



Employee Handbook

Revised: February 1, 2021

Version: 001

Oklahoma Conservation Commission
Employee Handbook

Table of Contents

Section 1 - Commission Policies4
 1.1 Commission Employment Policies4
 1.2 Standard Operating Procedures / Safety Protocols4
Section 2 - Employment Classification.....4
 2.1 Classified Employees4
 2.2 Unclassified Employees4
 2.3 Other Employees4
Section 3 - Work Schedule and Leave.....5
 3.1 Work Schedule.....5
 3.2 Assigned Duty Station.....5
 3.3 Telecommuting or Teleworking.....5
 3.4 Timekeeping5
 3.5 Leave.....5
Section 4 - Performance Management Process.....6
Section 5 - Code of Conduct.....7
 5.1 Code of Conduct7
 5.2 Drug and Alcohol Free Workplace.....7
 5.3 Tobacco Free Workplace7
 5.4 Computer and Cell Phone Usage.....7
 5.5 Dress Code.....7
 5.6 Relatives8
 5.7 Compliance with State Income Tax Laws8
 5.8 Discrimination and Harassment8
 5.9 Equal Employment Opportunities8
 5.10 Workplace Violence.....8
 5.11 Whistleblower Protections.....8
Section 6 - Progressive Discipline.....9
Section 7 - Grievance Resolution9
Section 8 - Compensation.....9
 8.1 Payday9
 8.2 Supplemental Payroll.....10
 8.3 Direct Deposit.....10
 8.4 Mandatory Deductions from Paycheck10
 8.5 Other Deductions10
 8.6 Repayment of Overpayment Errors11
 8.7 Longevity Pay.....11
 8.8 Pay upon Termination11
 8.9 Unemployment Compensation11
Section 9 - Benefit Programs11
 9.1 Health Insurance and Other Benefits11

9.2 Premium Conversion	11
9.3 Flexible Spending	12
9.4 Thrive	12
9.5 Health Insurance upon Separation	12
9.6 Workers Compensation Insurance	12
9.7 Disability Insurance	12
9.8 Oklahoma Public Employees Retirement System (OPERS)	13
9.9 Deferred Compensation Plan (SoonerSave)	13
9.10 Disability Retirement	13
9.11 Unemployment Insurance	13
Section 10 - Career and Personal Enhancement.....	13
10.1 Education and Training	13
10.2 Employee Assistance Program	14
Section 11 - Workplace Safety	14
11.1 Workplace Safety	14
Section 12 - Travel Policy	15
12.1 Travel Policy	15
12.2 Travel Expense Reimbursement	15
Section 13 - Vehicle Use / Fleet Management	15
13.1 Vehicle Use / Fleet Management	15
Section 14 - Social Networking & Social Media	16
Section 15 - Miscellaneous Provisions	16
15.1 Charitable Contributions	16
15.2 Disclosure of Personal Information	16
15.3 Open Records	16
15.4 Solicitations	17
15.5 Food Purchase	17
15.6 Commission Property	17
15.7 Other Important Links	17
Section 16 - Policy Index	18
Section 17 - Glossary	23

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.

[Oklahoma Whistleblower Act](#)
[U.S. Department of Labor / Whistleblower Protection Programs](#)

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](#)
[Record 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

[*Workplace Posters*](#)
[*Oklahoma Statutes*](#)
[*Merit Rules*](#)

Section 16 - Policy Index

Work Schedule	<u>OCC-01</u>
Work Schedule / Core Office Hours	A
Established Individual Workweek Form	B
Flex-time	C
Compressed Work Week	D
Telework	E
Lunch and Breaks	F
Compensatory Time / Overtime Pay	G
Travel to and from Work	H
Emergencies	I
Division Director Responsibilities	J
Forms	<u>Established Individual Workweek Form</u>
Telecommuting or Teleworking	<u>OCC-01A</u>
Purpose	A
Policy	B
Definitions	C
General Requirements	D
Terms of Employment	E
Work Schedule and Accessibility	F
Dependent and Elder Care	G
Reviews and Performance Evaluations	H
Telework Site	I
Supplies, Equipment and Furniture	J
Request Process	K
Implementing Telework	L
Telework Agreement Revisions	M
Telework Denied / Request for Reconsideration	N
To Rescind or Terminate Agreement	O
Forms	<u>Telework Agreement Form</u> <u>Telework Self-Assessment Form</u> <u>Home Safety Guidelines for Teleworkers</u>
Leave	<u>OCC-02</u>
Leave	A
Administrative Leave Due to Unsafe Working Conditions or Inclement Weather	B
Administrative Leave for a Cooling-Off Period	C
Annual Leave	D
Court and Jury Leave	E
Disaster Relief Services Leave	F
Educational Leave	G
Enforced Leave	H
Family and Medical Leave	I
Holidays	J

Involuntary Leave without Pay (Furlough)	K
Leave of Absence without Pay	L
Leave and First Preference Due to Work Related Illness or Injury	M
Leave for Reserve Municipal Police Officers and Reserve Deputy Sheriffs	N
Military Leave	O
National Disaster Leave	P
Organ Donor Leave	Q
Organizational Leave	R
Shared Leave	S
Sick Leave	T
Suspension with Pay Pending an Investigation	U
Voluntary Firefighters Leave	V
Voting Leave	W
Forms	Shared Leave Forms
Other Resources	U.S. Department of Labor FMLA Resources

Code of Conduct	OCC-03
Code of Conduct	A
Misconduct	B
Financial Conflicts and Conflicts of Interest	C
Outside Employment	D
Community Service	E
Confidential Information	F
Accepting Gratuities	G
Photo Identification Card and Other State Property	H
Privacy	I
Other Resources	Annotated Ethics Rules

Drug and Alcohol Free Workplace	OCC-04
Drug and Alcohol Free Workplace	A
Definitions	B
Prohibitions and Reporting	C
Treatment	D
Alcohol and Drug Testing	E
Safety Sensitive Employees	F
Records.....	G
Appeals.....	H

Tobacco Free Workplace	OCC-05
Tobacco Free Workplace	A
Definitions	B
Tobacco Use	C

Electronic Devices	OCC-06
Electronic Devices	A
State Security Policy	B
Enforcement	C

Other Resources [State Security Policy](#)

Discrimination and Harassment [OCC-07](#)

Discrimination and Harassment A
Definitions B
Discrimination C
Harassment (General Information) D
Sexual Harassment E
Consensual Sexual Relationships F
Improper Language G
Grievance Process H
Retaliation I

Equal Employment Opportunities [OCC-08](#)

Equal Employment Opportunities A
Equal Opportunity Employer B
Responsibilities of Management C
Grievance Process D
Retaliation E

Workplace Violence [OCC-09](#)

Workplace Violence A
Definitions B
Harassment, Violence, and Bullying C
Weapons D
Oklahoma Self-Defense Act E
Removal from Duty F
Protective or Restraining Orders G
Responsibilities H
Grievance Process I
Retaliation J

Progressive Discipline [OCC-10](#)

Clarification Statement A
Progressive Discipline B
Definitions C
Penalties D
First Phase - Informal Discipline E
Second Phase - Formal Discipline F
Written Reprimand G
Causes for Discharge, Suspension without Pay, or Involuntary Demotion H
Suspension without Pay I
Involuntary Demotion J
Classified Employee Discharge Process K
Responsibilities of Parties L
Records M

Forms [Supervisor Notes](#)

Grievance Process	<u>OCC-11</u>
Grievance Process	A
Definitions	B
Contact Information	C
Grievance Steps	D
Mediation	E
Retaliation Prohibited	F
Time for Filing a Grievance	G
Time for Resolution of a Grievance	H
Calculation of Time	I
Grievance Preparation and Processing	J
Leave and Travel	K
Employee Representation	L
Group Grievances	M
Responsibilities of the Parties	N
Resolution Decision	O
Records	P
Appeals	Q
Grievance and Appeal / Separate Filings	R
Forms	<u>Grievance Form</u>
	<u>Request for Mediation</u>
	<u>Petition for Appeal</u>
	<u>Permission to File Paper Appeal</u>

Travel	<u>OCC-12</u>
Assigned Duty Station	A
Travel Approval	B
Travel Reimbursement	C
Transportation	D
Travel Hours Claimed as Work Hours	E
Forms	<u>Travel Policy Claim Form</u>

Vehicle Use / Fleet Management	<u>OCC-13</u>
Policy Statement	A
Fleet Management Vehicle Oversight	B
Permanently Assigned State Vehicles	C
Pool Vehicle Use	D
Driver Responsibilities	E
Special Vehicle Provisions	F
Liability Insurance	G
Passengers	H
Traffic Violations	I
Reporting of Incidents	J
Vehicle Travel Logs	K
COMDATA Card	L
Forms	<u>Vehicle Assignment Request</u>

[Driver Responsibilities Certification](#)

[Incident Report Form](#)

[Accident Information Form](#)

[Scope of Employment Form](#)

Other Resources [OMES Fleet Management Policy A002](#)
[COMDATA Card versus P-Card for Vehicle Uses](#)

Social Networking & Social Media [OCC-14](#)

State Policy and Standard Specification A

Implementation B

Use C

Security D

Escalation E

Ethics and Code of Conduct F

Records Management and Open Records G

Monitoring H

Communication I

Open Records [OCC-15](#)

Open Records Procedure A

Commission Open Record Administrator B

Fee Schedule C

Forms [Open Records Act Request](#)

Food Purchase [OCC-16](#)

Forms [Food Purchase Authorization and Approval](#)

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.