 O.S. § 840-1.1 et seq.](#), [74 O.S. § 954](#) and [Merit Rules.](#)

A. Workplace Violence

The Commission maintains a safe and secure workplace free from violence, harassment, intimidation, bullying, and other disruptive behavior for all Commission employees and patrons. The Commission prohibits violence or threats of violence. Any Commission employee who believes they have been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. Employees who violate this policy are subject to discipline, up to and including termination.

See also:

[*Policy OCC -07: Discrimination and Harassment*](#)
[*Policy OCC -08: Equal Employment Opportunities*](#)

B. Definitions

“Workplace violence” means any act or threat of physical aggression by any individual that occurs at the work site. Its intended target may be another individual or objects combined with a reasonable potential for physical or psychological trauma to victims and/or witnesses.

“Weapon” means any pistol, revolver, shotgun or rifle, whether loaded or unloaded, knife, club, or any device that can be potentially used to commit harassing behavior, threat of violence, or violence.

“Carry” means to carry upon or about one’s person, or in a purse or other container belonging to the person.

“State property” means any structure, building, or office space owned or leased by the State of Oklahoma.

“Bullying” means repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more employees against another or others, at the place of work or in the course of employment.

C. Harassment, Violence, and Bullying

All employees and patrons shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats and acts of violence, both direct and indirect, shall be reported as soon as possible to a supervisor. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. All suspicious individuals or activities shall be reported immediately to the Police Department (911) or the Capitol Patrol Division of the Oklahoma Highway Patrol at (405) 521-2316. When reporting a threat of violence, the employee should be as specific and detailed as possible.

The Commission will promptly and thoroughly investigate all reports of actual violence or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. In order to maintain workplace safety and the integrity of its investigation, the Commission may suspend employees, either with or without pay, pending investigation.

The Commission will not tolerate bullying. Bullying may be intentional or unintentional. Prohibited conduct includes the following:

- Verbal bullying (slandering, ridiculing or maligning a person or their family);
- Name calling which is hurtful, insulting or humiliating; abusive and offensive remarks;
- Physical bullying (pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property);
- Gesture bullying (non-verbal threatening gestures or glances which can convey threatening messages); and/or
- Power bullying (making excessive demands, such as assigning work that is impossible to perform or is clearly unnecessary; making demeaning demands, such as assigning work that is clearly below the employee's ability or experience or assigning no work at all; intruding or invading into the employee's personal life; or socially or physically excluding or disregarding a person in work-related activities).

The Commission encourages employees to bring disputes or differences with other individuals to the attention of their supervisor or grievance manager before the situation escalates into potential violence.

D. Weapons

No employee shall carry firearms, weapons, or other dangerous or hazardous devices or substances on state property, in state vehicles, or while performing duties for the Commission unless the employee is required to carry or transport hazardous material in the course of their assigned duties.

E. Oklahoma Self-Defense Act

Notwithstanding any license obtained under the Oklahoma Self-Defense Act, it is unlawful to carry any concealed or unconcealed handgun into any "structure, building, or office space which is owned by the state for the purpose of conducting business with the public" pursuant to [21 O.S. § 1277](#). It is the policy of the Commission that no employee shall carry a weapon on state property or while performing duties for the Commission unless the employee is required to carry or transport weapons or other prohibited material in the course of their assigned duties.

F. Removal from Duty

Employees may be removed from duty to diffuse a potential "violence in the workplace" situation by placing the employee on administrative ("cooling off") leave per [OAC 260:25-15-50](#). An employee's time on administrative leave under this section shall not exceed 32 hours in a 12-month period.

G. Protective or Restraining Orders

Employees who have obtained or who have applied for a protective order or restraining order shall immediately notify their division director to facilitate the enforcement of the order.

H. Responsibilities

Employees shall alert a supervisor and/or law enforcement, if appropriate, to report any concerns about safety or security; report incidents or potential violent incidents, and to report cooperation with an investigation process. Supervisors shall encourage employees to report and log all incidents and threats, and report all violent, or potentially violent incidents, even if there are no injuries. A report can be made by submitting a written statement of the incident to the division director. The division director will immediately notify the targeted employee and take all reasonable actions possible to prevent an incident in accordance with Commission policy. The division director will also provide for prompt medical evaluation and treatment when warranted after each incident; promptly report violent incidents to the local police department; discuss the circumstances of any incidents of assault with the employee; provide an opportunity for employees to share information about ways to avoid such problems in the future; and encourage employees to use the Employee Assistance Program (EAP). Employees may contact the Employee Assistance Program at EAP@odmhsas.org, or at (405) 248-9007.

[Employee Assistance Program](#)

I. Grievance Process

Any employee with the Commission who believes they have been subjected to conduct that violates this policy is encouraged to promptly confer with a grievance manager. However, filing groundless and malicious complaints is an abuse of this policy, and it is prohibited and subject to discipline.

[Policy OCC -11: Grievance Process](#)

J. Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for filing or responding to a bona fide complaint of discrimination or harassment; appearing as a witness in the investigation of a complaint; or serving as an investigator. Retaliation or attempted retaliation is a violation of this policy and will be subject to discipline up to and including termination.



Policies and Procedures
Progressive Discipline

Effective Date of Policy:	Next Scheduled Review: 1/2/2018
Last Reviewed:	Policy Number: OCC-10 (2016)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 840-6.1 et seq.](#), [OMES Classification Manual](#) and [Merit Rules](#).

A. Clarification Statement

The Commission shall apply the progressive discipline policy to CLASSIFIED employees. The Commission may, but shall not be obligated to, apply the progressive discipline policy to other employees (including unclassified, probationary classified, at-will, contract, seasonal and/or temporary employees).

Classified employees are all state employees and positions which are subject to rules of the Office of Personnel Management and the decisions of the Oklahoma Merit Protection Commission.

Unclassified employees are at-will employees that serve at the pleasure of the appointing authority. They may be removed from their position at any time, with or without cause, and have no right to appeal their termination to the Oklahoma Merit Protection Commission.

B. Progressive Discipline

The Commission's progressive discipline policy provides standards and guidelines for applying prompt, equitable and suitable discipline. The descriptive text provided below is informational in nature and neither expands or diminishes the rights or responsibilities of any party under the merit rules.

C. Definitions

"Discharge" means the act of terminating the employment relationship of a permanent classified employee who did not voluntarily resign or otherwise forfeit his or her position according to any other statutory provision. Discharge does not include separation due to reduction-in-force.

"Discipline" means informal or formal action to correct infractions of statute, rule, policy, practice or procedure regarding work performance or behavior.

"Involuntary Demotion" means the compulsory reclassification of a classified employee to a different job with a lower pay band assignment or to a lower level within the same job family.

D. Penalties

Progressive discipline is a system designed to ensure not only the consistency, impartiality and predictability of discipline, but also the flexibility to vary penalties if justified by aggravating or mitigating conditions. Typically, penalties range from verbal warning to discharge, with intermediate levels of a written warning, suspension, or demotion. Absent mitigating circumstances, repetition of an offense is accompanied by a generally automatic progression to the next higher level of discipline. Based on relevant circumstances, a single incident may justify a higher step of discipline without proceeding through lower steps. [OAC 455:10-11-4](#).

E. First Phase – Informal Discipline

The first phase of progressive discipline shall be informal discipline and may include steps of verbal warning, informal discussion, corrective interview, and oral reprimand. This phase shall serve to streamline the progressive discipline system and to bring potential problems to an employee's attention before they escalate. Documentation of informal discipline may be noted and maintained by the supervisor and employee.

Informal discipline may be given to correct infractions of statute, rule, policy, practice or procedure regarding work performance or behavior. In administering informal discipline, an employee shall be told, as a minimum, of the nature of the problem which is cause for the discipline and steps which must be taken to resolve the problem and the consequences of repeated infractions or continuing deficient performance or behavior. [OAC 455:10-11-10](#).

F. Second Phase – Formal Discipline

The second phase of progressive discipline shall be formal discipline and may include written reprimand, suspension without pay, involuntary demotion and discharge. An employee may receive formal discipline to correct violations of statute, rule, policy, practice or procedure regarding work performance or behavior. Absent aggravating conditions, formal discipline is normally administered after informal discipline has failed to produce acceptable results. Formal discipline documentation shall include a record of any other informal or formal discipline which was used in the decision to administer formal discipline. [OAC 455:10-11-11](#).

G. Written Reprimand

Supervisors may administer a written reprimand to correct violations of statute, rule, policy, practice or procedure regarding work performance or behavior. A written reprimand shall include, as a minimum, the date of the written reprimand; the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated; a statement of the act or incident which is cause or reason for the written reprimand; steps which can be taken to resolve the problem; a citation of any other informal or formal discipline which was used in the decision to administer the written reprimand; and consequences of repeated infractions or continuing deficient performance or behavior.

The employee shall be provided an opportunity to respond in writing to the written reprimand. Any response shall be attached to the written reprimand. The written reprimand and any response shall be filed in the employee's agency personnel record. [OAC 455:10-11-13](#).

H. Causes for Discharge, Suspension without Pay, or Involuntary Demotion

Any employee of the Commission may be discharged, suspended without pay for a period not to exceed sixty (60) calendar days, or demoted for misconduct, insubordination, inefficiency, habitual drunkenness, inability to perform the duties of the position in which employed, willful violation of the Oklahoma Personnel Act or of the rules prescribed by the Office of Management and Enterprise Services (OMES), Human Capital Management (HCM) division or by the Merit Protection Commission, conduct unbecoming a public employee, conviction of a crime involving moral turpitude, or any other just cause. [OAC 455:10-11-14](#).

Causes for discharge, suspension without pay, or involuntary demotion, include, but are not limited to the following:

1. Unacceptable job performance including, but not limited to,
 - a. failure to meet the established standards in one or more critical tasks of the employee's job,
 - b. violation of policies, rules, regulations or specific directives,
 - c. failure or inability to perform duties due to inefficiency, error, or neglect, or
 - d. failure to devote full time, attention, and effort to the duties and responsibilities of the position during assigned hours of duty.
2. Unexplained absenteeism or tardiness;
3. Willful or wanton indifference to or neglect of duties including, but not limited to,
 - a. absence from an assigned duty station without proper authorization,
 - b. failure to perform an assigned task, or
 - c. neglect of assigned duties;
4. Failure to complete examinations, forms, or reports required as condition of employment;
5. Actions or omissions that place the health, life, or property of self or others in jeopardy;
6. Disobedience or insubordination including, but not limited to,
 - a. the disregard of supervisory directives or refusal to comply with supervisory directives,
 - b. conduct evidencing disrespect, disdain, or contempt for Commission administrators, supervisory personnel, or proper authorities,
 - c. refusal to cooperate with investigations in matters of official interest,
 - d. refusal to carry out any proper order from a supervisor having responsibility over the employee's work, or
 - e. failure or delay in executing orders from a supervisor;
7. Dishonesty including, but not limited to,
 - a. fraud committed in securing an appointment, promotion, or other advantage in employment,
 - b. making false reports and/or claims,
 - c. falsifying official forms or other documents,
 - d. criminal acts,
 - e. knowingly withholding information of official interest, or
 - f. fraud committed in securing any service or benefit from any program administered by the Commission;
8. Discourteous treatment of clients, other employees, or the general public;

9. Conduct unbecoming a public employee including, but not limited to, improper behavior that discredits the Commission either during or outside work hours;
10. Burglaries and thefts;
11. Violations of state law including, but not limited to, conviction of a crime involving moral turpitude;
12. Violations of rules or policies adopted by the Commission;
13. Use or possession of unauthorized alcohol, controlled substances, or tobacco on state property or being under the influence of alcohol or controlled substances during work hours;
14. Discrimination, harassment, and workplace violence;
15. Unauthorized disclosure of confidential information including, but not limited to, securing or attempting to secure access to confidential information without proper authorization;
16. Misuse of state property including, but not limited to, theft, destruction, abuse, careless or reckless use of property, misplacement of property, or waste of property;
17. Financial conflicts or conflicts of interest as described in the [*Oklahoma Ethics Law Compilation* \(pages 31-69\)](#); or
18. Any other just cause.

I. Suspension without Pay

A full time employee may be suspended without pay for any of the reasons set forth in [*OAC 455:10-11-14*](#). The employee shall be provided notice of the proposed suspension without pay, by personal service or certified or registered mail. Pending completion of the notice and response opportunity, an employee may be suspended with pay. The notice shall include, as a minimum, the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated and cause for the proposed suspension without pay; the specific acts or omissions which are cause or reason for the proposed suspension without pay; an explanation of the evidence which justifies the proposed suspension without pay; and an opportunity, either in writing or orally, to present reasons why the proposed suspension without pay is improper.

Within ten (10) working days after the employee has had opportunity to respond to the proposed suspension without pay, they shall be provided written notice of the final action by personal service or certified or registered mail. If the supervisor(s) decide that suspension without pay is appropriate, the written notice to the employee shall include, as a minimum, the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated and cause for the suspension without pay; grounds for the action; a citation or the law or rule under which the action is being taken; effective date and inclusive dates of the suspension without pay; a citation of any other informal or formal discipline which was used in the decision to administer the suspension without pay; a statement of the employee's right to file an appeal with the Merit Protection Commission, the twenty (20) calendar day time limit for the Merit Protection Commission's receipt of the appeal and the address of the Merit Protection Commission; and a copy of the Merit Protection Commission's petition for appeal form. [*OAC 455:10-11-15*](#).

J. Involuntary Demotion

Where applicable, a full time employee may be involuntarily demoted for any of the reasons set forth in [*OAC 455:10-11-14*](#). The employee shall be provided notice of the proposed involuntary demotion by personal service or certified or registered mail. Pending completion of the notice and

response opportunity, an employee may be suspended with pay. The notice shall include, as a minimum, the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated and cause for the proposed involuntary demotion; the specific acts or omissions which are cause or reason for the proposed involuntary demotion; an explanation of the evidence which justifies the proposed involuntary demotion; and an opportunity, either in writing or orally, to present reasons why the proposed involuntary demotion is improper.

Within ten (10) working days after the employee has had opportunity to respond to the proposed involuntary demotion, they shall be provided written notice of the final action by personal service or certified or registered mail. If the supervisor(s) decide to proceed with the involuntary demotion, the written notice to the employee shall include, as a minimum, the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated and cause for the involuntary demotion; grounds for the action; a citation of the law or rule under which the action is being taken; effective date of the involuntary demotion and the job family level and pay band to which demoted; a citation of any other informal or formal discipline which was used in the decision to administer the involuntary demotion.

K. Classified Employee Discharge Process

A permanent classified employee may be discharged for any of the reasons set forth in [OAC 455:10-11-14](#). Before any permanent classified employee may be terminated, the employee shall be afforded a pre-termination hearing to be held before the appointing authority or his or her designee. A pre-termination hearing shall not be required if the classified employee is being terminated as part of a reduction-in-force as provided for in [74 O.S. § 840-2.27C](#).

The purpose of a pre-termination hearing is to provide the Commission with information from which a determination may be made as to whether or not reasonable grounds exist to believe that the charges against the employee are true and whether or not the grounds support the proposed termination. Notice of the pre-termination hearing shall be provided to the employee by personal service or certified or registered mail at least seven (7) calendar days before the scheduled pre-termination hearing. Pending completion of this notice and the pre-termination hearing, an employee may be suspended with pay. The notice shall include, as a minimum, the statute, rule, policy, practice or procedure of work performance or behavior which was violated and cause for the proposed action; all grounds for the proposed action; a summary of evidence or physical evidence to support each of the stated grounds for the proposed action; a statement of the employee's right to be represented by an attorney or other person of his or her choice at the pre-termination hearing; and date, time and location of the pre-termination hearing.

At least seventy-two (72) hours before each pre-termination hearing, the Commission shall place a certificate in the employee's personnel file stating what disciplinary actions have been taken to comply with progressive discipline prior to the pre-termination hearing. The certificate shall be included in the record and shall provide details about the proposed termination and certify that all mandatory progressive discipline actions as required by statute or rule have been taken before pre-termination hearing. A certificate shall not be required if the cause for proposed termination is a criminal offense or involves acts of moral turpitude.

The pre-termination hearing need not be a full evidentiary hearing and formal rules of evidence shall not apply. The pre-termination hearing shall be recorded in its entirety. The employee shall be provided a copy of the recording, at no cost, if the employee appeals to the Merit Protection Commission and requests a copy. A copy shall be provided as soon as possible but no later than fourteen (14) calendar days after the request is made.

Following the pre-termination hearing, if recommendation for termination is made, recordings of the pre-termination hearing and all evidence in support thereof shall be reviewed for legal sufficiency by the Commission before termination is final. Within ten (10) working days after the pre-termination hearing the employee shall be provided written notice of the final action, by personal service or certified or registered mail. If the decision is made to proceed with the termination, the notice shall include, as a minimum:

1. the statute, rule, policy, practice or procedure regarding work performance or behavior which was violated and cause for the termination;
2. all grounds for the termination;
3. a citation of the law or rule under which the termination is being taken;
4. effective date of the termination; a citation of any other informal or formal discipline which was used in the decision to administer the termination; a statement of the employee's right to file an appeal with the Merit Protection Commission, the twenty (20) calendar day time limit for the Merit Protection Commission's receipt of the appeal and the address of the Merit Protection Commission; and a copy of the Merit Protection Commission's petition for appeal form. [OAC 455:10-11-17](#).

L. Responsibilities of Parties

1. Commission Responsibility

The Commission shall use the progressive discipline phases for classified employees outlined in this policy and may adopt other progressive discipline steps which address specific needs. The Commission is committed to the consistency, evenhandedness and predictability of discipline; and shall ensure the flexibility to vary penalties if justified. [OAC 455:10-11-5](#).

2. Supervisor Responsibility

Each supervisor shall inform classified employees of the agency's progressive discipline policy; apply discipline when necessary that is corrective, progressive in nature, appropriate for the offense and equitable; consider relevant circumstances when determining the proper disciplinary action; and use prompt, positive action to avoid more serious disciplinary actions. [OAC 455:10-11-6](#).

Supervisor Notes

3. Employee Responsibility

Each employee has a duty and responsibility to comply with the Commission's progressive discipline policy. [OAC 455:10-11-7](#).

M. Records

The Commission shall maintain documentation of formal discipline in the employee's agency personnel record consistent with the General Records Schedule of the Oklahoma Department of Libraries, Office of Archives and Records. An employee shall be given a copy of any formal disciplinary document when it is placed in their agency personnel record. [51 O.S. § 24A.1 et seq.](#) shall govern access to disciplinary documents. An employee shall have a right to review disciplinary documents in their agency personnel record. The Merit Protection Commission, because of statutory responsibility, shall have a right of access to disciplinary documents. The Commission may specify procedures in the agency's progressive discipline policy for the review and removal of disciplinary documents from the employee's agency personnel record. Any such procedures shall be applied consistently and uniformly. [OAC 455:10-11-8.](#)



Policies and Procedures
Grievance Process

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-11 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 840-6.1 et seq.](#), [OMES Classification Manual](#) and [Merit Rules](#).

A. Grievance Process

Any dispute, complaint, or concern relating to employment at the Commission may be brought to the attention of a grievance manager and resolved using the grievance process. The grievance process is an internal agency process that permits Commission employees to seek resolution of disputes. The grievance process is not available to temporary or contract employees. The Commission strictly adheres to the grievance process described in [OAC 455:10-19](#). The descriptive text provided below is informational in nature and neither expands or diminishes the rights or responsibilities of any party under the merit rules, where applicable.

The Commission fosters an environment where employees and applicants for employment may raise discrimination complaints without fear of reprisal. The Commission shall promptly investigate and resolve claims of discrimination, harassment, or workplace violence. It is a violation of state and federal law and Commission policy to retaliate against any person for asserting his or her civil rights, which includes filing a claim of discrimination or participating as a witness in a related investigation.

B. Definitions

"Accept" means a determination by an agency grievance manager that issue(s) meet jurisdictional requirements.

"Deny" means to refuse to grant a requested remedy, to determine an issue to be without merit or to end a grievance without further consideration.

"Grant" means to find an issue to have merit and to give an appropriate remedy.

"Grievance" means a request for relief in an employment matter made by an employee, or a group of employees, which affects them and which is subject to control of the appointing authority. For purposes of grievances, an employee may be a probationary or permanent classified or unclassified employee.

"Jurisdiction" means the authority to decide an issue within the agency grievance procedure. The time limit to file a grievance, an employee's eligibility to use the agency grievance procedure, and the issues raised are general factors in determining agency jurisdiction.

"Reject" means a determination by an agency grievance manager that a grievance or an issue does not meet agency jurisdictional requirements.

"Remedy" means the corrective action sought by an employee or offered by a decision-maker or appointing authority.

"Toll" means to temporarily stop or suspend applicable time limits.

C. Contact Information

The Commission has two grievance managers available to employees:

PRIMARY

Clancy Green
2800 N. Lincoln Blvd., Suite 200
Oklahoma City, OK 73105
Phone: (405) 522-2111
Email: clancy.green@conservation.ok.gov

SECONDARY

Janet Stewart
2800 N. Lincoln Blvd., Suite 200
Oklahoma City, OK 73105
Phone: (405) 742-1240
Email: janet.stewart@conservation.ok.gov

D. Grievance Steps

The grievance process is a two-step procedure. The first step is an informal discussion between the employee and their immediate supervisor. The second step shall be the filing of a formal grievance. [OAC 455:10-19-60](#).

Step 1: Informal Discussion

The purpose of the informal discussion shall be to provide the employee and their supervisor an opportunity to address and resolve concerns and complaints at the lowest level possible. The effort to resolve disputes at this level may include, but is not limited to, the use of mediation. An employee who has a grievable issue shall promptly bring the dispute to the attention of his or her supervisor. The employee and the supervisor shall strive to informally resolve the dispute. If the supervisor is unable to resolve the dispute because it is not within his or her control or authority, the supervisor shall attempt to determine who can resolve the dispute and give that person an opportunity to resolve the dispute informally or advise the employee to proceed to Step 2. [OAC 455:10-19-61](#).

Step 2: Formal Grievance

If the dispute is not resolved informally, the employee may file a formal grievance within the time specified in [OAC 455:10-19-42](#). Formal grievances shall promptly and impartially be addressed and resolved at the lowest level possible. A face-to-face meeting or telephone conversation is required between the resolution decision maker and the employee at this step. [OAC 455:10-19-62](#).

[Grievance Form](#)

E. Mediation

Employees, supervisors, and grievance managers are encouraged to use mediation as a means of resolution at any step of the grievance process. Applicable grievance time limits shall be tolled if a request for voluntary mediation is made. The tolling time shall begin as soon as mediation is requested and shall end once it is determined the participants are not willing to use the voluntary mediation services. The tolling time ends upon conclusion of the voluntary mediation session or at such time that any participant withdraws from participating in the voluntary mediation session. The agency grievance manager shall be notified of the tolling time as soon as possible and practical. [OAC 455:10-19-64](#).

Request for Mediation

F. Retaliation Prohibited

No employee shall be disciplined or otherwise prejudiced in their employment for exercising their rights under the internal agency grievance resolution procedure. Any employee who believes they have been subjected to retaliation may file a petition for appeal with the Commission. The petition for appeal shall identify the name of the person alleged to have violated this section and shall be specific as to who did what, when, where, how and why. [OAC 455:10-19-8](#).

G. Time for Filing Grievance

A grievance shall be filed with the grievance manager. A formal grievance shall be filed within twenty (20) calendar days of the date of the act or incident or within twenty (20) calendar days of the date the employee becomes aware of or, with reasonable effort, should have become aware of a grievable issue. The Commission may extend the time limit for filing a formal grievance if the employee shows that they could not have otherwise timely filed or if the employee provides evidence that he or she was making a good faith effort to resolve the dispute informally or for another good cause shown. [OAC 455:10-19-42](#).

H. Time for Resolution of a Grievance

A formal grievance shall be resolved by the employing agency within forty-five (45) calendar days after the filing of the grievance. The Commission may extend the resolution time up to an additional fifteen (15) days for good cause. The extension shall be made in writing to the employee before the expiration of the forty-five (45) calendar day resolution time and include reasons for the extension. The employee and Commission may mutually extend the resolution time up to an additional thirty (30) calendar days for good cause. Any extension shall be agreed to in writing and include reasons for the extension. In no case shall the resolution time of a formal grievance exceed ninety (90) calendar days. [OAC 455:10-19-44](#).

I. Calculation of Time

For purposes of calculation, time shall be counted in terms of calendar days. If the last day of the count is a Saturday, Sunday or legal holiday as proclaimed by the Governor, the period shall continue to the next business day. [OAC 455:10-19-9](#).

J. Grievance Preparation and Processing

An employee may request approval from their supervisor for necessary and reasonable absence from work to gather information in preparation to file and process a formal grievance. The request for the time needed should be made in advance. The supervisor may approve such absence if the time away will not cause undue hardship or upset any employee's work place operation. Any approved absence shall not result in a loss of pay or leave. [OAC 455:10-19-37](#).

K. Leave and Travel

An employee who has filed a formal grievance, or witnesses whose attendance is required, shall not be charged leave to attend meetings held to decide the grievance. Approved travel and other expenses incurred to resolve a formal grievance shall be reimbursed by the employing agency in accordance with the State Travel Reimbursement Act and [Policy OCC -12: Travel Policy](#). [OAC 455:10-19-38](#).

L. Employee Representation

An employee has the right to be represented by a person of their own choosing at each step of the internal agency grievance resolution procedure, except the initial informal discussion with his or her immediate supervisor. The representative must be willing and available to serve and have authority to negotiate settlement. The employee is responsible for all costs and expenses of their representation. A representative who is a state employee shall be on approved leave or leave without pay while working on the grievance. [OAC 455:10-19-39](#).

M. Group Grievances

Employees may file a formal grievance as a group, when the grievance issues and personal relief sought are the same or similar for each. The group shall name a spokesperson that shall speak and act on behalf of the group. The spokesperson shall be one of the employees of the group filing a formal grievance. The group is entitled to a representative as outlined in [OAC 455:10-19-39](#).

The Commission may consolidate formal grievances containing the same or similar issues filed by two or more employees when to do so will produce a more efficient, more economical or more timely processing and resolution of the grievances and will not adversely affect the interests of the employees filing the grievances. The Commission may join formal grievances filed by a single employee when to do so will produce a more efficient, more economical or timely processing and resolution of the grievances and will not adversely affect the interests of the employee. [OAC 455:10-19-40](#).

N. Responsibilities of the Parties

1) Employee Responsibility

Any employee who has reason to believe their employment has been directly affected by unfair treatment, unsafe working conditions or erroneous interpretation or application of Commission policy, procedure, merit rule, or law has a duty and responsibility to attempt to resolve the dispute informally. Thereafter, the employee has the right to file a formal grievance. Any employee filing a formal grievance has a duty and responsibility to provide accurate, timely information to support their

assertions and to make good faith efforts to resolve the dispute. Employees should refrain from idle talk and should treat information about formal grievances with discretion. [OAC 455: 10-19-23](#).

2) Supervisor Responsibility

Each supervisor shall inform their employees of the grievance; be aware and informed of the names of employees designated by the appointing authority to receive and process formal grievances; ensure that applicable time limits pertaining to supervisory responsibility within the grievance procedure are met; and informally discuss, address and resolve disputes brought to their attention, when possible, at the lowest level possible. [OAC 455:10-19-21](#).

3) Grievance Manager Responsibility

Any employee designated to receive and process formal grievances by the Commission shall, within six (6) months after designation to serve in this capacity, successfully complete the initial training programs required by the Merit Protection Commission (MPC); maintain proficiency by successfully completing continuing training programs required by the MPC; provide advice, assistance and technical direction to the Commission supervisors and employees on the grievance process; review formal grievances and accept or reject them; ensure that time limits which apply to the processing and resolution of formal grievances are met; facilitate the prompt, equitable and timely resolution of grievances at the lowest possible level; and ensure the formal grievance is reviewed and addressed by a person within the employing agency with authority to resolve the dispute. [OAC 455:10-19-22](#).

4) Commission Responsibility

The Commission shall use the internal agency grievance resolution steps established in this policy. The Commission shall file a copy of any adopted resolution procedures, including revisions, with the Merit Protection Commission.

The Commission establishes the grievance process to encourage resolution of disputes within the agency quickly, informally and at the lowest possible level; require prompt resolution of grievances within established time periods; guarantee the employee the right to be represented by a person of their own choosing at each step of the procedure, except for the initial informal discussion with his or her immediate supervisor; and provide the name, address and telephone number of the persons designated to receive and process formal grievances.

The Commission shall furnish to each employee a copy of the grievance process, including revisions, and designate an employee or employees within the agency to receive and process formal grievances. Within thirty (30) calendar days after such designation, the Commission shall provide the MPC with the name, address, telephone number and designation date of such employees. The Commission shall ensure employees designated to receive and process formal grievances are notified of required training, scheduled to attend required training, and shall make time available for employees to complete training. [OAC 455:10-19-20](#).

O. Resolution Decision

Resolution decisions shall address the issues raised in the formal grievance. Resolution decisions shall be made in writing to the employee filing the formal grievance or if a group grievance, to the spokesperson. Resolution decisions shall be delivered personally or by mail. [OAC 455:10-19-45](#).

P. Records

The Commission shall maintain a record of each formal grievance filed. Grievance records shall be maintained separate and apart from other individual employee personnel files. [51 O.S. § 24A.1 et seq.](#)

shall govern access to grievance records. An employee or former employee shall have a right of access to the grievance record of grievances they filed after the agency grievance procedure has been completed. The MPC, because of statutory responsibility, shall have a right of access to grievance records. Grievance records shall be maintained consistent with the General Records Disposition Schedule of the Oklahoma Department of Libraries, Office of Archives and Records. [OAC 455:10-19-4](#).

Q. Appeals

Only classified employees can appeal a grievance decision to the Merit Protection Commission. Usually, a classified employee must complete the internal grievance process before filing an appeal with the MPC. Specific grievance issues, including promotion, classification, discipline, leave, employee service rating system, discrimination, pay movement mechanisms, and other compensation issues; and the handling of appeals are discussed in greater detail at [OAC 455:10-19-35](#).

After filing a formal grievance, a classified employee may file an appeal with the MPC within 20 calendar days after (1) the expiration of the resolution time, including any extension, and a resolution decision has not been received or (2) upon receiving a resolution decision and the employee can provide evidence the resolution decision was not correct, did not address the issues of the grievance or that violations occurred during the processing of the formal grievance.

A classified employee may file an appeal before the Commission grievance process is concluded if the employee can provide evidence that violations of the Commission grievance process are occurring or if the employee can provide evidence that the alleged violations are continuing.

The issues of the appeal shall be limited to those raised in the formal grievance or discovered during the Commission grievance process over which the MPC has jurisdiction. [OAC 455:10-19-46](#).

[Petition for Appeal](#)

[Permission to File Paper Appeal](#)

R. Grievance and Appeal / Separate Filings

The filing of formal grievances with the Commission and appeals with the MPC are separate actions. Each is the responsibility of the employee. The filing of one does not substitute for the filing of the other. [OAC 455:10-19-47](#).



Policies and Procedures
Travel

Effective Date of Policy:	Next Scheduled Review: 2/2/2021
Last Reviewed:	Policy Number: OCC-12 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

A. Assigned Duty Station

A division director or supervisor shall designate each employee's assigned duty station for daily work and travel status determinations. The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by supervisors as needed. The following factors may be considered in the designation:

- If routine travel is required, the territory assigned to the employee;
- Location of employee's home;
- Location of division offices; and
- Location of primary workplace for employee.

B. Travel Approval

In-state travel of all types shall be approved at the discretion of the employee's division director or designee. All out-of-state travel shall be approved by the division and then approved at the discretion of the Commissioners. Any emergency or immediate out-of-state travel can be approved by the division and the Executive Director or designee but must then be ratified by the Commissioners at the next Commission meeting.

C. Travel Reimbursement

Travel expenses for Commission employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. [74 O.S. § 500.1 et seq.](#) If an employee has questions concerning travel reimbursement, the employee may read through **Chapter 10 of the State Accounting Manual** or seek clarification from their supervisor before incurring any personal expense.

[Travel Policy Claim Form](#)
[Chapter 10 of the Statewide Accounting Manual](#)

D. Transportation

Transportation for travel shall be provided to the employee. Employees authorized to use a personal vehicle to conduct official business may request reimbursement of travel expenses. Claims for travel expenses shall be reimbursed in a manner consistent with the State Travel Reimbursement Act, [74 O.S. § 500.1 et seq.](#) and other Commission policies. See [Policy OCC-13: Vehicle Use.](#)

E. Travel Hours Claimed as Work Hours

Standard 24-Hour Travel Rule.

An employee's travel status shall not extend more than 24 hours before and/or more than 24 hours after the date and time of object of travel (e.g., meeting, workshop, conference, etc.) begins and/or ends. [74 O.S. § 500.9.E](#)

1. Meet and greet activities, meals, or dinner receptions are an acceptable part of a meeting and can be considered when determining the start of the 24-hour rule.
2. Open registration more than 24 hours prior to the actual start of the event and activities clearly provided primarily for the entertainment of participants, such as sightseeing tours, athletic events, etc., are **NOT** appropriate.
3. Business-related meetings prior to or after the conference may be used as starting or ending points for the 24-hour rule. Proper documentation of the business purpose for participating in such early (or later) activities should be provided with the travel voucher as justification for extending the start or ending time of the 24-hour travel period.
4. Where a savings in travel costs is available through the purchase of discount airline tickets in connection with cheaper weekend commercial airline flights or limited available flights requiring an earlier flight, the 24-hour travel rule may be extended to 48 hours. However, if it is just a person's preference to leave early when later flights are available, the early travel status exceeding the 24-hour rule is not allowed.

Standard 48-Hour Travel Abroad Rule.

Official travel status when traveling to areas outside contiguous United States (including Hawaii and Alaska) may start as early and end as late as 48 hours before/after the objective of the trip. [74 O.S. § 500.9.F](#)



Policies and Procedures
Vehicle Use / Fleet Management

Effective Date of Policy:	Next Scheduled Review: 1/2/2018
Last Reviewed:	Policy Number: OCC-13 (2016)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 78 et seq.](#) and [Fleet Management Rules](#)

A. Policy Statement

Employees operating state vehicles or personal vehicles for Commission business shall comply with this Vehicle Use / Fleet Management policy. The purchase, use, and disposal of state vehicles by the Commission shall comply with applicable provisions of state law. [74 O.S. § 78 et seq.](#) Failure to comply with these policies concerning vehicle use and fleet management may result in disciplinary action including suspension or termination.

B. Fleet Management Vehicle Oversight

The Executive Director or designee shall designate a Commission Fleet Manager to direct the administration, management, and assignment of state vehicles. Each division, if applicable, shall designate a Division Fleet Coordinator to coordinate vehicle needs with the Commission Fleet Manager. Each division shall be responsible for overseeing state vehicles in its care consistent with this policy and any applicable division-specific standard operating procedures / safety protocols.

C. Permanently Assigned State Vehicles

Each division of the Commission shall assign vehicles to employees depending on need. Division supervisors shall work with the OCC Fleet Manager to ensure all proper paperwork is completed for each assigned vehicle.

D. Pool Vehicle Use

Employees conducting official business away from their assigned duty station may request a Commission pool vehicle through the Commission's internal procedures. Employees authorized to use a personal vehicle to conduct official business may claim reimbursement of travel expenses. Claims for travel expenses, including mileage on a personal vehicle, shall be reimbursed in a manner consistent with the State Travel Reimbursement Act, [74 O.S. § 500.1 et seq.](#), and other Commission policies. See [Policy OCC-12: Travel](#).

Before returning a Commission pool vehicle, employees shall refill the gasoline tank, if less than half full, and remove any equipment and trash. Any vehicle issues or problems shall be reported to the Commission Fleet Manager immediately.

E. Driver Responsibilities

Prior to operating a state vehicle or personal vehicle to conduct official business for the first time, employees shall read, sign, and submit a completed "Driver Responsibility Certification" form. All Commission employees need to be familiar with and comply with the responsibilities described in the form. Any vehicle or driver complaints received by the Commission shall be investigated and appropriate disciplinary action taken, as needed.

[Driver Responsibility Certification](#)

F. Special Vehicle Provisions

State owned and leased vehicles should be parked at employee's assigned work location or designated parking area when not being driven for work purposes. Employees are prohibited from driving the vehicle to and from employee's residence except for the following exceptions:

1. In those instances where an employee is closer to home than to the office at the end of a work day and the employee lives more than twenty (20) miles from their assigned work location or designated parking area then it shall be permissible to drive and park the vehicle at their residence overnight and return it the next business day.
2. If an employee's travel schedule makes it a more efficient use of time and resources, the employee may take the vehicle home for the night. Employees will need to acquire prior permission from their supervisor for this exception.
3. In emergency situations, including but not limited to weather occurrences, an employee may receive preauthorization by their supervisor to keep the vehicle at the employee's residence until such time that it is safe and reasonable to return the vehicle.

G. Liability Insurance

If an employee is driving a state vehicle or a personal vehicle to conduct official business, state liability insurance covers property damage and personal injury caused to another party by that Agency or Department employee. However, injuries to the employee are covered by workers' compensation insurance or personal medical insurance. State liability insurance does not cover damage to the employee's personal vehicle while being used to conduct official business. State liability insurance does not cover fines for traffic violations.

H. Passengers

Persons other than state employees shall not be permitted to drive or ride in state owned or leased vehicles, unless authorized by the using agency and then only on official state business. See [OAC 260:75-1-4](#).

I. Traffic Violations

State-owned or leased vehicles shall not be driven in excess of the speed limit posted by states and municipalities. All traffic violation fines shall be the sole responsibility of the driver involved. [OAC 260:75-1-4](#).

J. Reporting of Incidents

In the event of an accident while driving on official business, employees must follow procedures outlined in OMES Fleet Management Policy A002. Employees and supervisors should use the appropriate forms to report any automobile accidents. All vehicles being used for official business should have an accident packet in the vehicle. The Accident Information Form should be completed as soon as possible following an incident, but no later than twenty-four (24) hours following the incident. If necessary, a second sheet should be attached to provide complete details about the incident. A copy should be sent to the Commission Fleet Manager and the Division Fleet Coordinator.

[OMES Fleet Management Policy A002](#)

[Accident Information Form](#)

[Incident Report Form](#)

[Scope of Employment Form](#)

K. Vehicle Travel Logs

A maintenance and travel log shall be maintained for each Commission vehicle. Employees shall update the travel log after each use and shall denote the dates when the vehicle is away from its assigned location overnight. Employees must retain and submit all receipts for vehicle related expenses including fuel, maintenance and cleaning. The Division Director or their designee shall be responsible for reviewing the logs and expense receipts on a monthly basis.

All divisions, and in some instances individual employees, shall submit by the second week of the month vehicle information to the Division Fleet Coordinator or designee needed to complete the OMES vehicle report.

L. COMDATA Card

The COMDATA card in each assigned vehicle is to be used for the operational costs associated with that assigned vehicle. The COMDATA card can be used to make purchases associated with Vehicle Fuel, Vehicle Supplies, Vehicle Maintenance, Vehicle Enhancements, and Vehicle Emergencies, which may be made utilizing a Statewide Contract or other standard procurement methods.

[COMDATA Card versus P-Card for Vehicle Uses - Information Sheet: OMES Form CPO36](#)



Policies and Procedures
Social Networking and Social Media

Effective Date of Policy:	Next Scheduled Review: 1-2-2022
Last Reviewed:	Policy Number: OCC-14 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 840-8.1](#)

A. State Policy and Standard Specification

The Commission adheres to the [State of Oklahoma Social Networking and Social Media \(SNSM\) policies](#) which include:

1. State of Oklahoma Social Networking and Social Media
2. State of Oklahoma Social Networking and Social Media Development Methodology
3. State of Oklahoma Social Networking and Social Media Guidelines

All Commission activity on SNSM platforms will adhere to State of Oklahoma SNSM technology toolkits.

Other Applicable State of Oklahoma Standards

All Web 2.0 (Web 2.0 refers to websites that emphasize user-generated content, ease of use, participatory culture and interoperability for end users) and SNSM technologies shall also adhere to the following:

- [State of Oklahoma Information Technology Accessibility Standards](#)
- [Oklahoma Information Security Policy, Procedures, and Guidelines](#)

B. Implementation

To protect the position, image and information assets of the Commission, the use of SNSM services is intended for agency purposes only. The Commission recognizes the potential marketing benefits of a SNSM presence and its use is meant to promote and market the mission and goals of the Commission and its conservation partners.

Agency employees that are approved to administer the Commission's SNSM platforms are prohibited from using personal accounts for any state agency related business on any SNSM site. The approved agency employee and the division/business unit manager are to follow all applicable policies and implementation guidelines, and bear the responsibility for any issues caused by an approved employee engaging in the inappropriate use of SNSM technologies.

C. Use

The Executive Director shall designate a Communications Director that shall be responsible for overseeing the Commission's brand identity and key messages communicated on the SNSM sites. The Communication Director will maintain a log of all SNSM services used by agency employees in the course of official business.

1. The Communication Director is responsible for oversight and management of all agency accounts with SNSM providers.
2. Authorization for the engagement with agency SNSM accounts is a function of the Communications Director. Written approval from the Communications Director is required prior to compilation and publishing using these accounts.
3. The Communications Director will provide the Executive Director with documentation detailing the authorized SNSM service providers, the current account names, the master passwords and person(s) authorized to use the accounts.

The following statements also apply to SNSM usage:

- a. All state and agency policies and guidelines pertaining to e-mail also apply to SNSM, including, but not exclusive to, policies regarding solicitation, obscenity, harassment, pornography, sensitive information, and malware.
- b. Commission SNSM sites should reflect the agency's name. Usernames, comments, photos, videos, etc., should be appropriate for a professional environment and selected in good taste.
- c. Information published on SNSM sites should comply with the State of Oklahoma Information Security Policy, Procedures, and Guidelines.
- d. Respect copyright laws and reference sources appropriately. Identify any copyrighted or borrowed material with citations and links.
- e. It is inappropriate to disclose or use the Commission's, an employee's, or a respective client's confidential or proprietary information in any form of online media.
- f. When representing the Commission in any SNSM activity, the approved employee should be aware that all actions are public and the employee(s) will be held fully responsible for any and all online activities.
- g. An approved employee must disclose that he or she is affiliated with the Oklahoma Conservation Commission and must respect the privacy of colleagues and the opinions of others.
- h. Avoid personal attacks, online fights, and hostile personalities.
- i. Ensure material is accurate, truthful, and without error.
- j. The Commission will ensure comments comply with the Commenting Policy, found in the State of Oklahoma Social Networking and Social Media Policy and Standards.
- k. Content that could compromise the safety or security of the public or public systems, solicitations of commerce, or promotion or opposition of any person campaigning for election to a political office or promoting or opposing any ballot proposition shall not be posted to SNSM sites. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, with regard to public assistance, national origin, physical or mental disability, or sexual orientation shall not be posted to SNSM sites.
- l. Do not conduct any online activity that may violate applicable local, state or federal laws or regulations.

D. Security

SNSM has the potential for security-related issues. Most SNSM traffic is sent in clear text that is not encrypted. The following statements apply to SNSM security:

1. A SNSM service provider and associated plug-ins shall be selected from the applicable sections, policies and standards set forth on the [OMES Social Media page](#).
2. To maintain security of the Commission's network usernames and passwords, a SNSM user must use a unique username/password combination that differs from his or her login ID and password for the Commission network.
3. Sensitive information such as usernames, passwords, social security numbers, and account numbers passed via SNSM can be read by parties other than the intended recipient(s). Transferring sensitive information over SNSM is prohibited.
4. Peer-to-peer file sharing is not allowed through the Commission network. SNSM clients are prohibited from use of peer-to-peer file sharing.
5. Many SNSM clients provide file transfers. Policies and guidelines pertaining to e-mail attachments also apply to file transfer via SNSM.
6. SNSM can make a user's computer vulnerable to compromise. A SNSM user should configure his or her SNSM account(s) in such a way that messages are not received from unauthorized users.

E. Escalation

In the event a virus, malware, or any other suspicious activity is observed on the user's machine, a user shall immediately contact the OMES Service Desk for prompt assistance to determine the cause of the situation.

F. Ethics and Code of Conduct

As a state employee Web 2.0 and SNSM technologies are governed by the prevailing ethics rules and statutes.

In addition, all assigned Web 2.0 and SNSM duties are governed by the Oklahoma State Constitution, Oklahoma statutes and applicable rules, and Commission computer usage policies.

G. Records Management and Open Records

All SNSM communications are subject to the requirements of the Office of Records Management and the Child Internet Protection Act (CIPA). Information about this act and its requirements can be found on the [Federal Communications Commission \(FCC\) website](#).

All content, comments and replies posted on any official OMES Web 2.0 or SNSM technology are subject to the Oklahoma Open Records Act. Information disseminated using SNSM technology is subject to being re-printed in newspapers, magazines, or online in any other online media format.

Social computing content created or received by state agency personnel may meet the definition of a "record" as defined by state statute, when the content is made or received in connection with the transaction of the official business of the agency, and should be retained as required. This applies

to content made or received whether during work hours or on personal time regardless of whether the communication device is publicly or privately owned.

H. Monitoring

SNSM traffic is logged and reviewed. Logging activity may help in the event an agency account is compromised or improper information is posted to the agency SNSM account.

Logging should at a minimum include the following information:

- Name of user
- Date/Time of use
- User's activity

Users should have no expectation of privacy. Supervisors may request or be provided reports of Internet usage by employees from the agency information security officer or state chief security officer, as applicable, as needed to monitor use.

Any employee found to have misused or abused a SNSM service or violated this policy may be subject to disciplinary action, up to and including termination of employment.

I. Communication

The Commission will use SNSM as another tool to connect with media, other agencies, and the general public.

The Commission may also use SNSM in times of crisis and to assist with emergency, disaster or crisis communications. Information to be published on the agency SNSM sites during times of crisis shall need to be deemed applicable and prudent by the Oklahoma Conservation Commission Executive Director.



Policies and Procedures
Open Record Policy and Fee Schedule

Effective Date of Policy: 4-4-2016	Next Scheduled Review: 1/2/2022
Last Reviewed: 4-4-2016	Policy Number: OCC-15 (2021)
Date Policy Last Revised: 2005	Replaces Policy Number:
Approved: 4-4-2016	Approval Date: 4-4-2016

Reference: [51 O.S. §§ 24A.1-24A.29.](#)

A. Open Record Procedure

The Commission is bound by the requirements of the Oklahoma Open Records Act contained in [51 O.S. §§ 24A.1-24A.29.](#) Any person may request records from the Commission. The requester may use the Commission's [Open Records Act Request Form](#) or they can send in a request in writing (fax, email, letter...). All requests must contain the following information:

Name
Date
Mailing address and/or email address
Telephone number
Specific information on the records being requested

Persons wishing to review the files at the Commission Office will need to arrange a time to do so with the Commission. The Commission shall make the files available during customary office hours which are 8:00 am to 4:30 pm, Monday through Friday, except legal holidays. The Commission will also designate a Commission staff person to assist the requester and supervise the records. The requester must sign a [Record Review Form](#) that states that the requesting party will not rearrange, alter, destroy, or remove any materials provided for inspection and/or copying. A requester may take notes, bring tape recording devices, take pictures of non-confidential records, and bring a portable computer, but outside photocopiers are not allowed.

B. Commission Open Record Administrator

Any employee of the Commission that receives an open record request shall forward the request to the General Counsel's Office. The General Counsel shall work with the division(s) to appropriately respond to the request.

C. Fee Schedule

Photocopying: The fee for copying letter or legal sized paper is \$0.25 per page. The fee for 11 x 17 paper is \$0.50 per page.

Exceptions: (1) **Small Requests.** If the total fee for copying and postage is \$5.00 or less, there will be no charge.

(2) **Statutes and Rules.** There will be no charge for copying statutes and rules.

Certified Copy:	The fee for a certified copy of a document is \$1.00 per document.
Photos/Maps/Other:	The fee for printed photographs, maps, plats, and other technical documents is \$0.50 per sf black & white and \$2.00 per sf color.
Search Fee:	<p>When the request is solely for commercial purpose or clearly would cause excessive disruption of the Commission's essential functions, the Document(s) search fee is as follows:</p> <p>(1) 0 - 30 minutes, no charge.</p> <p>(2) Every subsequent 30 - minute increment or portion thereof, \$15.00 - Non-prorated</p>
Postage:	The charge for mailing shall be the actual cost of the postage or the actual cost of an alternative form of delivery, for example overnight private carrier.
Computer Disks:	The fee for copying information onto a computer disk shall be \$5.00.
Outsourced Service:	The Commission may at the agency's discretion and with notice to the requester use a professional copy service or other outsourced service. In those cases, the fee will be the actual cost charged by the service.
Other Media:	The fee for other electronic media (e.g. external USB hard drive) will be provided at cost.
Specialized Expertise:	If a particular request requires the services of a programmer and/or GIS Specialist to satisfy the request, the Commission will charge for that time at an hourly rate based on the individual performing the task, prorated to the nearest half hour.
Accepted Payment:	The Commission will accept a check or money order for these open record fees. Any other form of payment would need to be approved by the Executive Director or designee.



Policies and Procedures

Food Purchase

Effective Date of Policy: 4-20-2016	Next Scheduled Review: 1/2/2022
Last Reviewed: 4-20-2016	Policy Number: OCC-16 (2021)
Date Policy Last Revised: 2-1-2021	Replaces Policy Number:
Approved:	Approval Date: 4-20-2016

Payment for the purchase of food by the Oklahoma Conservation Commission is authorized when the following provisions are met:

1. All purchases of food must serve a public purpose. The term, "public purpose," as used in this policy shall mean activities or functions held in the interest of the general public or to benefit the general public.
2. Upon prior approval by the Executive Director or Director's designee, payments for the purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drinks, etc.) used as refreshments served in connection with meetings or similar type activities that are held in the interest or for the benefit of the general public are permitted.
3. The purchase of meals served in connection with meetings, off-site staff retreats, and training sessions / seminars MAY be allowed upon prior approval by the Director or Director's designee.
4. Food purchases approved under this policy may include related service items such as disposable plates, cups and flatware, creamer, sweetener, etc.
5. The purchase of any food items requires a prior written determination by the Director or his designee that such purchase serves a public purpose. Any purchase order or claim for payment of food items shall include the following notation signed by the Director or Director's designee:

"The undersigned approving official certifies that this purchase/payment for [description of purchase] is for the public purpose of [description of purpose]."

Food Purchase Authorization and Approval Form



State of Oklahoma
Oklahoma Department of Agriculture, Food, and Forestry
Oklahoma Horse Racing Commission
Oklahoma Conservation Commission

Established Individual Workweek Form

Employee's Name: _____ [please print]

Employee's Job Title: _____ [please print]

Employee is classified as ____ **EXEMPT** / ____ **NONEXEMPT** [check one] under the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq. "Exempt" employees are exempt from certain overtime requirements of the Fair Labor Standards Act, 29 U.S.C. § 201 et seq. (FLSA). Typically, "exempt" employees work in a supervisory role or in a professional capacity as defined by the FLSA. All other ODAFF employees are classified as "non-exempt," meaning the employee is not exempt from the overtime requirements of the FLSA.

Effective _____ [date], and until further notice, employee shall adhere to the following work schedule. Employee and supervisor shall maintain and report accurate weekly records for time actually worked.

Workweek: The ODAFF work week begins at 12:00 a.m. each Sunday morning and ends at 11:59 p.m. each Saturday evening. All hours actually worked during any given workweek shall be reported accurately and honestly.

Leave: The employee is responsible for requesting leave and obtaining approval from a supervisor in advance of taking leave. If the employee is unable to report to work, or must arrive late, the employee is required to contact a supervisor immediately. Failure to do so may result in disciplinary action.

Routine Daily Work Schedule: Employee agrees to be present at his or her assigned duty station or some other location as directed by his or her supervisor, as follows:

Days: _____ [weekday] through _____ [weekday].

Time: _____ [a.m./p.m.] through _____ [a.m./p.m.]

Lunch: _____ [a.m./p.m.] through _____ [a.m./p.m.]

Breaks: Two 15-minute breaks per day; one in the morning and one in the afternoon.

Morning: _____ [a.m./p.m.] / Afternoon: _____ [a.m./p.m.] (A fixed break time is optional)

Assigned Duty Station: _____ [please print]

Employee Signature

Date

Supervisor Signature

Date



TELEWORK AGREEMENT

This Oklahoma Conservation Commission Telework Agreement ("Agreement") is effective as of _____ (the "Effective Date"), and is entered into between the Oklahoma Conservation Commission ("Commission") and _____ ("Employee"). This Agreement may be amended as necessary and shall remain in effect until the earlier of termination of this Agreement by the Commission in its sole discretion or by the Employee or until the Employee is no longer employed by the Commission.

The State of Oklahoma has been legislatively mandated to reduce the size of real property used for state government operations by, in part, utilizing a telework arrangement where possible (62 O.S. § 34.11.7).

By approving this agreement, the Commission believes that the Employee is appropriate for a telework arrangement and that the duties of the position may be partially or substantially performed at an alternative work location.

The Commission and the Employee agree to the following:

Telework Site

When working at the approved telework site, the Employee agrees to follow all policies and procedures relevant to the Employee's position and work location, and the Employee understands that the telework site must meet the Commission's *Home Safety Guidelines for Teleworkers*. The Employee's telework site location and work schedule, including all telework time, are detailed in Appendix A. This Agreement does not provide an entitlement to the Employee for telework and in no way conveys nor is intended to convey upon the Employee a contract of employment. Failure by the Employee to comply with the terms of this Agreement may result in disciplinary action, up to and including termination of employment.

Work Assignments and Evaluation

All telework transition adjustments of employee's work duties and responsibilities as well as how employee's work output, attendance, and employee time management shall be supervised, monitored, and measured are set forth in Appendix B. The Employee agrees to complete all assigned work according to procedures, guidelines, policies, and standards prescribed by the Commission and the supervisor(s) of the Employee. Evaluation of the Employee's job performance will be based on established standards detailed in their Performance Management Process (PMP) document. Temporary cessation or termination of this Agreement is within the sole discretion of the Commission.

Pay, Attendance and Leave

Unless otherwise approved, all pay, leave, and travel entitlements will be based on the Employee's officially assigned duty station and the Employee's time and attendance will be recorded as if performing official duties there. The Employee agrees to continue following Commission policies and procedures for requesting and obtaining approval of leave. Because telework employees are working at remote locations not necessarily under Commission or state management, they are responsible for ensuring their own safety at all times.

Per this Agreement, the Employee is enabled to work remotely. Therefore if the Employee is teleworking on day(s) of inclement weather, administrative leave will not be granted unless an emergency or other interruption at the telework site (e.g., power outage) occurs. Upon any emergency or other interruption at the telework site the employee shall notify their supervisor as soon as possible. In some circumstances, the Employee may be redirected to their assigned duty station or an alternate work site.

Overtime

The Employee agrees not to work overtime unless such overtime is ordered or approved per Commission policy (See Work Schedule Policies and Procedures OCC-01).

Equipment

Any work-related equipment and assets to be provided by the Commission and by the Employee are detailed in Appendix A. Although state-owned equipment and assets will continue to be maintained or updated by the Commission, the Employee shall protect the equipment and assets against damage, theft and unauthorized use. The Employee agrees to immediately notify the supervisor or other appropriate manager, and if needed the OMES Service Desk (405-521-2444), if the Employee's ability to perform their duties at their telework site is hampered in any way due to damage, theft, compromise or suspected compromise, or loss of any employee-owned or state-owned equipment or asset.

The Employee agrees to be responsible to service and maintain any employee-owned equipment, asset or service enabling telework, and the Employee shall not be eligible for reimbursement of these costs except to the extent specifically agreed in writing by the Commission. Moreover, the Employee agrees to protect any employee-owned equipment and asset against damage, theft and unauthorized use. Employee acknowledges that any work-related information stored on employee-owned equipment shall be subject to disclosure pursuant to the Open Records Act and the Employee agrees to fully cooperate with any open records request for this information in a timely manner.

After termination of this Agreement, all state data shall be deleted from any employee-owned equipment or asset and all state-owned property shall be returned or be made available for return by the Employee to the Commission within a reasonable time as determined by the Commission in its sole discretion. The Employee agrees to be liable for the replacement or repair cost, as applicable, of state-owned equipment or assets that are lost, damaged or unreturned after termination of this Agreement.

Costs

The Commission will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the telework site. However, the Employee does not give up any right to receive reimbursement for job-related expenses specifically authorized by their supervisor.

Liability

The Commission shall not be responsible or liable for damages to the telework site or other property at the telework site that is not state-owned equipment or assets and shall not be liable for personal injury damages, whether to the Employee or any other person, except to the extent the Commission is found liable for a workers' compensation claim of the Employee under applicable law.

Travel

The Employee shall not be entitled to reimbursement of any nature if requested to report to the Employee's officially assigned duty station. However, the Employee shall remain eligible for reimbursement for travel to other locations in accordance with the State Travel Reimbursement Act and Commission policy.

Verification of Primary Telework Site Safety

The Employee shall inspect the Telework Site and assess the physical safety in accordance with the *Home Safety Guidelines for Teleworkers*. The Employee shall acknowledge and agree that the Telework Site meets the guidelines and the Employee acknowledges that they have had an opportunity to express any issues or concerns related to the Telework Site. The Employee agrees to maintain the workspace to be utilized at the Telework Site free of safety and fire hazards.

Family Responsibilities

The Employee agrees that performance of work duties at the telework site shall not be used as a replacement for or supplement to dependent or elder care and will comply with Commission policy (See Telecommuting or Teleworking Policy OCC-01A).

Telework Agreement

By and Between
Commission / Employee Name

Signature Page

The undersigned Employee has read, understands, and has been provided an opportunity to obtain clarification of the terms of this Agreement, including Appendices A and B attached hereto and incorporated by reference.

Employee Signature (Name and title)

Date

Supervisor Signature (Name and title)

Date

Approvals

Initial Principal Staff Telework Agreement Review	
Dated: _____	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Principal Staff Telework Agreement Special Review (Revisions increasing telework days / scheduling hours outside of the 6 am to 6 pm time frame)	
Dated: _____	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
General Telework Agreement Revision Approval (By supervisors next highest level of supervisor)	
By: _____ Date: _____	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Telework Agreement

By and Between
Commission / Employee Name

Appendix A

Assigned Duty Station: _____
Site name (e.g., Commission Office) and address

Authorized Telework Site: _____
Site designation (e.g., Employee home) and address

Work Schedule: For a typical work week, indicate below the number of hours to be worked at a Telework Site (T) vs. the number of hours to be worked at the assigned duty station (O).

Day of the Week	Number of Hours/Location O=Assigned Duty Station T= Telework Site	
Example: Monday	4 O	4 T
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

State-Owned Equipment (including telecommunication services):

Employee-Owned Equipment (including telecommunication services):

Desk, chair,

Telework Agreement
By and Between
Commission / Employee Name

Appendix B

Employee Telework Adjustments

[Detail below any adjustments, additions, or variations of employee's duties and responsibilities at their assigned duty station, telework site, or other location due to telework transition]

Plan of Supervision

[Insert description of how employee's work output, attendance, and employee time management shall be supervised, monitored, and measured by the supervisor to ensure a successful telework experience and within the Employee's Performance Management Process (PMP)]

Additional Provisions

[Reserved for any necessary additional agency-specific provisions]



Policies and Procedures

Telework Self-Assessment Form

Before applying to telework, use this form to help you decide if you are ready. This isn't a test; instead it is an exercise to make sure you have considered the issues that may limit the amount of telework you can do. When you apply for telework, your supervisor may want you to bring this form so you can discuss the results together.

Telework Frequency.

The Commission and your supervisor, will weigh various factors when determining how frequently you can telework, for example, the amount of your work that can be done remotely, how often you need to meet with staff or others and if that can be scheduled around telework and how often you need to be present for meetings, etc.

In addition, your supervisor may limit frequent telework to employees with a lot of experience. You may need to start with only one day a week and apply for additional days over time. In many positions, the greater the frequency of working from home, the greater the need to be "networked" to the office computer system. This may also play a role in your supervisor's decision.

Have you considered each of the following when thinking about how often to work at home versus in the office? Write in any thoughts you have about how you will adapt or make arrangements to accommodate these issues.

✓	Concern	Notes
	Amount of your work that can be done just as well from home	
	The need to attend staff meetings	
	The need to work in person with project team	
	Being there to assist coworkers with questions/problems	
	Missing the social interaction with colleagues	
	Meeting with clients / Ability to schedule client meetings	

	Having access to files & documents	
	Access to special equipment	
	Security requirements of your work	
	How home life might be affected by telework	

How frequently do you want to telework?

☐ Occasionally ☐ Once a week ☐ Twice a week ☐ 3 times a week ☐ 4 times a week or more

Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them in order to telework.

1. **Job Performance:** How well do you know the job and your organization? Do you consistently meet deadlines? Do you show up on time to work and to meetings? Can you work independently without the need to frequently check with your supervisor?

2. **Self-Discipline:** Can you get the job done when no one is watching? Do you have good time management skills? Can avoid the distractions of family, household chores, and television? If friends or neighbors call or drop by too often, will you be able to tell them to leave so I can get back to work?

3. **Communication:** Do you have the ability to stay in close communication with your supervisor and coworkers when working remotely? Will you return calls, emails, and other messages quickly? Are you willing to work with your supervisor to find a way to communicate assignments and progress?

4. **Technology:** Are you willing to learn, any software that may be required to work from home, such as Instant Messaging or Web Conferencing software? If you are using your own equipment, are you willing to run antivirus software or other currently licensed programs required by the Commission and the State?

5. **Home Office:** Do you have a suitable space at home that you can use as a home office? Are you willing to give up some of your living space to create a home office? The Commission may have a number of requirements for the design and outfitting of a home office, and may make an inspection to verify these requirements have been met. Are you comfortable with this?

6. **Working Alone:** Not everyone is comfortable working alone. Some people miss the social interaction and feel isolated if they work alone too often. Have you considered what it will be like to work alone for the number of days you requested?

7. **Co-Workers:** How will your coworkers be affected by you working at home the number of days you requested? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? Will they be covering for you? Will coworkers resent you teleworking?

8. **Desk Sharing:** Teleworkers who work at home a lot sometimes have to give up their regular desk back at the office. When they go into the office they share a desk or reserve a desk. How do you feel about this?



Home Safety Guidelines for Teleworkers

The teleworker is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for teleworking. The teleworker should review these recommendations with his/her supervisor before teleworking is approved

GENERAL SAFETY

- Designate a workspace to be used for teleworking
- Maintain a clean and safe workspace free from hazards or dangers to the employee or agency equipment
- Have adequate lighting

FIRE AND ELECTRICAL SAFETY

- All electrical plugs, cords, outlets, and panels are in good condition and accessible
- Computer equipment is connected to a surge protector
- Walkways, aisles, and doorways are unobstructed
- Keep work area clean and avoid clutter which can cause fire and tripping hazards
- A working smoke detector is in the workspace and a fire extinguisher is easily accessible

COMPUTER WORK STATION

- Have reliable and high speed internet access
- Designate a workspace with a desk, ergonomic chair and storage space
- Office supplies are stocked at designated workspace

OTHER SAFETY/ SECURITY MEASURES

- Storage of files, data, and relevant work related information and data meets agency and state security protocols
- Storage for sensitive and important documents is sufficient

I have read and will comply with the OCC safety guidelines as indicated above.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____



FMLA Request and Review Process Employee/Supervisor

Notification:

1. The employee will request leave (the employee probably will not say FMLA, but rather make a request for leave).
2. The Commission supervisor will evaluate the request and if it sounds like the request for leave might come under FMLA then the supervisor and/or the employee shall submit a written request for FMLA by email to the Human Resources (HR) inbox.
3. Ideally, HR would like to receive the request for FMLA 30 days prior to its use.
4. The Commission supervisor will also notify the Executive Director and Assistant Director by email of the FMLA request.

Eligibility:

5. HR will notify employee of eligibility **within FIVE business days**.
6. HR will verify the following:
 - Employee has been employed with the Commission for at least 12 months; and
 - Employee has worked at least 1250 hours in the past year.
7. HR will send eligibility explanation to the employee via email.
8. If employee is **ELIGIBLE** for FMLA leave:
 - HR will provide the employee with the appropriate Certification Form (Certification of Health Care Provider for Employee's Serious Health Condition (FormWH-380) **OR** the Certification of Health Care Provider for Family Member's Serious Health Condition (FormWH-380F).
 - HR will send a completed Notice of Eligibility & Rights and Responsibilities (Form WH-381) to the employee.
9. If the employee is **INELIGIBLE** for FMLA leave then HR will provide the employee with a Notice of Eligibility & Rights and Responsibilities (Form WH-381).

[HR Inbox](#)

[Notice of Eligibility & Rights and Responsibilities \(Form WH-381\)](#)

[Certification of Health Care Provider for Employee's Serious Health Condition \(Form WH-380\)](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition \(Form WH-380F\)](#)

Certification:

10. Within **15 calendar days**, the employee must return a complete Certification of Health Care Provider Form WH-380 or 380F) form to HR.

11. HR will review and notify employee of decision within **FIVE business days**. If the Certification is incomplete or insufficient, HR must state in writing what additional information is necessary to make the Certification complete and sufficient.
12. Once HR determines that the Certification is complete and approved as FMLA then HR will complete a Designation Notice (Form WH-382) and send to the employee.
 - FMLA that is **APPROVED** requires HR to provide via email to the employee, supervisor, and payroll within 15 days the following:
 - Designation Notice (Form WH-382)
 - Current leave balances
 - Shared leave request form (Form HCM-33A)
 - FMLA **NOT APPROVED** requires HR to provide via email to employee and supervisor within 15 days the following:
 - Designation Notice (Form WH-382)
 - Current leave balances
13. The Commission supervisor upon receiving the email with the notice and information in step 12 above, shall forward the information to the Executive Director and Assistant Director.

[Designation Notice \(Form WH-382\)](#)
[Request to Receive Shared Leave/Bank Leave \(Form HCM-33A\)](#)

Confidentiality. The employee's information should be kept confidential and shared only with those that need to know (management, supervisor, human resources...). Otherwise the employee's request and medical information should not be discussed with others.



Policies and Procedures

Progressive Discipline

Supervisor Notes / Informal Discipline / Coaching

Employee:	
Supervisor:	
Subject:	
Attendees:	
Location:	
Date:	Time:

Discussion Items:
Discussion Notes:

Action Items	Person Responsible	Due date
<input type="checkbox"/> I have informed the employees that repeated infractions or continuing deficient performance or behavior may be cause for further disciplinary action up to and including termination.		



IN CASE OF EMERGENCY INFO SHEET

Employee Name: _____

Date of birth: _____

Doctor's name: _____ Doctor's phone: _____

Hospital preference: _____

Emergency Contact Information

Primary contact:

Name: _____ Phone: _____

Secondary contact:

Name: _____ Phone: _____

Important Medical Information

Medical history: ☐ Heart Attack ☐ Diabetes ☐ Stroke ☐ Asthma ☐ High Blood Pressure
☐ Other (Please specify)

Blood type: _____

Allergies to medications: _____

Other allergies: _____

Please list or attach all medications that you are currently taking and any special instructions regarding these medications:

Date _____



Driver Responsibility Certification

A driver authorized to operate an OMES Fleet Management-owned vehicle on behalf of an agency must read and comply with the responsibilities outlined herein.

1. General Responsibilities - Drivers shall not:

- a. Drive or operate state vehicles WITHOUT a valid driver's license; drivers with an invalid driver's license, e.g., revoked, expired, etc., may be deemed uninsurable by OMES Risk Management, and any losses incurred under such conditions shall be borne by the employing agency.
- b. Use the vehicle for other than official state business only ([51 O.S. § 152 12.](#)), and outside the vehicle's designated capabilities.
- c. Violate any traffic laws; all traffic violation fines shall be the sole responsibility of the driver involved.
- d. Allow an unauthorized person to drive or ride in the vehicle ([51 O.S. § 152 7.](#) and [51 O.S. § 155 18.](#)).
- e. Transport alcohol, illegal drugs, weapons or animals in a state-owned, leased or rented vehicle unless it is related to the mission of an agency.
- f. Operate a vehicle if under the influence of alcohol, any other intoxicating substance or combination thereof (includes any drug or narcotic prescribed by doctor or otherwise) that might affect driver's ability to operate the vehicle ([47 O.S. § 11-902.](#)).
- g. Text while driving ([47 O.S. § 11-901d](#)); engage in other distracted driving behavior, which includes but is not limited to talking on the phone, self-grooming, eating, etc. ([47 O.S. § 11-901b](#)).
- h. Smoke in state vehicles ([63 O.S. § 1-1523 E.](#)).
- i. Leave the fleet card in a vehicle (keep it always in a key pouch provided by OMES Fleet Management).

2. Fuel Purchases:

- a. Drivers are only permitted to fuel vehicles with REGULAR unleaded fuel or the appropriate alternative fuel, i.e., E85, CNG, LPG, etc.
- b. Drivers must not wait until fuel is at a critically low level before fueling, especially in the winter and summer seasons.
- c. Drivers must fuel at Level 3 fuel sites. Level 3 fuel sites can be identified:
 - i. Through the [OMES website](#).
 - ii. By swiping the card prior to fueling. If the driver is NOT PROMPTED for a PIN and odometer entry, the site is not Level 3.
- d. Transactions at Level 3 gas stations exclude Federal Motor Fuel Taxes (FMFT) from invoices (FMFT are: gasoline at \$0.184 and diesel at \$0.244 per gallon) and provide transaction details that are essential. If a driver repeatedly fuels OMES-owned vehicle at non-Level 3 gas stations, the fleet card will be blocked and reimbursement for any out-of-pocket funds will be the responsibility of the leasing agency.
- e. Drivers are required to enter accurate odometer entries when charging fuel, products and services to the fleet card.
- f. Drivers shall use only the Personal Identification Number (PIN) assigned to them. Sharing a PIN with anyone is strictly prohibited.
- g. Drivers shall not use the fleet card assigned to a specific vehicle to fuel or service any other vehicles, or for any other purchases.
- h. Drivers must strive to minimize vehicle's idle time ([OMES Process FM L003](#)).

3. Vehicle Maintenance:

- a. Drivers must service their vehicles in accordance with the OMES maintenance schedule ([OMES Policy FM G001](#)).
- b. Repairs must be preapproved by OMES Fleet Management (fmd.service@omes.ok.gov, p: 405-521-2204, f: 405-525-2682).
- c. If road assistance is needed, 866-227-7323 (press 1). Emergency repairs (after-hours/weekend) and wrecker service are permitted for OMES Fleet Management-owned vehicles. Regardless of reason, a copy of the work order/invoice must be provided to OMES on the next business day and must include legible driver's name, agency name and number, vehicle number and odometer reading at time of service.

4. Fleet Purchases:

- a. Drivers are required to inform the service provider at the time of purchase that charges are exempt from state sales tax. The sales tax exemption number is printed on the face of the fleet card. The sales tax exemption letter is in the glove box.
- b. Drivers must review receipts at the time of purchase for accuracy of odometer entry, fuel type, gallons pumped and description of any other items purchased. If there are any errors, notify the clerk and make corrections before leaving the service station.
- c. The maximum amount that can be charged to the fleet card for one car wash is \$15.00; one car wash per vehicle in one month (no details).

5. Damages and Costs (per [OAC 260:75-1-5 \(f\)](#)):

- a. Agencies will be billed for any and all
 - i. Costs relating to repairs to, or loss of value of, OMES Fleet Management-owned vehicles occurring as a result of driver negligence, abuse, fault or not adhering to the scheduled maintenance requirements.
 - ii. Expenses due to excessive or unapproved fuel, maintenance or all other purchases.
- b. Agencies may choose to recover excessive or unapproved expenses, or costs incurred due to negligence, abuse or fault from the employee.

The undersigned driver acknowledges that he/she has read and understands the information contained herein and agrees to comply with said requirements and all other rules and laws applicable to a driver operating a vehicle in the State of Oklahoma.

Agency & Division Name & Number (PRINT)		Driver Phone #	Driver Emp ID#
Email	Parking ZipCode	<input type="checkbox"/> No; <input type="checkbox"/> Yes - OMES Form FM 022 Parking State Vehicle at Home?	Vehicle/Unit #
Driver Name (PRINT)		Driver Signature	Date

OPEN RECORDS ACT REQUEST

Oklahoma Conservation Commission

Media

General Public

Information Requested: Please state with specificity the nature of your request, the records you seek, and the applicable time frames.

E-MAIL ADDRESS

Purpose of Request:

Personal

Commercial

Public Interest

NAME OF PERSON MAKING REQUEST (Please Print Name)

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

If this is a media request, who are you affiliated with.

SIGNATURE

DATE

You will be notified of any applicable fees pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1 - 24A.30. Do **NOT** send money prior to receiving notification of applicable fees and the exact amount due.

RETURN FORM TO:

Oklahoma Conservation Commission
Janet Stewart, General Counsel
2800 N. Lincoln Blvd., Ste. 200
Oklahoma City, Oklahoma 73105
Phone: (405) 742-1240
Email: Janet.Stewart@Conservation.ok.gov





**OPEN RECORD
In Person Record Review Form**

I, _____, acknowledge, agree, and understand that while I am in the Offices of the Oklahoma Conservation Commission ("Commission"), for the purpose of reviewing records and documents pursuant to the Oklahoma Open Records Act, Title 51 of the Oklahoma Statutes, I shall:

- Preserve the order and integrity of the records and files;
- Follow the process detailed by the Commission for the proper copying of any files that I request;
- Not remove or lose any Commission file or record; and
- Not take a picture of any governmentally protected and confidential information.

Signed Name of Requester

Dated



Food Purchase Authorization and Approval Form

The undersigned approving official certifies that the purchase of food for [Insert event] _____
_____ to be held on the ____ day of _____, 202_ is for the following described
public purpose:

_____.

Name

Title

Date

Approving Official

Oklahoma Conservation Commission



**OKLAHOMA CONSERVATION COMMISSION
ADMINISTRATION STAFF – SUMMARY OF ACTIVITIES
FOR JANUARY
Monday, February 1, 2021**

Executive Director/Assistant Director/Administrative Assistant/Programs Officer

- Participated in Illinois Watershed Total Phosphorous Criterion Revision Public Hearing.
- Participated in Farm Stress Discussion with Brent Brewer, Sarah Blaney and Gary O'Neill.
- Attended Feral Hog Meeting with Lisa Knauf Owen and Monty Ramming.
- Participated in General Mills Meeting with Staff on Project for Wheat Producers Soil Health Practices.
- Participated in Regen OK Virtual Meeting with Amy Seiger and Partners.
- Participated in Soil Health State Meeting; Planning for 2nd day meeting on Soil Health.
- Participated in Board Call with NASCA
- Attended Budget Hearing and made a presentation.
- Continued RCPP/AFA Collaboration.
- Participated in Follow up Training on Employee Self Serve Q&A.
- Participated in Virtual Meeting with Koch Communications over website.
- Participated in Watershed Model Training Day 1 with EPA & AR Conservation. Discussed the Illinois River.
- Participated in OLAN Meeting for S3 OK.
- Worked with ODAFF / HR on benefits issues for district employees.
- Prepared employee W-2's for distribution.
- Notified of feral swine grant award; preparing documents for agreements.
- Worked with Monty Ramming to develop a plan of action for the feral swine projects.
- Developed bid specifications for feral swine traps
- Began development of job description for feral swine technicians
- Assisted with development of budget hearing presentation / attended hearing
- Tested Employee Self Serve system.
- Participated in MS Teams meetings with conservation districts
- Developed new district employee onboarding packet
- Updated employee database with employee terminations.
- Responded to questions from state auditors audit.
- Reconciled the AFLAC billing for agency and district employees.

- Processed invoices.
- Prepared the Commission Meeting minutes from the previous regular scheduled meeting for review and approval – Tarron assist
- Finalized February Commission meeting packet: Prepared tentative meeting agenda; Agreements exhibit, Recommendations for Appointment exhibit, Administration Division Monthly Summary, Commissioner Travel Claims – Tarron assist
- Compiled the tentative meeting packet for hard-copy and email distribution to Commission members and principal staff – Tarron assist.
- Sent email Meeting Notice
- Conservation Programs Car Maintenance and mileage logs – Tarron assist.
- Preparing W2'S & 1099's to go out to employees and vendors – Tarron assist
- P-card purchases/works coding – Tarron is the P-Card Holder and holds responsibilities.
- MS Teams – Tarron Powell, Clancy Green and Lisa Knauf Owen training Conservation Districts over MS Teams Platform.
- Employee Self Serve Q&A – Tarron Facilitated Meeting with Greg Kloxin and other staff help.
- Participated in website meetings/discussions and Koch web presentation – Administration staff participated.
- District January payroll and preclaim reviews
- Tax questions/assistance/guidance
- Emailed out COBs and payroll instructions
- Updated payroll forms for 2021
- Introductory Teams Training sessions w/ Districts, Tarron, and Lisa
- Assisted Bryan with Communication items – Ripple Effect additions/edits, Poker Card edits, etc.
- Assisted Texas County and Deer Creek with filing quarterly reports, board meeting prep, and taxes
- Completed Koch website questionnaire
- Worked with Districts to troubleshoot Teams and Email issues as much as possible before sending them to OMES
- Reviewed major projects to compile list of Districts who might present at/for state meeting
- Standard items each month – updating website as needed, preclaims, claims, Core queries, purchasing, Pcard coding/stmts, OPERS/Longevity report
- Director appointment forms and notebooks

COMMUNICATIONS REPORT

The Oklahoma Conservation Commission has entered into a contract with Koch Communications for a website redesign.

Communications worked with Shellie Willoughby of OGITS to create packets for legislators for joint House and Senate Natural Resources and Regulatory Services Budget and Performance Hearings.

Created new version of Baseball Card in areas where Oklahoma is in the Top 10 in conservation. Since there are five divisions at OCC, created Poker Cards highlighting each.

Social Media

Facebook – OCC – 3,808 likes of the OCC Facebook page (Just 104 short of doubling the total of April 1, 2019, which was 1,956. The OCC Facebook site started in April 2013.)

Instagram – 153 followers (By Jan. 14, had 130 posts)

YouTube Channel –

Subscribers – 66 Subscribers

GENERAL COUNSEL JANUARY 2021 SUMMARY

Meetings Attended:

- **January 4** Commission Meeting – OKC, OK
- **January 5** Employee Handbook Revision Committee – Teleconference
- **January 13** Employee Handbook Revision Committee – Teleconference
- **January 20** Employee Self-Serve Training - Teleconference
- **January 20** PDM Meeting with NRCS – Teleconference
- **January 21** Public Hearing on Merit Rules – WebEx Teleconference
- **January 22** Sallisaw 33 meeting with OWRB – Zoom Teleconference
- **January 27** Employee Handbook Revision Committee - Teleconference
- **January 28** Principle Staff Meeting – Teleconference

Conservation District Issues:

- Responded to issues & questions for or on behalf of the following conservation districts: McClain County CD, Noble County CD, Oklahoma County CD, Pushmataha CD, Seminole County CD, Sequoyah County CD, Tulsa County CVD, Wagoner County CD, West Caddo CD, and Woodward County CD
- Responded to questions or issues by conservation districts regarding the following topics: cooperative agreement; open meetings act questions; dam safety and repairs; workers compensation, agricultural land issues, and land rights regarding an ARS dam
- Rehabilitation Projects: complete in December
 - **Upper Black Bear Creek Site 62** –City of Perry is preparing more up-to-date assessments and then plans to move forward with land rights through condemnation proceedings on a hand full of properties.
 - **Sallisaw Creek Site 33** – The Appeal Hearing set for December 10, 2020 was continued by no new date has been rescheduled. The court has not ruled on the Defendant's & Intervener's Response Briefs filed on November 13, 2020; Discussions

have been opened to discuss settlement and moving forward with the project. We are in the process of gathering information to share with the landowner. A meeting with the Oklahoma Water Resources Board is set for January 22 to discuss several issues.

- **Criner Creek Site 5** – Discussion with NRCS on the issues and challenges of rehabilitating the site upon the request and possible funding of the landowner. Scheduling a meeting in the first week of February.
- **Fourche Maline 7M** – Calls have been made to the Mayor and City Attorney regarding the Real Property Work Map and setting up some conference calls to discuss land rights.
- Other Flood control Issues:
 - **Bear-Fall Coon Creek Site 20** – The property owner placed a home below the lower hazard dam causing the dam to be reclassified as a high hazard dam. The case is in discovery. The NRCS is conducting a hazard classification assessment on the site and will be sharing the results of the assessment with the Logan County District Attorney. The case is on hold until the assessment is completed.
 - **Caddo Creek Sites & Lower Bayou Creek Site 8** – The Attorney General's Office (AGO) is waiting for repairs to be made to clarify actual costs for collections. Repairs are complete and working on gathering and submitting costs to the AGO.
 - **Fort Cobb Lateral 7** – Review of proposed wind energy turbine and line for Apex Energy. Working on scheduling a meeting to discuss problems with proposed turbine and lines.
 - **Little Wewoka Creek Site 1** – Coordinating a teleconference with the landowners and the Choctaw Nation to explain the situation and what the District is requesting. Awaiting follow-up from the Choctaw Nation to try and schedule in February.
 - **Rock Creek Site 9** – A landowner built a home in the flood pool and wants to discuss flood proofing options. Reviewed District's letter to landowner as well as a Release of Liability Agreement.
 - **Rock Creek Site 15** – Ongoing discussions with the District regarding access for a landlocked Landowner.
 - **Wildhorse Creek Site 4** – Working with the District to get the landowner to repair the damage owner caused. May have to take more forceful action against the landowner to get these repairs done.

- **Big Wewoka 8** – ODOT is planning to widen State Highway 99 in Seminole County. The current ODOT plans will greatly impact Site 8 which is a high hazard dam that is on the list for rehabilitation. OCC is preparing written comments for the impacts and will be holding meetings with the ODOT engineers.

AML:

- General administrative correspondence and reviews
- Discussion on McGirt and prepared McGirt talking points

General Commission Issues:

- Contracts and Agreements: 2
- Letters drafted for Divisions: 1
- Working on updating the Employee Handbook
- Workers Compensation issue for a district
- Review of unemployment scam letter
- Citizen Questions & Responses: 1
- Open Record: 1
- Other small research projects: 2

**OKLAHOMA CONSERVATION COMMISSION
WATER QUALITY DIVISION
JANUARY MONTHLY SUMMARY**

Shanon Phillips, Director
February 1, 2021

Blue Thumb January Report

Blue Thumb Water Quality Education Program

Water Quality Division, Oklahoma Conservation Commission

Report for Cheryl Cheadle, Candice Miller, Kim Shaw, Becky Zawalski, Rebecca Bond

Compiled activity for December: We had 23 engagements, 5 likes and 6 shares on FB. (These numbers are for videos and educational outreach beyond our usual social media activity. The numbers were retrieved on January 15, 2021.)

Ongoing Activities: Winter bug collections and QA; delivering calendars to conservation districts

January Activities:

Blue Thumb Trainings

A Blue Thumb Training was scheduled in Stillwater January 30 and 31 but has been cancelled due to COVID. The training has been rescheduled for April 10 and 11.

Other Educational Outreach Efforts

We did not schedule group educational events due to COVID.

1/4: Macroinvertebrate Monday: Flathead Mayfly (35 engagements, 8 likes and 7 shares)

Presentations Given by Staff or Volunteers:

Staff did not present at conferences during January.

Meetings, Calls and Conferences or Trainings Attended by Staff

1/4: Lake Thunderbird Watershed Alliance Technical Advisory Group meeting

1/5: BT Staff Meeting

1/8: Lake Thunderbird Watershed Alliance education committee meeting

1/12: Volunteer Monitoring Workgroup Meeting (planning call for NWQM conference)

1/13: Meeting with Shellie to plan BT Map App webinar

1/13: Library Virtual Spring Program planning call

1/14: ESS Training

1/14: The Future of Water: Building Water Sustainability through Education
webinar

1/14: Getting Little Feet Wet webinar

1/15: Citizen Science in Higher Education in Oklahoma planning call

1/19: BT Staff Meeting

1/19: Second planning call to finalize agenda for January 27th Citizen Science in Higher
Education in Oklahoma meeting

1/20: Meeting with Kim Watson to plan workshop at Morris Park
1/20: ESS Q and A
1/20: OCLWA Board Meeting
1/20: Project WET I & E Team meeting
1/21: Yard by Yard meeting
1/21: USURP meeting
1/21: Project WET Region 5 call
1/22: Lake Thunderbird Watershed Alliance education committee meeting
1/26: OKEECC meeting
1/27: Project WET Council meeting
1/27: Citizen Science in Higher Education in Oklahoma
1/28: Opinion Leaders Advisory Network meeting

Work in Priority Watersheds

1/6: Call with Steve Patterson about Wister WBP
1/7: Public hearing about revised total phosphorus criterion for the Illinois River
1/12: Meeting with Shellie to discuss maps for Wister WBP
1/12: Meeting with Amy to discuss education and outreach component of Wister WBP
1/20: Call with Steve Patterson about Wister WBP

Activities Scheduled for February:

2/2: BT staff meeting
2/8: Lake Thunderbird Watershed Alliance Technical Advisory Group meeting
2/10: BT Map App webinar
2/11: Project WET Region 5 meeting
2/16: BT staff meeting
2/17: OCLWA Board meeting
2/17: Project WET Council meeting
2/17: Project WET I & T Team meeting

Management Staff

1. Participated in the following meetings/calls:
 - a. Commission Meeting (01/04)
 - b. BMPs in Grand Lake (01/05)
 - c. Wister related work (01/07)
 - d. Scenic River criterion public hearing (01/07)
 - e. SLS training webinars (01/10, 01/19, 01/28)
 - f. Employee Handbook policy working group (01/05, 01/13, 01/20)
 - g. Cost Share/WQ team coordination (01/19)
 - h. RCPP/AFA collaborations (01/12, 01/19, 01/26)
 - i. OCLWA Board (01/20)
 - j. OCC/NRCS WQ team update (01/21)
 - k. Urban/suburban riparian management work group (01/21)
 - l. OCC website discovery (01/26)
 - m. Illinois River Watershed model training (01/27-01/28)
 - n. Illinois River WG Steering Committee (01/07, 01/14, 01/28)

- o. Principal Staff (01/28)
- p. Many conference calls with various Division and agency staff throughout month
- 2. Employee handbook policy work group tasks (throughout)
- 3. Employee Self-Serve time keeping application development throughout
- 4. Performed many administrative tasks
- 5. Worked on numerous IT related issues
- 6. Responded to numerous internal and external info requests throughout the month
- 7. Supervised WQ Draw
- 8. Prepared table of budgeted account codes for P-card holders
- 9. Attended 3 SoonerSave Zoom Seminars
- 10. Earned 10 hours of CPE from OSCP online classes

Soil Health Education Program

- Soil health brainstorming session
- Public lands resolution info meeting
- Economics of Prescribed Fire meeting with Chickasaws
- Wister watershed education meeting
- Regen Oklahoma meeting
- State Soil Health Day planning session
- Oklahoma Monarch and Pollinator Collaborative steering committee meeting
- Cost-share/water quality meeting
- Urban/Suburban Riparian Management (USURP) coordination meeting
- Tulsa Farmer Incubator
- Soil Health/Cover Crop discussion with NRCS personnel
- WORMs education for districts
- Producer relations – Prescribed fire and field maps -Blane
- General Mills project meeting
- Prescribed fire and soil health meeting with Chickasaws
- Soil Health Team meeting and new computers
- Outreach work – monthly newsletter

Monitoring

- Continued routine water quality monitoring for the Rotating Basin Project 5.4 (RBP 5.4) (Lower Red River Basin) cycle.
- Continued routine water quality monitoring for the Rotating Basin Project 4.4 (RBP 4.4)(Upper Red and Washita Basins) cycle
- Continued monthly water quality sampling at 5 stream sites in the Neosho River Basin Regional Conservation Partnership Program (RCPP) Project area
- Continued monthly water quality sampling at 3 stream sites in the Little Beaver Creek watershed in support of the Little Beaver NRCS National Water Quality Initiative (NWQI)
- Continued support for the monitoring of Holi-Tuska Creek in support of the New Spiro Lake Project in LeFlore County

- Continued subsampling macroinvertebrate collections in preparation for identification by the taxonomist
- Initiated winter 2021 macroinvertebrate sampling for the Rotating Basin Project 5.4 (RBP 5.4) (Lower Red River Basin) cycle.
- Initiated winter 2021 macroinvertebrate sampling for the Rotating Basin Project 4.4 (RBP 4.4) (Upper Red and Washita Basins) cycle.

Wetlands

- Completed approximately 20 wetland determinations.
- Responded to citizen requests for locating restorable wetlands through the Wetland Registry hosted on the Wetlands Program Website.
- Conducted mitigation plan review for potential wetland mitigation properties for an *In-Lieu-Fee* program and wetland mitigation banks.
- Continued coordination with Oklahoma State University (OSU) on a floodplain wetland mapping project.
- Began revising protocol for Restorable Wetland Identification Protocol (RWIP) to improve the ability of the method to locate sites with a high potential for restoration feasibility.
- Identified landowners of randomly selected National Wetland Condition Assessment (NWCA) sites. Mailed permission requests letters in anticipation of field reconnaissance this spring and assessment this summer.
- Began preliminary planning on a newly funded Wetland Program Development Grant to develop a guidebook and training modules for the Oklahoma Rapid Assessment (OKRAM) of wetland condition.

Technical Writing & Records Management

Staff conducted the following activities:

- Fulfilled multiple information requests
- Entered sampling information
- Performed routine quality assurance on monitoring data
- Continued working to change database from Access to AWQMS
- Continued analyses to track trends in stream health across the state using the last 20 years of Rotating Basin Program monitoring data.
- Continued preparing a document updating Quality Assurance and Quality Control procedures.



Blue Thumb—In Pictures January 2021



A Picture Speaks A Thousand Words

Over the past month, we have had many monitoring volunteers submit photos of their creek using our new Data Entry App. While field staff are familiar with these creeks, we do not visit these creeks monthly like you do. It's been a treat to be able to see these creeks through the eyes of volunteers! We even received some pictures of creeks with snow!



Left: Photo of Coffee Creek in Oklahoma County submitted by Theron, a volunteer who monitors every month.



Right: Brooke takes a selfie of herself at Nickel Creek!

It Takes a Community

Crow Creek in Tulsa County has support from a watershed group called the Crow Creek Community. Blue Thumb learned this month that a watershed based plan has been accepted by the EPA, paving the way for additional conservation actions and education to take place within the watershed of this small urban stream.



Education, Education, Education

Blue Thumb staff spend much of January completing the reporting requirements for the previous year. However, our education still continues in virtual form. This month, we featured the Flathead Mayfly for Macroinvertebrate Monday, which you can watch at the following link:

<https://www.youtube.com/watch?v=KMTFh9pEJgQ&feature=youtu.be>



**OKLAHOMA CONSERVATION COMMISSION
OFFICE OF GEOGRAPHIC INFORMATION & TECHNICAL SERVICES DIVISION
MONTHLY SUMMARY**

Mike Sharp, State Geographic Information Coordinator & Director

January, 2021

OGI & TS Activity

- Worked on various hardware and software support issues for OCC non-OMES computer systems.
- Followed up on and provided assistance regarding OMES helpdesk tickets submitted by OCC and District staff.
- Routine server, software and anti-virus and anti-spam maintenance on OGI computer systems.
- Worked on various office IT issues.
- Worked with various conservation districts on IT issues.
- Worked on Feral Hog Project
- Participated in the Employee Handbook work group
- Worked on Employee Self Service (ESS) training for time reporting
- Installed and configured OGI VPN's on several field staff computers so that they could participate in ESS training.

Geographic Information System (GIS) Activity

- Provided GIS services to AML, WQ, Soil Health and Administration.

Office of Geographic Information/State Geographic Information Council

- Worked on OKMaps servers, software and data.
- Worked on compiling parcel data for statewide parcel data layer.
- Installed new 50 TB storage array and associated network infrastructure. Also, installed and setup new virtual servers to replace some out-dated physical servers.
- Provided support to OKMaps users.
- Worked on NG911 administrative boundaries GIS layers, 911 training courses and state 911 repository development.
- Worked on NG911 grants management
- Attended SCAUG Virtual User Group Meeting

**OKLAHOMA CONSERVATION COMMISSION
ABANDONED MINE LAND DIVISION MONTHLY SUMMARY**

Robert W. Toole, AML Program Director

February 1, 2021

AML Project Management

Owen Cherokee West OSMRE Cooperative Project (Muskogee County)

Construction contract was awarded to The Dill Company for \$154,845.92. Notice to Proceed date is January 5, 2021. The contract time is 165 calendar days with a completion date of June 28, 2021. Construction is progressing.

Loudermilk Phase 1 (Rogers County)

Construction contract is in the process of being awarded to Weaver Excavating, Inc., for \$256,488.40.

Taloka Creek South (Haskell County)

Construction contract is in the process of being award to Thomas Construction, Inc., for \$644,590.

Williams-Talala (Rogers County)

Construction contracting is in progress. Mandatory pre-bid conference was held January 6, 2021, and bid opening was held January 19, 2021.

Oldham (Haskell County)

Authorization to Proceed with construction has been received from the Office of Surface Mining Reclamation and Enforcement.

Fowler (Haskell County)

Construction has been completed. Temporary vegetation is establishing. Permanent vegetation plan developed and scheduled for spring.

Moore South (Rogers County)

Construction has been completed. Temporary vegetation established. Permanent vegetation plan developed and scheduled for spring.

McSpadden East (Rogers County)

Vegetation has been completed, and site is being monitored for management and maintenance.

Selrahc (Haskell County)

Vegetation has been completed, and site is being monitored for management and maintenance.

Moore North (Rogers County)

Construction and vegetation are completed and site is being monitored. Release letter is pending.

McMillin-Graf (LeFlore County)

Vegetation has been completed, and site is being monitored for management and maintenance.

Loudermilk Phase 2 (Rogers County)

Final design was completed and accepted by AML. Environmental clearances are pending.

Robson (Wagoner County)

Design by AML staff pending. Project is within McGirt Ruling area of interest; impact on project is pending.

Davis (Wagoner County)

Design by AML staff pending. Project is within McGirt Ruling area of interest; impact on project is pending.

West Chelsea East (Rogers County)

Rights-of-entry received from all landowners and environmental clearances are pending. Design in progress by AML staff.

West Chelsea West (Rogers County)

Rights-of-entry are being solicited from landowners and environmental clearances are in progress. Design will be in-house by AML staff.

Woytas (Rogers County)

Realty verifications completed. Landowner meeting cancelled due to COVID considerations. Final design pending land rights. Adjoining landowners being individually contacted for Right of Entry.

Busby (Rogers County)

Design in progress by AML staff. Realty completed. Environmental clearances pending.

Williams (Rogers County)

Design in progress by AML staff. Realty completed. Environmental clearances pending.

AML Administration

- Underground mine mapping and inventory update: on-going.
- Surface mine assessments and inventory on-going in Coal County.
- AML data entry on OK Maps: on-going.
- Realty Research & Verification: on-going.
- Grants Management: on-going.
- Budget Management: on-going.
- Personnel Management: on-going.
- Equipment Management: on-going.
- Operations Management: on-going.
- Update federal Abandoned Mine Land Inventory System: on-going.
- Professional Development: Training schedule for 2021 has been released by OSMRE for the National Technical Training Program (NTTP) and the Technical Innovation and Professional Services (TIPS) courses. AML staff will be scheduled as needed.
- AML funding reauthorization is starting over with new administration and new Congress. Briefing documents submitted to new administration.

OKLAHOMA CONSERVATION COMMISSION
CONSERVATION PROGRAMS DIVISION
Tammy Sawatzky, Director
February 1, 2021

Administration

- Reconciled O&M and rehab financial records.
- NRCS agreement management for remedial repairs and new construction.
- Participated in a principal staff teleconference.
- Participated in OCC Handbook teleconference.
- Participated in ESS payroll entry training.
- Provided input for the budget presentation.
- Prepared RFA's for purchase of three new BobCat skid steers, ten Kubota side by sides, and ten trailers.
- Claims processed:

	# of Claims	Amount
CPD Administration	10	\$ 19,927.04
Rehabilitation	2	184,774.35
District O&M	11	23,490.29
	TOTAL	\$228,191.65

Cost-Share Program

- Assistance provided Cost-Share Program assistance to 4 Conservation Districts:
Cimarron County Pittsburg County Garvin West Caddo
- Reviewed and entered claims into the database that were sent in this month and sent them down to be processed.
- Met with the Water Quality team to discuss their programs and get their point of view on the success of our Cost-Share Program.
- Met with technicians to discuss Zoom and Team's functionality and uses.
- Sent out survey to Districts and Commissioners on success and additions to our current Cost-Share Program.
- Reviewed survey answers and discussed possible small changes in the program moving forward.
- Researched NRCS field techniques database for practices that could be helpful to districts in more Urban Areas.
- Began preparing guidelines for PY 23 and making changes discussed with Tammy.
- Made plans to release new Cost-Share Program Year on March 1st, 2020.
- Attended forum for questions about new time sheet system.
- Registered for NACD conference in the first two weeks in February.

Operation & Maintenance

- Technical, administrative, and legal/easement assistance to 14 Conservation Districts:
Grady County Garvin McClain County Coal County
Konawa Wagoner County Harper County North Caddo
Harmon County East Canadian County Kiowa County Dewey County
Sequoyah County Payne County
- Coordinated six-man team to assist Konawa CD with dam inspections.
- Delivered seven trucks to get bed, winch, and toolboxes installed.
- Approved O&M Funding Requests:

District	Project	Amount
Lincoln County	Quapaw 11 – Solar Bee BeeKeeper Service	\$ 6,350
Logan County	Cottonwood 4 – remove trees and brush	12,500

Watershed Rehabilitation and New Construction

- NRCS rehabilitation agreement management.
- Cottonwood 54 – construction continues phase 2.
- Participated in a teleconference with NRCS, OWRB, and attorney Kelly Monaghan related to Sallisaw 33 rehabilitation.
- Administrative, technical and land rights assistance to:

Rehabilitation

Sequoyah County – Sallisaw 33 and Sallisaw 36
Town of Wilburton – Fourche Maline 7M
City of Perry – Upper Black Bear 62
Pontotoc County – Upper Clear Boggy 26
LeFlore County – Caston Mountain 1 and 2
East Canadian County – Uncle John 10

Logan County – Cottonwood 54
Town of Meeker – Quapaw 15
NFRR – Upper Elk 23D
Latimer County – Boiling Springs 1
Adair County – Scraper Hollow 2

New Construction

Okfuskee County – Okfuskee N-7
Love County – Lower Bayou 12

Pittsburg County – Brushy Peaceable 5