



## **Employee Handbook**

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Oklahoma Conservation Commission  
**Employee Handbook**

Table of Contents

**Section 1 - Commission Policies..... 4**  
1.1 Commission Employment Policies .....4  
1.2 Standard Operating Procedures / Safety Protocols.....4  
**Section 2 - Employees ..... 4**  
2.1 State Employees.....4  
2.2 Executive Employees.....4  
2.3 Other Employee Designations.....4  
**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 Timekeeping.....5  
3.5 Leave .....6  
**Section 4 - Performance Management Process..... 6**  
4.1 Performance Management Process (PMP).....6  
**Section 5 - Code of Conduct ..... 7**  
5.1 Code of Conduct.....7  
5.2 Drug and Alcohol-Free Workplace .....7  
5.3 Tobacco-Free Workplace .....7  
5.4 Computer and Cell Phone Usage .....7  
5.5 Dress Code .....8  
5.6 Relatives .....8  
5.7 Compliance with State Income Tax Laws .....8  
5.8 Discrimination and Harassment.....8  
5.9 Equal Employment Opportunities.....9  
5.10 Workplace Violence .....9  
5.11 Whistleblower Protections .....9  
**Section 6 - Progressive Discipline ..... 9**  
6.1 Progressive Discipline.....9  
**Section 7 - Employee Complaint Management ..... 10**  
7.1 Complaints .....10  
7.2 Employee Feedback .....10  
**Section 8 - Compensation ..... 10**  
8.1 Payday .....10  
8.2 Supplemental Payroll .....10  
8.3 Direct Deposit .....11  
8.4 Mandatory Deductions from Paycheck.....11  
8.5 Other Deductions .....11  
8.6 Repayment of Overpayment Errors .....11  
8.7 Longevity Pay .....12

8.8 Pay upon Termination.....	12
8.9 Unemployment Compensation.....	12
<b>Section 9 - Benefit Programs .....</b>	<b>12</b>
9.1 Health Insurance and Other Benefits.....	12
9.2 Premium Conversion.....	12
9.3 Flexible Spending .....	12
9.4 Thrive .....	13
9.5 Health Insurance upon Separation .....	13
9.6 Workers Compensation Insurance.....	13
9.7 Disability Insurance .....	13
9.8 Oklahoma Public Employees Retirement System (OPERS) .....	13
9.9 Defined Contribution Plan (Pathfinders) .....	14
9.10 OPERS Deferred Compensation Plan (SoonerSave).....	14
9.11 Disability Retirement .....	14
9.12 Unemployment Insurance.....	14
<b>Section 10 - Career and Personal Enhancement.....</b>	<b>14</b>
10.1 Education and Training .....	14
10.2 Employee Assistance Program .....	15
<b>Section 11 - Workplace Safety.....</b>	<b>16</b>
11.1 Workplace Safety .....	16
<b>Section 12 - Travel Policy .....</b>	<b>16</b>
12.1 Travel Policy .....	16
12.2 Travel Expense Reimbursement .....	17
<b>Section 13 - Vehicle Use / Fleet Management .....</b>	<b>17</b>
13.1 Vehicle Use / Fleet Management.....	17
<b>Section 14 - Social Networking &amp; Social Media.....</b>	<b>17</b>
14.1 Social Networking .....	17
<b>Section 15 - Miscellaneous Provisions .....</b>	<b>17</b>
15.1 Charitable Contributions.....	17
15.2 Disclosure of Personal Information.....	18
15.3 Open Records.....	18
15.4 Solicitations.....	18
15.5 Food Purchase.....	18
15.6 Commission Property.....	18
15.7 Safety Plans, Information & Guidance Sheets .....	19
15.8 Other Important Links.....	19
<b>Section 16 - Policy Index .....</b>	<b>19</b>
<b>Section 17 - Glossary .....</b>	<b>25</b>

## 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 unique to the division and the work performed by division employees. Employees shall 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 - Employees

### 2.1 State Employees

State employee means an employee in state service afforded protections under the Oklahoma Civil Service and Human Capital Modernization Act (Act) and promulgated rules. [62 OS. §34-301](#) and [OAC 260:130-1-1, et. seq.](#)

### 2.2 Executive Employees

Executive employee means an employee to whom the provisions of the Act do not apply. Executive employees must be designated in the central system of record by the employing executive branch agency. The Executive Director of the Commission can exempt not more than five percent (5%) of an agency's employees designated as executive management as determined by the number of active positions. The employees do not have the same protections as State employees. These Executive employees receive certain benefits and are covered by the time and leave provisions in state law and applicable. Executive employees are "employees at will" and have no right or expectation of continued employment. The employment relationship between the Commission and the Executive employee can be severed at any time for any reason.

### 2.3 Other Employee Designations

The Commission may hire employees for specific periods of time or for the completion of a specific project. The provisions of the Act do not apply to these other employee designations.

- **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).

- **Seasonal Employees** may work no more than 1,599 hours in a rolling 12-month period.
- **Contract Employees** may be hired by the Commission 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, seasonal, 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 and complete an "Established Individual Workweek Form" at the beginning of employment that will be shared with the employee. 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 fieldwork or work performed while traveling on Commission business.

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

### 3.4 Timekeeping

Employees shall accurately report hours worked in Workday at least weekly. Employees shall also ensure that they have all their time entered and submitted to their supervisors before mid-month and end-of-month payroll processing. Failure to timely and accurately report hours worked in Workday 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/or rules.

Annual and sick leave accrual rates and accumulation limits are based on continuous service with the state. For leave guidelines, continuous service is defined as the total service of an employee. It does not include periods of temporary 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

### 4.1 Performance Management Process (PMP)

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 Title 260, 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 focusing on accountabilities, critical behaviors, and job development. PMPs may be considered in decisions regarding salary, advancement, promotions, demotions, dismissals, telework, and they also serve as a career-related counseling device.

At the beginning of the annual evaluation period, supervisors will identify and communicate accountabilities and critical behaviors upon which an employee will be evaluated. 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.

The employee is responsible for participating in the PMP process whether it is the paper process or online in Workday. Employees do not have to agree with the evaluation findings and may submit written comments regarding their performance evaluation.

Each state employee in probationary status will be rated at least thirty (30) days before the end of the probationary period. All state employees will have an evaluation every twelve (12) months. Supervisors may perform as many additional evaluations as they deem necessary to effectively manage the performance of a subordinate. The Commission shall retain a copy of PMPs for each employee and shall give a copy of the PMP to the employee for their personal records. By January 2025, all supervisors should be performing PMPs through Workday and the PMP will be available to both the employer and the employee through their Workday account.

## Section 5 - Code of Conduct

### 5.1 Code of Conduct

The Commission upholds a set of policies outlining expected standards of conduct for all employees. It is imperative that employees adhere to these policies while carrying out their duties. Any breach of Commission policies may result in disciplinary action, ranging from reprimands to termination. Compliance with these guidelines is essential to fostering a positive and ethical work environment.

[Policy OCC-03: Code of Conduct](#)  
[Officers & Employees Guide – Oklahoma Ethics Commission](#)  
[State Ethics Laws](#)

### 5.2 Drug and Alcohol-Free Workplace

The Commission is committed to maintaining a drug and alcohol-free workplace. All agency employees are strictly prohibited from engaging in the unlawful manufacturing, distributing, dispensing, possessing, using, or being under the influence of controlled substances or alcohol during scheduled work hours or while representing the Commission at conferences, lectures, and events. This prohibition extends to instances where employees are operating a state vehicle, or present on State property. Upholding this policy is crucial for ensuring a safe and secure working environment for all.

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

### 5.3 Tobacco-Free Workplace

This policy is instituted with the primary objective of eradicating all forms of tobacco use, including e-cigarettes or vaping devices. This prohibition applies to both indoor and outdoor spaces on properties owned, leased, or contracted for use by the Commission, as well as within state vehicles. By implementing this policy, the Commission is dedicated to fostering a healthier and smoke-free environment for all individuals associated with its facilities and operations.

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

### 5.4 Computer and Cell Phone Usage

Commission-issued computers, cellular telephones, or other electronic devices are made available to employees for job-related activities. Employees granted access to computers for work-related duties must adhere to state and agency policies, as well as all state and federal laws governing usage and

communication of information. This policy underscores the importance of responsible and lawful use of electronic resources in the course of official duties.

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

### **5.5 Dress Code**

Commission employees are required to attire themselves in a manner suitable for their job responsibilities and work environment. This entails wearing clothing that is tidy, clean, and adheres to good business taste, without posing any safety risks. As a professional organization interacting with state, federal agencies, and the business community, employees are expected to project a professional public image.

To uphold this standard, supervisors may, when deemed necessary, request employees to cover visible tattoos, remove excessive or offensive jewelry, adjust unprofessional clothing, or make reasonable changes to ensure a professional appearance. Employees engaged in physical labor or fieldwork are expected to wear appropriate attire for their particular work situation. Employees will also need to adhere to protective and safety attire as specified by their division protocol.

Any disagreement between employees and supervisors regarding 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. This policy is in place to maintain a professional and cohesive image for the Commission.

### **5.6 Relatives**

In cases where an employee and members of their immediate family are employed by the Commission, it is prohibited for family members to report to the same supervisor or be 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 considered under special circumstances, and any such exceptions must be approved by the Executive Director. This policy is implemented to uphold the principles of fairness, transparency, and avoid potential conflicts of interest within the Commission.

### **5.7 Compliance with State Income Tax Laws**

In accordance with [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. Should an employee feel that they are being retaliated against by the Commission they can file a complaint with the Oklahoma Employment Security Commission. [Oklahoma Medicaid False Claims Act 63 O.S. §5053 et. seq.](#)

[Oklahoma Employment Security Commission – Workplace Law Complaints](#)  
[U.S. Department of Labor OSHA / Whistleblower Protection Programs](#)

# Section 6 - Progressive Discipline

## 6.1 Progressive Discipline

The Commission shall apply the Civil Service and Human Capital Modernization Rules toward the Commission's progressive discipline policy to all State employees. The Commission shall apply the progressive discipline policy to all employees (including probationary, 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 must diligently apply a progressive discipline approach, ensuring it's tailored to the offense, fair, and equitable. They should carefully weigh aggravating and mitigating factors to determine the most appropriate disciplinary action. By taking prompt and positive measures, supervisors can effectively prevent the escalation of disciplinary issues.

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

## Section 7 - Employee Complaint Management

### 7.1 Complaints

For any issues regarding employment at the Commission, employees are encouraged to utilize the channels outlined in Policy OCC-11 Employee Complaint Management. This comprehensive policy not only addresses discrimination and harassment complaints but also provides a clear internal process for handling other concerns, complaints, and disputes within the agency.

[Policy OCC-11: Employee Complaint Management  
Employee Complaint Form](#)

### 7.2 Employee Feedback

The Commission fosters a growth mindset, valuing employees' voices to foster collaboration, nurture individual growth, and drive innovation. One avenue to amplify employee voices is our online Employee Input/Feedback Box. This platform empowers staff to express questions, comments, complaints, concerns, and innovative ideas, whether anonymously or openly, promoting a culture of open communication and continuous improvement.

[Employee Input / Feedback](#)

## 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 Workday.

[Workday Oklahoma Login](#)

### 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 12<sup>th</sup> 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 the 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 during 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 [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](#)

## 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](#)  
[Health Benefit 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.

[Oklahoma 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 childcare 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 Accounts](#)

## 9.4 Thrive

Thrive 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 worker's 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. Worker's compensation claims shall be handled in a manner consistent with state law.

[Oklahoma Workers' Compensation Commission](#)

## 9.7 Disability Insurance

Disability insurance is part of the mandatory core benefits package and is available to all employees who 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 Plan 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 Defined Contribution Plan (Pathfinders)

Pathfinder is the mandatory defined contribution plan for eligible state employees who first become employed by a participating employer on or after November 1, 2015, and have no prior participation in OPERS before that date.

[Pathfinder Contribution Plan](#)

## 9.10 OPERS Deferred Compensation Plan (SoonerSave)

The Deferred Compensation Plan (known as SoonerSave or the 457 Plan) is available to qualifying OPERS 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](#)

## 9.11 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.

[Disability Retirement](#)

## 9.12 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.

[Unemployment Benefits](#)

# Section 10 - Career and Personal Enhancement

## 10.1 Education and Training

The Commission encourages continuous professional development and growth among its employees through a variety of training opportunities. Both formal and informal training programs are available to enhance skills and performance.

Employees are regularly selected to participate in workshops or training programs offered by the state, ensuring they stay updated with the latest practices and techniques relevant to their roles. During

these sessions, employees remain in normal pay status, reflecting our commitment to investing in our staff's development.

If an employee identifies a specific seminar or workshop that could contribute to job performance improvement, they are encouraged to bring it to the attention of their supervisor or division director. This proactive approach aligns with our goal of fostering a culture of learning and skill advancement.

Prior approval from a supervisor or division director is required before enrolling in any training course to ensure alignment with organizational goals and objectives. Additionally, all supervisors have the opportunity to attend state-approved courses, further reinforcing the importance of continuous learning and leadership development within our workforce. Employees should utilize the Learning Tool in their personalized Workday accounts.

#### [Workday](#)

All supervisory staff members at the Commission are mandated to dedicate twelve (12) hours per calendar year to courses or training pertinent to effective agency management or supervisory roles. For new supervisors, it's imperative to undergo twenty-four (24) hours of dedicated supervisory training within their first year. This comprehensive training includes the essential completion of the Performance Management Process and Progressive Discipline modules.

Supervisors have the authority to approve alternative forms of formal training, including those obtained through professional conferences, web-based platforms, videos, or other suitable means, which can also contribute towards fulfilling 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](mailto: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.

[First Report of On the Job Injury  
Workplace Incident Report](#)

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.

[In Case of Emergency Info 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 training, 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](#)  
[Statewide Accounting Manual \(See Chapter 10\)](#)  
[Out of State Travel Request Form](#)

## **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 Claim Form 19 and other Travel Forms](#)

## 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

### **14.1 Social Networking**

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. It is important that all Commission staff comply with the following policies in reference to this section:

[Policy OCC-14: Social Networking and Social Media](#)  
[Policy OCC-03: Code of Conduct](#)

## 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 the Administration for clarification.

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

[Open Records Act Request Form](#)

[PP.15 Open Records\Open Record In Person Record Review Form.pdf](#)

### **15.4 Solicitations**

State facilities will not be used for solicitations.

[Policy OCC-17: Employee Solicitation Restriction](#)

### **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 Safety Plans, Information & Guidance Sheets

Bloodborne Pathogen Exposure Control Plan {Reserved}  
Hazardous Communication Plan {Reserved}

## 15.8 Other Important Links

[Workplace Posters](#)  
[Purchasing Policy\645 OCC Purchasing Procedures Revised 3.1.2023.pdf](#)  
[Oklahoma Statutes](#)  
[Oklahoma Administrative Code](#)  
[Tenant Manual](#)  
[Commission Calendar SOP](#)

## Section 16 - Policy Index

<b>Work Schedule and Time Worked</b> .....	<a href="#">OCC-01</a>
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
<b>Forms</b> .....	<a href="#">Established Individual Workweek Form</a>
<b>Telecommuting or Teleworking</b> .....	<a href="#">OCC-01A</a>
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
<b>Forms</b> .....	<a href="#">Telework Agreement</a> <a href="#">Telework Self-Assessment</a>

**Leave** ..... [OCC-02](#)

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

Maternity/Paternity Leave..... X

**Forms** ..... [Request to Receive Shared Leave](#)

..... [Request to Donate Shared Leave](#)

..... [FMLA Request and Review Process](#)

..... [Maternity/Paternity Leave FAQ](#)

**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** ..... [Rule 4 Conflicts of Interest](#)

..... [Rule 5 Lobbyist Registration and Reporting](#)

<b>Drug and Alcohol-Free Workplace</b> .....	<a href="#"><u>OCC-04</u></a>
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
<b>Tobacco-Free Workplace</b> .....	<a href="#"><u>OCC-05</u></a>
Tobacco-Free Workplace .....	A
Definitions .....	B
Tobacco Use .....	C
<b>Electronic Devices</b> .....	<a href="#"><u>OCC-06</u></a>
Electronic Devices .....	A
State Security Policy .....	B
Enforcement .....	C
<b>Other Resources</b> .....	<a href="#"><u>State of Oklahoma Security Policy and Guidelines</u></a>
<b>Discrimination and Harassment</b> .....	<a href="#"><u>OCC-07</u></a>
Discrimination and Harassment .....	A
Definitions .....	B
Discrimination .....	C
Harassment (General Information) .....	D
Sexual Harassment .....	E
Consensual Sexual Relationships .....	F
Improper Language .....	G
Complaint Process .....	H
Retaliation .....	I
Discipline .....	J
Protection Against False Complaints .....	K
<b>Equal Employment Opportunities</b> .....	<a href="#"><u>OCC-08</u></a>
Equal Employment Opportunities .....	A
Equal Opportunity Employer .....	B
Responsibilities of Management .....	C
Internal Complaint Process .....	D
Retaliation .....	E
<b>Other Resources</b> .....	<a href="#"><u>Employee Input / Feedback</u></a>
<b>Workplace Violence</b> .....	<a href="#"><u>OCC-09</u></a>
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
Employee Complaints .....	I
Retaliation .....	J
<b>Other Resources</b> .....	<a href="#">Employee Input / Feedback</a> <a href="#">Employee Assistance Program</a>
<b>Progressive Discipline</b> .....	<a href="#">OCC-10</a>
Progressive Discipline .....	A
Definitions .....	B
Penalties .....	C
First Phase – Employee Engagement .....	D
Second Phase - Formal Discipline .....	E
Written Reprimand .....	F
Causes for Discharge, Suspension without Pay, or Involuntary Demotion .....	G
Suspension without Pay .....	H
Involuntary Demotion .....	I
Third Phase – Ending Employment/Discharge .....	J
Responsibilities of Parties .....	K
Timing of Discipline .....	L
Records .....	M
<b>Forms</b> .....	<a href="#">Supervisor Notes</a>
<b>Employee Complaint Management</b> .....	<a href="#">OCC-11</a>
Complaint Management .....	A
Discrimination Complaints .....	B
<i>Discrimination Complaint Deadlines</i> .....	B.1
Sexual Harassment Complaints .....	C
<i>Supervisor Responsibility</i> .....	C.1
<i>Employee Cooperation During Investigations</i> .....	C.2
<i>Resignation of Accused</i> .....	C.3
Internal Complaint Process .....	D
<i>Types of Complaints</i> .....	D.1
<i>Internal Procedure</i> .....	D.2
<i>Preliminary Informal Discussion Step 1</i> .....	D.3
<i>Preliminary Informal Discussion Step 2</i> .....	D.4
<i>Formal Internal Complaint Process Step 3</i> .....	D.5
<i>Formal Grievance Appeal Process Step 4</i> .....	D.6
<b>Forms</b> .....	<a href="#">Employee Complaint Form</a>
<b>Travel</b> .....	<a href="#">OCC-12</a>
Assigned Duty Station .....	A
Travel Approval .....	B
Travel Reimbursement .....	C

Transportation .....	D
Travel Hours Claimed as Work Hours .....	E
<b>Forms</b> .....	<a href="#"><u>Travel Policy Claim Form</u></a> <a href="#"><u>Out-of-State Travel Request Form</u></a>
<b>Vehicle Use / Fleet Management</b> .....	<a href="#"><u>OCC-13</u></a>
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
Sticker and Decal Applications on State Vehicles.....	M
<b>Forms</b> .....	<a href="#"><u>Driver Responsibilities Certification</u></a> <a href="#"><u>Vehicle and Other Property Standard Liability Incident Report Form</u></a> <a href="#"><u>Accident Information Form</u></a> <a href="#"><u>Scope of Employment Form</u></a>
<b>Other Resources</b> .....	<a href="#"><u>OMES Fleet Management Policy A002</u></a> <a href="#"><u>COMDATA Card versus P-Card for Vehicle Uses</u></a>
<b>Social Networking &amp; Social Media</b> .....	<a href="#"><u>OCC-14</u></a>
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
<b>Other Resources</b> ...	<a href="#"><u>State of Oklahoma Social Networking and Social Media Policies and Standards</u></a> <a href="#"><u>Oklahoma Information Security Policy, Information Security Policy, Procedures, Guidelines</u></a> <a href="#"><u>Federal Communications Commission (FCC) Website</u></a>
<b>Open Records and Fee Schedule</b> .....	<a href="#"><u>OCC-15</u></a>
Open Records Procedure .....	A
Commission Open Record Administrator .....	B
Fee Schedule .....	C
<b>Forms</b> .....	<a href="#"><u>Open Records Act Request</u></a> <a href="#"><u>Open Record In-Person Record Review Form</u></a>

<b>Food Purchase</b> .....	<a href="#"><u>OCC-16</u></a>
<b>Forms</b> .....	<a href="#"><u>Food Purchase Authorization and Approval</u></a>
<b>Employee Solicitation Restriction</b> .....	<a href="#"><u>OCC-17</u></a>
Purpose.....	A
Scope .....	B
Policy .....	C
Application.....	D
Implementation.....	E
Questions.....	F



## Section 17 - Glossary

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

**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 by reviewing accountabilities, critical behaviors, and job development. 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).