
CITY OF PRYOR CREEK

Personnel Policy and Procedure Manual



MAY ??, 2020
CITY OF PRYOR CREEK

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Chapter 1: Structure of the Human Resource Program

1-1: Purpose

The Mayor and Council of the City of Pryor Creek determine the policies which will govern the operations of the City. Since the City Charter is the organic law of the City of Pryor Creek that may only be changed by a vote of the citizens of Pryor Creek, nothing in this manual may be counter to the City Charter. The City Charter takes precedence over any portions of this manual that may be in conflict with the City Charter.

The rules and regulations contained herein are set forth to establish sound and consistent employment practices, which will add to the efficiency and economy of the City while providing an equitable base from which to promote merit and standardize and equate compensation.

The City of Pryor Creek is considered an "Employment-At-Will" employer (see Chapter 6-5 and Chapter 18).

Policies and procedures are not intended to be inflexible. Therefore, it is expected that amendments and revisions will be made whenever they are necessary to ensure more effective administration (see Chapter 1-7).

The City of Pryor Creek, in compliance with all applicable Federal and State laws and regulations, does not discriminate in employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information in the recruiting, hiring, training, and promotion of all positions within the City. Further, the City will not tolerate harassment by managers, coworkers, or others in the workplace because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. City management is committed to equal treatment of all employees, including equal treatment in compensation, benefits, transfers, tuition assistance, demotions, terminations, layoffs, and recalls.

The City of Pryor Creek complies with the Americans with Disability Act (ADA). It is the City's policy not to discriminate against qualified individuals who have disabilities. The City also makes every effort to provide reasonable accommodations to qualified applicants and employees with disabilities as required by law.

1-2: Applicability

These policies apply to all City of Pryor Creek employees unless otherwise noted.

A City of Pryor Creek employee is defined as any person employed in any position of service to the City. A person on retainer or under contract is not considered to be a City of Pryor Creek employee unless they have a specific agreement to that effect.

A Collective Bargaining Agreement (CBA) takes precedence over any provision of this manual that is in conflict with the CBA.

1-3: Contract Disclaimer

Nothing in this manual should be considered as an implied or explicit contract between the City of Pryor Creek and its employees. No representative of the City of Pryor Creek, other than the Mayor with confirmation of the Council, has any authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the aforementioned CBA.

1-4: Compliance with Policy and Procedure Manual

Policies and procedures in this manual are intended to guide the day-to-day administration of human resource policy and practice. Further guidance and interpretation of policy and procedure should be referred to the Mayor of the City of Pryor Creek.

1-5: Department Heads and Supervisors

Department heads and supervisors are expected to become familiar with the rules and regulations contained herein and are responsible for compliance with personnel policies and procedures in their respective departments.

1-6: Distribution of Manual

All City of Pryor Creek employees shall receive a copy of the City of Pryor Creek Policy and Procedure Manual within seven (7) days of their start date. Each employee is responsible for picking up and signing for this manual (attachment 1). The master copy of the Policy and Procedure Manual will be kept in the office of the City Clerk. All copies of the manual are the exclusive property of the City of Pryor Creek.

1-7: Maintenance/Revision of Manual

The Mayor of the City of Pryor Creek, with the consent of the City Council, must approve the policy and procedure manual requirements and any subsequent modifications of it. These policies may be changed, supplemented, or superseded at any time at the discretion of the

Mayor, with the consent of the City Council. Any City employee may submit recommendations for modifying the City of Pryor Creek Policy and Procedure Manual to the Mayor.

Once approved by the Mayor and consented to by the City Council, modifications to the manual shall be distributed to all City employees with their next paycheck or notification. The newly modified provisions shall be placed in all official copies of the manual with employees being responsible for placing the new provisions in their own copies. The City Clerk's office shall maintain superseded policies in a permanent file.

Chapter 2: Pay Plan & Salary Administration

2-1: Purpose

The Pay Plan is the formal system for classifying positions and compensating employees in the City of Pryor Creek.

The Pay Plan provides salary structure and includes the basic salary schedules as adopted by the City Council and all subsequent changes thereto. Copies of the document may be inspected in the City Clerk's office during normal business hours and are available upon request.

2-2: Probation Period

The Probation Period is for a period of one (1) year. This time is designed for hiring and compensating employees during a time of adapting and gaining experience in their position.

2-3: Effective Dates of Salary Increases

The effective date of all salary increases due to step increase or promotion shall be the next full biweekly pay period.

2-4: Standard Work Week

The standard workweek for all employees except emergency personnel will be from 12:01 a.m. Saturday morning to midnight the following Friday night.

2-5: Classification of Work

The Mayor, based on Wage and Hour guidelines shall determine whether or not a position is defined as “exempt” or “non-exempt.”

Exempt employees are exempted from the requirements to be paid overtime at the rate of one and one half ($1\frac{1}{2}$) times their regular rate of pay for any hours worked beyond forty (40) hours in a workweek.

Non-exempt employees are required to be paid overtime at the rate of one and one half ($1\frac{1}{2}$) times their regular rate of pay for any hours worked beyond forty (40) hours in a workweek.

2-6: Overtime

Overtime compensation shall be paid in compliance with the Fair Labor Standards Act (FLSA). The overtime rate of pay will be at one and one half ($1\frac{1}{2}$) times the regular rate of pay.

No overtime is to be performed without the approval of the Department Head. Department Head shall determine workload and manpower needs and shall approve overtime only on the absolute need to carry on department operations. Overtime cannot exceed amount budgeted without approval of the Mayor.

Overtime pay is based on hours actually worked in a single work week (with the exception of Police and Fire contract employees). Bereavement, holiday, vacation, workers compensation, or sick leave are not considered time worked and will not be counted for overtime pay.

Overtime will be rounded to the nearest quarter ($\frac{1}{4}$) hour.

2-7: Payroll Time Sheets

Department Heads have the further responsibility to see that timesheets are ready for processing with any corrections verified before 10:00 a.m. on Monday following the end of the pay period. Payroll will be locked and changes may not be made after 10:00 a.m. on that Monday unless approved at the discretion of the City Clerk. It is the Department Head's responsibility to check employee time on a regular basis to ensure current time, including leave time, is correct.

Department Heads or designee shall log online to the time keeping system to verify employees have certified their time sheets. Department Head or designee will then certify the time sheets. This process shall be completed by payday.

Written requests for leave need to be sent to the City Clerk's office as soon as the Department Head is notified of and approves the requested leave.

2-8: Longevity Pay

Classified employees (see section 5-5), beginning upon successful completion of five (5) years of continuous and uninterrupted employment, shall receive monthly longevity compensation in the amount of \$2.50 per month for each year of continuous service. Upon successful completion of ten (10) years of continuous and uninterrupted employment, classified employees shall receive monthly longevity compensation in the amount of \$5.00 per month for each year of continuous service.

Longevity rates are paid biweekly and are subject to Federal, State, and FICA taxes.

Chapter 3: Employee Performance Evaluation

3-1: Purpose

The purpose of a system for employee performance evaluation (Attachment 2) is to develop better City services and employees through periodic evaluation and recording of employee performance using a consistent standard.

The objective of employee performance evaluations is to let management and the employer know how the employee is performing his/her job duties, his/her strong points as well as those which are weak, giving recognition to employees for good work, and providing a guide for improvement.

Members of the bargaining units are required to have current performance evaluations on file. At will employees are subject to performance evaluations at the discretion of their Department Head.

Performance evaluations are conducted to:

- A. Improve performance on the job and increase productivity.
- B. Open communications between supervisors and employees so that employees will know what is expected of them and so that employees will have an opportunity to make any comments or suggestions to supervisors.
- C. Document performance or lack of performance. Good employees appreciate having a record of good performance maintained, in writing; poor employees need such a record maintained for disciplinary or performance improvement guidelines.
- D. Satisfy the performance evaluation requirement in order for employees to receive pay increases due to promotion.

Promotions will not be approved for employees receiving two (2) or more marks on the Performance Rating number four (4) "Needs Improvement" and/or number five (5) "Unsatisfactory." The employee shall be advised by the Department Head that improvement must be made in these categories.

3-2: Procedure

- A. A Performance Evaluation Report form (Attachment 3) will be issued from the City Clerk's office and will be used for all employee performance evaluations. All comments and attachments will be attached to the form.
- B. The City Clerk's office shall maintain records for performance reports. The Department Head will process the evaluation. A copy of the signed evaluation shall be given to the employee. The completed report will be sent to the City Clerk's office for certification and placement in the employee's personnel file.
- C. An employee may appeal his/her performance rating in writing and give the appeal to the Mayor within three (3) business days. The employee shall submit a statement along with the evaluation in his/her written appeal to be included, and considered, in his/her personnel file.
- D. An employee may appeal his/her performance rating in writing and give the appeal to the President of the Council if the Mayor was the one to evaluate the employee. The employee shall submit a statement along with the evaluation in his/her written appeal to be included, and considered, in his/her personnel file.

Effective employees must know what their jobs are and how well they are doing those jobs. The Department Heads and supervisors are responsible for letting employees know what is expected and how well those expectations are being met. Performance reports should reflect the true performance of the employee. Each employee has strong points and weak points. These should be indicated on the rating scale.

3-3: Categories Subject to Evaluation

All employees are subject to the following basic categories for evaluation:

- A. Analytical Skills
- B. Initiative
- C. Respect
- D. Judgement
- E. Communication
- F. Job Knowledge

3-4: Performance Ratings

The following performance ratings shall be used for all evaluations:

1. Outstanding
2. Above Minimum Requirements
3. Meets Minimum Requirements
4. Below Minimum Requirements
5. Unsatisfactory

If an item is not applicable to the employee being evaluated, it should not be marked.

3-5: Pay Increase

Upon receipt of a satisfactory evaluation form signed by the Department Head and the Mayor, an employee is due a pay increase following his/her anniversary date for one (1) year, four (4) years, and seven (7) years of continual employment with the City of Pryor Creek. The completed performance evaluation form shall be placed in the employee's personnel file (for more information about Personnel Records, see Chapter 17). All pay increases are based on the City's budget and ability to pay.

Chapter 4: Procedure for Filling Job Vacancy

4-1: Personnel Requisition

When a vacancy occurs or when notice of resignation is received in a budgeted, classified full-time position, in a part-time position, or in a temporary position that the Department Head wishes to fill, the Department Head shall submit a Personnel Requisition form (Attachment 4) to the Mayor for approval. The Mayor will review the request for any budgetary issues and advise the Department Head within five (5) days of the Mayor's approval. If approved, the Personnel Requisition form shall be dated the effective date of the vacancy. This procedure applies to all departments, including Police and Fire Departments.

4-2: Job Posting

The City Clerk's office shall post jobs. The job posting and any media advertisements will run for five (5) business days and may run concurrently.

Vacancies shall be posted with a description of the position, education and experience requirements, and salary to all other City departments. The Mayor shall determine if any other media advertisements shall be placed.

4-3: Applications

Application for all full-time and part-time positions shall be made in the City of Pryor Creek's Clerk office. Applicants are considered for positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.

An applicant is a person who has completed the application for a specific, posted job vacancy within the time frame of the vacancy notice.

The City only accepts applications for officially posted, vacant positions. Applications must be received and date-stamped in the City Clerk's office before 5:00 p.m. on the posted closing date. Applications submitted in an untimely manner or for positions where no vacancy exists will be filed in an inactive file.

After the position is posted, applications shall be accepted for the position.

The Department Head, Board, or Mayor may interview referred applicants, select the best-qualified individual for the position, and submit the successful applicant's name to the Mayor. The interview shall be limited to job-related and past job performance questions. Personal questions that do not have anything to do with how a candidate will perform the job shall be avoided. Potential discriminatory questions such as age, number of children, marital status, church preference, nationality, etc. shall not be asked.

Reference checks with previous employers must be completed. During the reference check, dates of past employment, past job performance, reason(s) for leaving past employment and other items relative to job performance and duties will be discussed and compared with the application.

The Mayor, if he/she agrees with the Department Head, shall submit the successful applicant's name to the City Council for their confirmation of employment. If confirmed, the individual is to be hired at Step 1 of the Pay Plan unless the Mayor recommends to the Budget/Personnel Committee otherwise.

The Mayor may fill any vacancy with the best qualified person, at his/her discretion, with the consent and confirmation of the City Council.

4-4: Minimum Age

No person under the age of eighteen (18) shall be employed by the City of Pryor Creek in a full-time, non-seasonal position.

4-5: Applications by City Employees/Transfers

City employees who wish to apply for a vacancy may do so in a written memo or email to the Mayor within five (5) days of the job posting. All transfers must have written consent from both Department Heads, be approved by the Mayor, and have confirmation of the City Council.

The transferred employee shall serve a trial period of thirty (30) calendar days. The position of the losing department will not be permanently filled until the thirty-first (31st) calendar day after the transfer in order to facilitate the trial period.

Transfers shall be approved for the benefit of the City. Transfers will not be allowed on a frequent basis. Transfers will not be allowed if the transfer will result in a demotion or loss of pay except in special cases, as determined by the Mayor. The Mayor's decision shall be final and binding.

4-6: Disqualification

An applicant shall be disqualified from consideration for employment if he/she:

- A. Does not meet the qualifications deemed necessary for performance of the duties of the position involved.
- B. Has made a false statement of material fact on the application form or supplements thereto.
- C. Has committed or attempted to commit a fraudulent act at any point in the selection process.
- D. Is not a citizen or legal resident of the United States at the time application is made.
- E. Does not meet the nepotism requirements (see Chapter 4-10) for any full-time employment.
- F. Does not meet requirements of physical, medical examination, and/or drug testing results.

An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.

4-7: Medical Examination

A person selected for employment may be required to undergo a medical examination, including a drug test, at the City's expense in a manner prescribed by the Mayor. The job offer shall be

contingent upon successful completion of the medical examination in relation to the standards of fitness required for the position involved. The following procedure shall be followed:

- A. The Department Head shall coordinate the medical exam.
- B. A physician selected by the City of Pryor Creek shall perform the physical exam.
- C. The physician's professional judgement and decision shall be final and binding.

Any employee hired as a City employee who was previously employed through any temporary service contracting with the City and who has passed a drug test within the last 12 months through that temporary service does not need a drug test through the City.

4-8: Police and Fire Department Applicants

Applicants for positions of Police Officer and Firefighter must meet the eligibility requirements as established by the departments, Oklahoma State Retirement Acts, and any additional requirements the Mayor and Council may define.

4-9: Relatives Within a Department/Nepotism

Per Oklahoma Statute §11-8-106, no elected or appointed official or other authority of the municipal government shall appoint or elect any person related by affinity (relationship by marriage) or consanguinity (relationship by blood) within the third degree to any governing body member or to himself or, in the case of a plural authority, to any one of its members to any office or position of profit in the municipal government. (See Attachment 5 for chart representing relatives within the third (3rd) degree)

Chapter 5: Appointment

5-1: Loyalty Oath

All employees shall be required to sign the Loyalty Oath as prescribed by the State of Oklahoma. This shall be completed prior to the employee reporting for work.

5-2: Beginning Wage

Every original appointee to a classified full-time position shall receive the beginning rate for that position (Step 1 of the Pay Plan). Any deviation from this policy must have the approval of the Mayor and Council.

5-3: Probationary Period

All new employees shall be in probationary status for one (1) year. The purpose of the probationary period is to provide an opportunity for supervision to determine whether the employee has the ability and other attributes which will qualify him/her for the position hired. During the probationary period, the employee shall have no seniority status.

Successful completion of the probationary period should not be construed as a promise or guarantee of continued employment.

When an employee is promoted to a position of higher grade, he/she may receive periodic performance evaluations for a one (1) year period. The employee, with approval of the Mayor and Department Head, may be removed from the position and placed back in the last previous position at any time he/she demonstrates the inability to satisfactorily perform the requirements of that position.

5-4: Promotions

When an employee is promoted (Attachment 6), he/she shall be advanced to the same pay step in the new range. The employee's anniversary date will remain as his/her original hire date.

5-5: Classified Employees

Employees who are full-time and work at least forty (40) hours per week on a continuing basis are considered classified employees. All rules, regulations, and benefits of the City's Personnel Policies apply to classified employees, except where specifically excluded.

5-6: Probationary Employees

All classified employees shall be considered probationary employees for a minimum of one (1) year from date of hire.

5-7: Part-Time Employees

Part-time employees are employees who are employed twenty-five (25) hours or less a week. Part-time employees are not eligible for any fringe benefits unless special authorization is received from the Mayor and confirmed by City Council.

5-8: Temporary Employees

Temporary employees are for a specific time or filling of positions during a leave of absence or emergency and do not have the benefits of a regular employee. Employment with the City of Pryor Creek is never guaranteed nor considered to be permanent.

5-9: Independent Contractors

See City of Pryor Creek Contractor Policy

5-10: Re-Employment

Re-employment applies to an individual who resigned with a good record and is re-hired to fill a vacancy. Employees who are discharged or who abandon their job shall not be eligible for re-employment.

Chapter 6: Separation

6-1: Designation

All separations of employees from positions shall be designated as one of the following: resignation, layoff, death, retirement, discharge, or reduction in force. Employees who separate shall receive payment for all earned wages and shall receive pay for unused and accrued vacation time if they have successfully completed their probationary period. (See Attachment 7)

6-2: Layoff

A layoff may be made by the Mayor with the approval of the Budget Committee and City Council when it is deemed necessary by shortage of work or funds or the abolishment of a position.

6-3: Death

Separation by death shall be effective on the date of the death. All compensation due will be paid to the named beneficiary or estate of the employee.

6-4: Retirement

The Retirement Plan provides for normal or full retirement at sixty-five (65) years of age with six (6) years vested service with the exception of the elected officials who must fulfill three (3) years in office before becoming vested. The normal retirement date is the first day of the month following an employee's sixty-fifth (65th) birthday. (See Chapter 22-1 & 22-2)

6-5: Discharge

An employee may be discharged at any time from employment for the good of the service of the organization, at the discretion of the Mayor or Department Head, with or without cause.

The City of Pryor Creek is considered to be an Employment-At-Will employer. This means we recognize that each employee retains the option, as does the City, of ending employment with the City at any given time, with or without notice and with or without cause. As such, employment with the City of Pryor Creeks is at-will and neither this policy and procedure manual nor any other oral or written representations by any City of Pryor Creek official or employee may be considered a contract for any specific period of time.

Elected Officials and CBA (Collective Bargaining Agreement) members are not considered at-will employees.

A discharged employee may appeal his/her dismissal to the Mayor in writing within three business days after being discharged.

6-6: Reduction in Force

The Mayor may authorize a reduction in force at any time per department for any time period, provided the affected department, in the opinion of the Mayor, has exceeded or will exceed their approved departmental budget (either salary and benefits or maintenance and operations). The Mayor must work directly with the affected Department Head on a weekly basis to minimize the reduction in force time frame. The Mayor may rescind at any time he/she determines the department is within budget.

6-7: Final Check

Final checks shall be distributed as a physical check on or before the second regular payday following any separation in service, pending Department Head and Mayor approval.

6-8: City Issued Uniforms, Property, and Reimbursements to the City

Upon separation of employment with the City of Pryor Creek, the employee shall return to his/her Department Head, prior to leaving his/her employment, all City issued uniforms, tools, equipment, cell phones, tablets, identification cards, or any other City property in his/her possession as defined by the signed City Equipment Check-out List (see attachment #2). If City property is not returned by the date the last paycheck is issued, the City may deduct a reasonable amount of pay to account for the property.

Chapter 7: Seniority and Layoffs

7-1: Definition

Seniority shall be defined as an employee's length of continuous service with the City since his/her last hiring date. The last hiring date is the date upon which the employee first reported to work at the instruction of management in a position which he/she has not quit, retired, or been discharged. No time will be deducted from the employee's seniority due to an authorized leave of absence, vacation, sick or accident leave, or layoff for lack of work.

7-2: Termination of Seniority

An employee's seniority shall be terminated if:

- A. He/She quits, retires, or is discharged.
- B. He/She is absent for three (3) regularly scheduled working days without notifying his/her Department Head or the Mayor of a justifiable reason for such absence, if it was reasonably possible for such notice to be given.
- C. He/She does not return to work immediately following the expiration of a leave of absence.
- D. He/She is laid-off for lack of work for longer than twelve (12) months.

7-3: Layoff/Recall

See Resolution 92-10, December 15, 1992 in the appendix.

Chapter 8: Hours of Work

8-1: Definition

All City of Pryor Creek employees, with the exception of Police and Fire contract employees, shall observe the regular work week and normal work hours as defined in this policy (see Chapter 2-4).

- A. The standard workweek for all classified full-time employees shall consist of forty (40) hours.
- B. Working hours for part-time employees are scheduled by the supervisor to accommodate the workflow.

- C. Special hours may be necessary to provide adequate service during a regular forty (40) hour week. The schedule may be adjusted as needed.
- D. Shift work is required in some areas of employment and will be made known to all affected employees and for those selected applicants.

Chapter 9: Work Rules

The Department Heads shall have available for all employees to read and initial any departmental work rules. These work rules will include applicable safety issues, work reports, damage reports to City owned vehicles, equipment, and/or public structures such as streets, curbs, etc., as well as other subjects pertinent to the department and its mission. Departmental work rules and other policies generated by the departments shall be reviewed and approved by the Mayor prior to being placed in effect.

Chapter 10: Vacations

10-1: Vacations of Classified Employees

Classified full-time employees working a forty (40) hour week (with the exception of Police and Fire contract employees who shall have vacation leave based upon their respective CBAs) shall be entitled to vacation leave based on the following schedule (Attachment 8). Vacation leave must be taken within the twelve (12) month period following the year in which it is awarded or it is lost unless Mayor approves carry-over.

- | | |
|--|--------------------------------|
| A. One (1) through five (5) years of employment | Eighty (80) hours |
| B. Six (6) through nineteen (19) years of employment | One Hundred Twenty (120) hours |
| C. Twenty (20) or more years of employment | One Hundred Sixty (160) hours |

10-2: Scheduling Vacations

Vacation leave shall be scheduled by Department Heads (Attachment 8). The following factors shall control the scheduling of vacations:

- A. Minimum notice of 2 days, when possible.
- B. Seniority of employees.
- C. Employees' desires.

Department Heads shall limit the number of employees on vacation at one time so that the departmental work assignments can be completed without additional temporary employees.

Where two or more employees desire the same vacation scheduling, the senior employee shall be given preference unless prior approval has been granted to an employee making an advanced vacation request.

Employees having more than two (2) weeks accumulated vacation may be required to split vacation time above the two (2) weeks so that the other employees may be granted vacation in accordance with their requests.

All unused and accrued vacation will be paid in a lump sum payment upon termination of employment as long as the employee has completed his/her probationary period. Any method to obtain benefits by artificially stating the date of termination will not be tolerated.

10-3: Vacation Computation

Employees shall not be entitled to any vacation leave during the first year of their employment. Vacations may be granted in not less than one (1) hour increments, unless otherwise approved by department head. Vacation leave may not be used if the leave would cause hours in the standard workweek to exceed forty (40) hours. Official time accrual records are kept in the City Clerk's office.

10-4: Holidays During Vacation

Whenever an authorized holiday falls within an employee's vacation, the day will be considered a holiday rather than a vacation day.

10-5: Exempt Employees

Vacation leave for exempt employees shall be authorized by the Mayor.

Chapter 11: Holidays

11-1: Eligibility

City employees, except temporary, part time, seasonal and those under negotiated agreement will be entitled to all holidays approved by City Council on a yearly basis without loss of pay.

An employee not present for duty the scheduled work day before and/or the scheduled work day after an authorized holiday shall not receive authorized holiday pay or additional time off for that particular holiday, except for approved vacation, bereavement, or military leave. An employee on leave without pay shall not receive holiday payment.

An employee on sick leave the scheduled work day before and/or the scheduled work day after a holiday shall be required to submit a doctor's statement confirming the illness in order to qualify for holiday pay.

Holidays are to be taken in eight (8) hour increments.

11-2: Schedule

The authorized holidays shall be as follows:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. President's Day
- D. Good Friday
- E. Memorial Day
- F. Independence Day
- G. Labor Day
- H. Columbus Day
- I. Veteran's Day
- J. Thanksgiving Day
- K. Friday after Thanksgiving
- L. Two (2) days at Christmas - Christmas Day and the day before or the day after

11-3: Provisions

When an authorized holiday falls on Sunday, the following Monday shall be observed as the official holiday. When an authorized holiday falls on Saturday, the previous Friday shall be observed as the official holiday.

Department Heads shall use discretion in authorizing holiday leave. Sufficient personnel shall be working to maintain adequate City services.

Should an employee be required to work on an authorized holiday or if such holiday falls on the employee's regularly scheduled day off, he/she shall be entitled to an additional day off to be scheduled with approval of the Department Head.

Chapter 12: Leave of Absence

12-1: Disability Leave

See the City of Pryor Creek Family and Medical Leave Act policy.

12-2: Maternity Leave

See the City of Pryor Creek Family and Medical Leave Act policy.

12-3 Inclement Weather

Leave for weather or disaster will be charged against employee's vacation leave.

12-4: Leave Without Pay

Leave without pay, at the employee's request, will be granted only per Family and Medical Leave Act (FMLA) guidelines (see the City of Pryor Creek Family and Medical Leave Act policy). The employee shall be required to maintain the payments with the City of Pryor Creek for payment of health insurance premiums during leave without pay.

12-5: Absence Without Leave

An employee failing to report for duty or to remain at work without authorization of their Department Head or the Mayor shall be considered absent without leave and may be terminated. The employee may be required to reimburse the City of Pryor Creek for payment of health insurance premiums or other benefits paid on the employee's behalf.

12-6: Voting Time

The City will provide time off to vote in accordance with the applicable statutes (see Oklahoma Statute §26-7-101). The City may require proof of voting.

12-7: Jury Leave

Full-time employees who are required to serve as jurors shall be granted time off with pay, less the amount of jury pay, to serve in that capacity and subject to the following rules:

- A. Any employee serving such duty shall present to his supervisor the original summons or subpoena from the Court and, at the conclusion of the duty, a signed statement from the Clerk of the Court showing the actual dates of attendance in court.

- B. Jury duty time for all full-time employees will be counted as “time worked” and will not be excluded from overtime considerations.
- C. An employee subpoenaed to testify, in any matter not directly related to his/her duties as a City employee shall not receive his regular salary but may use vacation leave or be granted a leave of absence without pay for the length of such service.
- D. Part-time or temporary employees shall be given time off without pay for time served.
- E. An employee is required to report back to work if dismissed during his/her daily work schedule.

12-8: Bereavement Leave

Bereavement leave will be allowed upon the death of an immediate member of the employee’s family or spouse’s family. The employee shall be granted time off with pay not to exceed three (3) consecutive scheduled working days.

Immediate family shall be defined as wife, husband, father, mother, son, daughter, brother, sister, step-parent, grandchild, and grandparents.

Should the employee require additional time in excess of three (3) consecutive, scheduled working days (24 hours), he/she may request additional time from his/her Department Head. Any additional time shall be charged to vacation leave.

If an authorized holiday falls within an employee’s bereavement leave, the day shall be considered a holiday rather than a bereavement leave day, and an additional bereavement leave day will be added the day after.

The Mayor may require verification of death and the relationship of the deceased to the employee.

If travel distance is in excess of 500 miles, an additional day (8 hours) may be granted.

12-9: Military Service

Military leave for active duty other than National Guard or Reserve training shall be covered by the following provisions:

- A. Employees, other than temporary, who enter the Armed Services directly from City employment shall be placed on military leave. The employee shall present a copy of his/her orders to report for duty to his/her Department Head and these orders shall be forwarded to the Personnel Department.
- B. An employee entering military service, may if requested, be paid for all accrued vacation time for which he/she is eligible at the time he/she enters military leave. All unused, accrued vacation and sick leave will be held in reserve on the employee’s attendance record. The retirement contribution balance will be held in the retirement system.

- C. An employee on military leave shall request reinstatement in his/her former position or in any other vacant position in the same class within ninety (90) days after separation from the military service. An employee who remains on military leave for a period of more than five (5) years, with some exceptions (refer to USERRA), shall be considered resigned.
- D. The employee must return to City employment directly from the military service and must have been discharged under honorable conditions.
- E. An employee returning from military leave must be restored to his/her former position, if still qualified to perform the duties of the position, at the same step in the pay grade occupied at the time of entrance into military service with full seniority. If not able to perform the duties of his/her former position by reason of disability, he/she shall be restored to a position of like seniority, status, and pay or the nearest approximation thereof for which he/she is qualified and able to perform the duties required of the position.
- F. Seniority will accrue but vacation and sick leave do not accrue while an employee is on military leave.

12-10: Military Reserve Training

Military leave for National Guard or Reserve Training shall be governed by the following provisions:

- A. All employees who are members of a reserve component of the Armed Forces or the National Guard shall, when ordered by proper authority to active service for the purpose of attending annual military training, be entitled to leave of absence for the periods of such active service without loss of pay during the first twenty (20) working days of such leave of absence during the calendar year. However, the employee will not be entitled to any supplemental pay during military training.
- B. Annual military training is defined as two or more consecutive weeks of training.
- C. The employee shall present their Department Head with a copy of orders to report for training ten (10) days prior to departure on leave.

Chapter 13: Sick Leave and Medical Leave

13-1 Accumulation of Sick Leave

Classified full-time employees working a minimum of eight (8) hour shifts accrue 6.67 hours per calendar month for sick leave. Sick leave may be accrued not to exceed sixty (60) workdays (480 hours).

Sick leave accrues on the first day of each month after hire date. Official sick leave time accrual records are kept in the City Clerk's Office.

Classified full-time employees shall be entitled to use accrued sick leave commencing on the date sick leave begins to accrue to their benefit including during the employee's probationary period of employment with the City. Sick leave may not be used if the leave would cause hours in the standard workweek to exceed forty (40) hours.

13-2: Qualifying and Reporting

In order to qualify for sick leave use, the employee must notify his immediate supervisor or Department Head, state the reason for the absence, and the expected period of the absence on each day of absence at his/her scheduled reporting time as designated by the department. The employee must call in each day of the absence unless prior agreement has been made with the supervisor or Department Head. If circumstances surrounding the absence make such notification impossible, or the immediate supervisor or Department Head cannot be reached by telephone, the employee must notify the City Clerk's office no later than two (2) hours after his/her scheduled reporting time.

Employees may not work for another employer or be self-employed during periods of sick leave.

All absences for which sick leave is desired, regardless of the duration of such absence, require the submission and approval of a "Request for Leave" form (Attachment 8), which shall state the reason for such absence and must be signed by the employee involved, approved by the employee's Department Head, and forwarded to the City Clerk's office for processing.

In the event of an absence of more than two (2) consecutive working days for personal illness, or if the City has reason to believe an employee is misusing paid sick leave, a statement from a medical doctor is required. This statement shall testify to the fact that the employee has been under medical care during his/her absence from work and that he/she is now able to return to work. The City of Pryor Creek reserves the right to select a physician to verify the employee's fitness to return to work.

An employee who makes a false claim for paid sick leave shall be subject to disciplinary action or dismissal depending upon the circumstances involved.

13-3: Uses of Sick Leave

Sick leave may be granted for the following reasons:

- A. Employee's health
- B. Medical, dental, or optical treatment, which is necessary during working hours
- C. Quarantine due to exposure of contagious disease
- D. Illness in the employee's immediate family

13-4: Termination and Sick Leave

When an employee's employment with the City is terminated for any reason, other than retirement, any unused accumulation of sick leave shall be cancelled.

13-5: Advancing Sick Leave

In no circumstances shall any sick leave be advanced.

13-6: Immediate Family

Classified, full-time employees may use sick leave in the event of an illness of a member of their immediate family and is subject to the following items:

- A. Immediate family members shall only include an employee's spouse, child, and parent.
- B. An immediate family member illness does not include childbirth covered under the Family and Medical Leave Act (Chapter 13-8).
- C. Sick leave for immediate family members not covered under the Family and Medical Leave Act shall be limited to five (5) regularly scheduled working days or two (2) shifts for Firefighters per CBA at any one time.
- D. A statement from a medical doctor is required testifying to the fact the employee's immediate family member has been under medical care during the employee's absence.

13-7: Explanation

All "Requests for Leave" (Attachment 8) made under the provisions of this policy must contain a full explanation of the reason for the absence.

13-8: Leave Sharing Program

There is hereby created the City of Pryor Creek Employee Leave Sharing Program. The purpose of the leave sharing program is to permit City employees to donate vacation leave to a fellow City employee who is suffering from or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused or is likely to cause this employee to terminate employment.

- A. As used in this section:
 - a. Immediate family member shall be limited to the spouse, child, and parent of the employee.
 - b. "Severe" or "Extraordinary" means serious, extreme, or life threatening; and
 - c. "City employee" means a permanent employee with over one (1) year continuous service with the City.
- B. An employee may be eligible to receive shared leave pursuant to the following conditions:

- a. The Mayor determines that the employee meets the criteria described in this section; and
 - b. The employee has abided by City policies regarding the use of sick leave.
- C. An employee may donate vacation leave to another employee only pursuant to the following conditions:
 - a. The receiving employee has exhausted all vacation leave, sick leave, and holidays due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature and involves the employee or immediate family member.
 - b. The condition is likely to cause termination of the employee; and
 - c. The Mayor permits the leave to be shared with an eligible employee.

The donating employee may donate any amount of vacation leave provided the donation does not cause the balance of the donating employee to fall below forty (40) hours.
- D. The Mayor shall determine the amount of donation leave an employee may receive and may only authorize an employee to use up to a maximum of forty (40) hours annually. Any amount requested greater than forty (40) hours will require Council approval on an emergency basis only.
- E. The Mayor shall require the employee to submit, prior to the approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- F. Any donated leave may only be used by the recipient for the purposes specified in this section.
- G. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
- H. Any shared leave not used by the recipient during each occurrence, as determined by the Mayor, shall be forfeited.
- I. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the leave sharing program.
- J. The receiving employee will not accrue vacation or sick leave while on donated leave time.

Chapter 14: On the Job Injuries and Injury Leave

14-1: Reporting Injuries

The following procedures must be strictly complied with in instances regarding injuries on duty:

- A. An employee must immediately report any injury received while on the job to their supervisor or Department Head regardless of the extent of the injury. Failure to do so

may make the validity of the claim doubtful. Claims which are not promptly reported may be denied.

If an injury occurs during normal business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.) the City Clerk's office must also be notified. If an injury occurs on duty on a day or time other than stated above, the supervisor on duty or his/her designee must make reasonably certain the injury occurred while in the course of employment. The City Clerk's Office must be notified of the injury on the next business day at 8:00 a.m.

The supervisor or Department Head shall determine if the employee should have medical attention, including a drug test. If any doubt exists, the employee should be examined by Urgent Care. If an employee requires medical attention, the injured employee should be taken to the nearest Emergency Medical Center.

In the event of a serious injury or a fatality, the Department Head and the Mayor should be notified regardless of the time of the occurrence.

- B. After initial visit to Emergency Medical Center/Urgent Care, an employee may elect to choose his/her own physician, clinic, or hospital; however, the City reserves the right to have employees examined by a physician of the City's choice. When an employee elects to see his/her own physician, it will be necessary to complete a "Choice of Physicians" form provided by Worker's Compensation and submit it to the City Clerk's office.
- C. The City Clerk's office must receive an Employee's Report of Injury (attachment 9) signed by the employee. The Supervisor's Accident Investigation Report (attachment 10) must accompany the Employee's Report of Injury. These forms shall be submitted within 24 hours, or the next business day if the injury falls on a weekend or holiday, regardless of the extent of the injury or whether medical treatment was required.

14-2: Temporary Total Disability Benefits

Any employee who incurs a disability as the direct result of an accidental injury arising out of and in the course of employment with the City of Pryor Creek shall be entitled to all the benefits provided by the Oklahoma State Worker's Compensation Law.

14-3: Definition of Injury

"Injury" or "Personal Injury" means only accidental injuries arising out of and in the course of employment and such disease or infection as may naturally result from an occupational disease arising out of and in the course of employment. Only injuries having, as their source, a risk not purely personal but one that is reasonably connected with that of employment shall be deemed to arise out of employment.

14-4: Provisions

Employees on Temporary Total Disability shall be returned to duty at the earliest possible date.

14-5: Physical Examinations

An employee found to be permanently partially disabled by his/her physician shall be examined and/or evaluated by the City Physician for determination of reasonable accommodations. If the employee can no longer perform the essential functions of the job, with or without reasonable accommodations, he/she may be considered for other positions within the City of Pryor Creek for which the employee meets the qualifications of the job with or without reasonable accommodations. If no such position exists or reasonable accommodations cannot be made, the employee may be discharged, or where applicable, retired.

14-6: Claim - Discharge of Employee

Provided the City of Pryor Creek shall not be required to rehire or retain any employee who has been determined physically unable to perform his/her assigned duties, the City will not discharge any employee because the employee has, in good faith, filed a claim or has retained a lawyer to represent him/her in said claim, instituted or caused to be instituted, in good faith, any proceeding under the provisions of Oklahoma Workers Compensation Statutes or has testified or is about to testify in any such proceeding.

Chapter 15: Safety

15-1: Policy

Safety equipment will be provided for employees, pursuant to the requirement of the Department of Labor and must be utilized by all employees.

Worker's Compensation claims which occur from willful failure of the injured employee to use a guard or protection against accident furnished for his/her use may be denied and become the responsibility of the employee.

Disciplinary action may be initiated by the Department Head or supervisor with approval of the Mayor if proper use of safety equipment is not utilized. Disciplinary action is also applicable to supervisors who fail to enforce safety procedures as outlined in the Safety Manual and the utilization of Safety Equipment.

Fighting and horseplay should be considered a safety violation and will not be tolerated.

15-2: Employee Right to Know Hazardous Communication Policy

It is the policy of the City of Pryor Creek to comply with Title 40, Sections 401 through 424 of the Oklahoma Statutes relating to the Employee's "Right to Know/Hazard Communication Standard."

It is the responsibility of the Department Head to ensure that all Material Safety Data Sheets are obtained on all chemicals utilized in the workplace. It is the employee's responsibility to follow safe practices.

The following policy will be strictly followed:

- A. Training and Education:
 - a. Training and education shall be provided for all employees by the Safety Director annually.
 - b. Training and education shall be provided by the Safety Director when new chemicals are introduced into the workplace.
 - c. Verification of training shall be obtained. The department shall retain the original and a copy shall be forwarded to the City Clerk's office to be placed in the personnel file of the employee.
- B. Placarding:
 - a. Signs should be visible and kept up-to-date.
- C. Material Safety Data Sheets:
 - a. Material Safety Data Sheets (MSDS) will be maintained and updated by each department. Copies will be forwarded to the Fire Chief.
 - b. MSDS are required by regulation and are available upon request.
 - c. When any affected employee or employee representative requests a copy of the Chemical Information List (CIL) and MSDS, the employer shall, within fifteen (15) days, assure that a copy of same is provided.
 - d. A CIL shall be maintained on each employee. Upon termination, this information may be given to the employee and shall include the following statement: "You should preserve this information for future reference."
- D. Labeling:
 - a. The Department Head shall take any action necessary to ensure that every container in the work area containing a hazardous substance shall bear a label indicating the chemical name and Chemical Abstracts Service Registry Numbers (CAS) for the substance.

Chapter 16: Vehicle Accidents

16-1: Reporting Accidents

When an employee is involved in an accident while operating City owned equipment, the accident must be reported immediately to the Police Department and then the Department Head. The Department Head shall be responsible for filing the necessary reports by 10:00 a.m. the next business day (Attachments 11 and 12). In the event the accident takes place outside the city limits of Pryor Creek, local police should be notified.

The following procedures shall be followed:

- A. The driver shall notify the Department Head after the Police Department has been notified. The Department Head and/or Police Department shall then notify the Mayor and City Clerk's office.
- B. The driver of the vehicle, if physically able to do so, shall notify the Department Head or supervisor of the accident and allow them to make their investigation before moving the vehicle. The Department Head, at his/her discretion, will immediately take the driver for drug testing.
- C. A copy of the accident report and any other forms required by this article shall be collected by the Department Head and forwarded to the Mayor.
- D. The vehicle shall not be repaired until the insurance provider has been notified and a valid estimate of the cost of repairs to the vehicle has been approved.
- E. The employee is subject to disciplinary action dependent on the circumstances of the accident. Gross negligence, recklessness, or willful violation of City policy shall result in immediate termination.
- F. Failure to report an accident by 10:00 a.m. the next business day shall result in termination of Department Head or employee unless the delay is justified by circumstances.

Chapter 17: Personnel Records

17-1: Official Records

All data related to the employee status, performance, commendations, disciplinary actions, qualifications, and any other employee information deemed necessary shall be kept in the City Clerk's office (except for contract employee data, which will be kept by the appropriate Department Head). These records shall be kept confidential and subject to the Oklahoma Open Records Act. These shall be considered the "official" records and all pertinent information

received by the various departments should be forwarded to the City Clerk's office for placement and review.

17-2: Viewing Records

An employee may view his/her personnel records at any time during normal working hours in the City Clerk's office and in the presence of the City Clerk or Deputy Clerk and Department Head. The employee must receive permission from his/her supervisor to be absent from his/her place of duty.

17-3: Changes

Any change in status such as change of address, telephone number, number of dependents, marital status, educational achievements, driving license/record, etc. must be reported immediately to the City Clerk's office.

17-4: Personnel Inquiries

Any inquiries concerning personnel such as verification of employment, salaries, status of specific employees, etc. will be directed to the City Clerk's office.

17-5: Personnel Information

Any person other than the employee or authorized City staff desiring information from an employee's personnel file shall submit a written request to the City Clerk's office. A response will be made in compliance with the Oklahoma Open Records Act.

Chapter 18: Conduct Discipline Process

The City of Pryor Creek is an at-will employer. This means the City recognizes that the employee retains the option, as does the City, of ending his/her employment with the City at any time, with or without notice and with or without cause. As such, his/her employment with the City is at-will and neither this policy and procedure manual nor any other oral or written representations by any City official or employee may be considered a contract for any specific period of time.

Elected officials are not considered at-will employees.

18-1: Purpose

To provide guidelines by which employee performance and behavior problems and employee infraction of policy, rules, and regulations are documented and corrective action is taken.

Employees are expected to avoid conduct at work and elsewhere which may cause embarrassment or criticism to the City. It is essential that attitudes and actions both on and off the job bring credit to the City since the City is often measured by the personal conduct of the employee.

18-2: Policy

It is the policy of the City of Pryor Creek to provide a prompt, progressive, and constructive approach in resolving employee relation problems and policy misunderstandings. The provision of this Conduct Discipline Process is not a guarantee of its use. (Attachments 13 and 14)

The City of Pryor Creek reserves the right to terminate employment at any time, with or without reason, in accordance with applicable law.

18-3: Definitions

These actions are defined here to clarify use of terminology throughout this policy section and are further defined by the procedures outlined below to initiate their action. They are not all-inclusive, but are intended to serve as guidelines in progressive discipline when necessary.

- A. "Written Notice" occurs when a supervisor first identifies a performance problem or violation of policy. A written notice is intended to identify the problem, address what is expected in the future, and point out consequences of further infraction(s).
- B. "Counseling" occurs when a supervisor informs an employee of the need for corrective action, documents the performance deficiency or policy infraction, and provides the employee with a written plan for improvement or corrective action.
- C. "Suspension" occurs when an employee is relieved of duty, with or without pay, for a prescribed number of working days.
- D. "Involuntary Demotion" occurs when an employee is reassigned to a position with a lower salary due to a deficiency or an infraction.
- E. "Termination" occurs when an employee is involuntarily terminated from City service.

18-4: Procedure for Implementing Disciplinary Action

Unacceptable behavior that does not lead to immediate dismissal may be dealt with by any of the following interventions, taken in any order, as the Department Head or the Mayor determines appropriate. All employees are at-will employees and can quit or be discharged at any time for any reason or no reason.

A. Written Notice:

If an employee is in violation of the City's policies or participates in an activity on work time that is not deemed in the best interest of the City, rules, or standards of conduct, the Department Head or the Mayor may discuss the problem with the employee, emphasizing the seriousness of the issue and the need for the employee to immediately remedy the problem. The employee and the Department Head or Mayor must sign the disciplinary report (attachment 13 or 14) and forward it to the City Clerk's office to be permanently retained in the employee's personnel file. Employee refusal to sign the written notice will result in immediate termination.

B. Counseling:

If an employee is in violation of the City's policies or departmental work rules, the Department Head or the Mayor may use counseling to remind the employee of exactly what the rule or performance expectation is and that it is the employee's responsibility to meet the City's expectation. The employee and the Department Head or Mayor will sign the counseling report (attachment 13 or 14) and forward it to the City Clerk's office to be permanently retained in the employee's personnel file. Employee refusal to sign the counseling report will result in immediate termination.

C. Termination

Failure to adhere to the performance standards set forth in the written or counseling warning or some other form of behavior problem may lead to termination. (attachment 7)

Employees who are discharged or abandon their job will not be eligible for re-employment.

18-5: Policy Infractions

Violations set forth below are considered just cause for immediate dismissal, but are not limited to the following:

- A. Failure to accurately clock in as defined in section 19-4 of the City of Pryor Creek Policy and Procedure Manual.
- B. Selling, soliciting, or distributing written materials or the collection of money for any purpose on City time without proper authorization.
- C. Failure to report to the Department Head tardiness, absence, and/or leaving the worksite early.
- D. Violation of any City Policy or Rule.
- E. Disrupting the work of others, engaging in horseplay, scuffling, demonstrations, or other activities that are disruptive to the normal work process.
- F. Using tobacco, smokeless tobacco, electronic smoking devices or vaping in City facilities, buildings, and/or vehicles.
- G. Discourteous or disrespectful behavior towards the public.

- H. Unauthorized use of a City vehicle, materials, tools, equipment or facilities, or other tangible or intangible property.
- I. Negligence, inefficiency, or incompetence in the performance of job duties; misuse, damage to, or destruction of City materials, vehicles, tools, equipment, facilities, or natural resources.
- J. Abusive or disrespectful language to or towards a subordinate, supervisor, or citizen.
- K. Insubordination or refusal to obey the proper order of a supervisor or refusal to perform job assignments.
- L. Threatening or intimidating another employee, supervisor, or citizen.
- M. Fighting or attempting to provoke a fight.
- N. Use of official position for personal profit or advantage.
- O. Theft, embezzlement, or misappropriation of property (tangible or intangible) or funds from the city, another employee, or client.
- P. Willful damage to or destruction of City facilities, vehicles, tools, equipment, property, or natural resources.
- Q. Possession of weapons, explosive, or dangerous materials on the job in violation of State law and without written authorization of the Mayor.
- R. Drinking alcoholic beverages or using drugs without a legal prescription or reporting to work under the influence of alcohol or drugs without a legal prescription.
- S. Taking time off when City Clerk payroll records indicate no eligible time available (awarded vacation, sick, or holiday leave).
- T. Harassment of an employee because of political affiliations, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.
- U. Sexual harassment in the workplace.
- V. Removing City records or divulging confidential information in any form.
- W. Falsifying City records.
- X. Failure to adhere to established standards of conduct.
- Y. Conviction of a felony.

18-6: Appeal of Disciplinary Action

An employee may appeal any disciplinary action to the Mayor.

The appeal must be in writing to the Mayor within three (3) business days of receiving disciplinary action. Failure to file the appeal in writing within the three (3) business day period shall constitute a conclusive waiver of any right to appeal.

The Mayor will respond in writing within ten (10) business days of receipt of the appeal. The Mayor's response is final.

The provision of this Conduct Discipline Process is not a guarantee of its use. The City reserves the right to terminate employment at any time with or without reason.

Chapter 19: Employee Conduct and Relations

19-1: News Media and Press Releases

In recognition of the importance of clear and accurate communication to the public matters concerning the City, it is the policy of the City that statements to news media and press releases concerning matters of the City shall only be made by the Mayor, the various Department Heads of the City upon matters concerning their department, or an employee of the city authorized by the Mayor or Department Head to issue a media statement or press release pre-approved by the Mayor or Department Head.

19-2: Working Hours

City Hall shall be open from 8:00 a.m. to 5:00 p.m. Monday through Friday. All other departments shall keep office and working hours necessary for the efficient transaction of services as determined by the Department Head and Mayor. Lunch periods may be staggered to allow departments to remain open during lunch breaks. The convenience and service to the public must be the first priority of each department. Adequate personnel must be available to meet the needs and requirements of the citizens. Employees in departments who are required to work shift schedules shall be governed by the needs of those departments.

19-3: Work Attendance

All employees are expected to report for work each work day or to make contact with their supervisor or Department Head prior to their scheduled reporting time. If circumstances surrounding the absence make such notification impossible or the immediate supervisor or Department Head cannot be reached, the employee must notify the Mayor no later than two (2) hours after his/her scheduled reporting time.

Employees must notify their department each day of absence unless otherwise agreed upon by the supervisor/Department Head.

The Department Head is responsible to ensure the attendance requirements of the City are met. Employees who cannot report to work due to winter road conditions must contact their supervisor immediately. Such absences will be charged as vacation or leave without pay in the event no vacation time has accrued. Work hours may be adjusted at the discretion of the Department Head for those individuals arriving late due to winter road conditions.

19-4: Clock-In/Clock-Out

The City of Pryor Creek has implemented a time collection and attendance system for hourly employees. As a result, the process by which employees record hours and attendance is

electronic. This policy sets forth the rules employees will be required to follow. Employees are reminded that they are able to view their time and are responsible for their time.

- A. Employees are required to clock in at their designated time clock upon arrival and clock out before leaving for the day.
- B. An employee having problems clocking in or out shall immediately contact their supervisor so the problem may be corrected.
- C. Employees shall clock out for their lunches unless they or their department have been specifically exempted by the Mayor.
- D. Employees are not to clock in or clock out any other employee under any circumstances.
- E. If an employee fails to clock in or out, the employee must notify the Department Head or Assistant Department Head prior to his/her next scheduled work day. After notification, the Department Head or Assistant Department Head is required to notify the payroll clerk at the City Clerk's office within 24 hours so time can be adjusted (attachment 8). If the missed clock in or clock out occurs Friday through Sunday or on a holiday, the Department Head or Assistant Department Head shall notify the payroll clerk by 5:00 p.m. on the next business day.
- F. Employees who violate any of the rules set forth in this policy may be subject to disciplinary action, which may include dismissal.
- G. Any employee that fails to properly clock in or out more than five (5) times without Department Head or Assistant Department Head authorization shall be disciplined, including termination.

19-5: Non-Exempt Employees

All non-exempt employees are required to clock in and be at their work site ready to begin work at the beginning of their shift.

Under applicable wage and hours laws, employees who clock in more than seven minutes early or late will have an extra quarter hour added or deleted from their time worked. Non-exempt employees who violate this policy shall be subject to discipline, including termination.

All non-exempt employees must clock out at the end of their shift. Overtime shall be authorized by the employee's immediate supervisor. If overtime has not been authorized by the employee's supervisor, the employee needs to notify his/her supervisor and make arrangements to alter the employee's schedule to correct the unauthorized overtime.

Non-exempt employees who take time off during the workday to attend to personal or other non-City related business must clock out when they leave and clock in when they return. Arrangements to be compensated for this time can be made by the altering of scheduled hours by the supervisor or utilizing sick, vacation, and/or personal leave time, as is appropriate. This time must be made up in the same workweek. Use of all accrued leave time should be consistent with City of Pryor Creek policy.

19-6: Exempt Employees

All exempt employees working for the City, at the discretion of the Mayor, may be required to clock in just prior to the beginning of their regular shift and clock out at the end of their shift for record keeping purposes.

19-7: Breaks

Department Heads may allow employees a break period not to exceed fifteen (15) minutes, during each half of the day if it can be allowed without interruption of the workload. This time is designated to refresh the employee for increased productivity.

Break times and break locations for nursing mothers will be provided according to the Patient Protection and Affordable Care Act and Section 7 of the Fair Labor Standards Act.

19-8: Outside Employment

City employees may take other jobs on a part-time or temporary basis if the employee's efficiency is maintained, there is no time conflict, and there is no conflict of interest. No employee shall engage in outside business during working hours. It is important that outside employment does not present a potential conflict of interest, affect job performance, or reflect negatively on the City.

19-9: Financial Interest

No employee shall have any financial interest in any contract, service, or other work performed by the City. Nor shall any employee accept any free or preferred service, benefits, or concessions from any persons or companies in return for special consideration. Any employee violating the provisions of this section shall be guilty of misconduct and shall be dismissed.

19-10: Political Activity

City employees may attend and express their views at City Council meetings or any other meeting of City entities. A City employee may actively participate in partisan and nonpartisan political activities, provided that political activity in which the employee participates is exercised only during off duty hours and while not in uniform. Any Federal statutes restricting activities of certain municipal employees shall supersede the provision of this section as to such employee.

19-11: Whistle Blowing Policy

Disciplinary action shall not be taken against any employee who provides public information on matters of public concern if the information is based upon reliable sources which include documented, concrete facts to support the allegations.

19-12: Financial Responsibility

Employees who habitually fail to meet financial obligations shall be warned by their superior. If proper arrangements are not made in reasonable time, appropriate discipline may result. This is not intended to penalize honest employees who, from causes beyond their control, have accumulated unpaid bills due to illness, death, or legitimate emergencies. However, satisfactory arrangements must be made with creditors.

The State of Oklahoma allows a garnishee the option of deducting a fee of \$10.00 from an employee's wages when answering any garnishment summons to cover the costs incurred in processing.

19-13: Harassment

See City of Pryor Creek Harassment Policy

Chapter 20: Out of Town Travel & Training Policy

20-1: Policy

The City recognizes that direct benefits accrue to the City as the result of employee training through attendance at seminars and meetings. However, it should also be recognized that the employee personally benefits through his/her career development.

Educational/investigative trips will be made only by those employees who are best qualified by position, training, and experience to reap the most benefits for the City.

20-2: Procedures for Requests for Travel

- A. Each individual requesting travel must submit his/her own Travel and Training Request Form (attachment 15) to the City Clerk's office.
- B. Brochures, registration forms, seminar agendas, or other descriptive information must accompany the trip request.
- C. Department Heads will approve out of town travel and training requests where expenditures are less than \$1,000.00. The Mayor will approve travel and training requests where expenditures are \$1,000.00 to under \$2,500.00. The City Council will approve travel and training requests where expenditures are \$2,500.00 or more.
- D. Each approved trip request must have purchase orders encumbered for the total estimated cost by his/her department prior to the trip being taken.

- E. After the trip is completed, the approved trip request, the purchase order number, a Travel and Training Expense Voucher claim form (attachment 16), receipts, and any other appropriate documentation shall be submitted to the City Clerk's office. The City Clerk's office will process all claims for legality and accuracy and then process the claims.

20-3: Advanced Expenses

Requests for advanced expenses must be submitted for approval no later than the last Council meeting preceding departure. Advanced expenses will only be allowed for registration fees, hotel accommodations, and airfare. To receive an advance, a copy of the approved Trip Request and all costs must be submitted.

Airfare or public transportation will be arranged for and paid in advance by the City. Employees are encouraged to consider special fares or discounts, if the savings in airfare is greater than the cost of additional meals and lodging.

Employees may use their personal funds or credit card for meals and incidentals and present itemized receipts after they return for reimbursement of authorized expenses.

20-4: Authorized Expenses and Reimbursements

Expense reimbursements will be processed through the City's accounting procedures. A Travel/Training Expense Voucher (attachment 16) should be filled out and turned in to the City Clerk's office.

- A. All original receipts for expenses must bear the following information:
 - a. The printed name of the vendor
 - b. The amount paid
 - c. The service rendered
 - d. The date paid
- B. The City will not reimburse for personal items, services, or entertainment (such as toiletries, medicine, clothing, grooming, movies, etc.). Alcoholic beverage expenses are not reimbursable by the City.
- C. Lodging will be reimbursed at actual and reasonable cost. Lodging expenses must be pre-approved. The employee will be reimbursed for the hotel bill upon submission of an itemized hotel receipt.
- D. Meal reimbursement is allowable for meals consumed by an employee attending a meeting or conference on behalf of the City. Incidental expenses include miscellaneous fees and tips for services where receipts are not obtained (baggage handler, shuttle, etc.) are subject to approval. Employees may elect to be reimbursed for meals on an "actual" basis. Under actual reimbursement, reasonable cost of meals will be reimbursed when an itemized receipt is presented. The Mayor has the right to reduce any amount exceeding thirty-eight dollars (\$38.00) per day, including tips. Meals will be reimbursed

for City of Pryor Creek employees only. The City will not “pick up the tab” for others unless authorized by the Mayor.

- E. Hotel phone fees and long distance calls to the employee’s office will be reimbursed with original receipt.
- F. Rental cars require prior approval by the Mayor. Employees are required to take out loss damage insurance with the rental agreement when renting a car. A copy of the rental agreement must be submitted with the Travel/Training Expense Voucher.
- G. Transportation expenses such as, but not limited to, gasoline, airfare, taxi fare, parking, tolls, etc. fall into three (3) groups. Each group is governed as follows:
 - 1. Employees traveling on short trips, within the State of Oklahoma, using private auto:
 - a. Employees shall be reimbursed at the rate set per IRS guidelines per mile by the most direct route. In no case shall reimbursement exceed the cost of round trip coach airfare.
 - b. Employees receiving car allowance will not be eligible for mileage reimbursement for trips within the State of Oklahoma.
 - c. Employees shall be reimbursed for parking, toll fees, etc. at the actual cost with receipts.
 - 2. Employees allowed traveling on long trips, outside the State of Oklahoma, using private auto:
 - a. Employees shall be reimbursed at the rate approved by IRS guidelines by the most direct route. In no case shall reimbursement exceed the cost of round trip coach airfare.
 - b. Employees shall be reimbursed for parking, toll fees, etc. at actual cost with receipts.
 - 3. Employees allowed the use of City vehicles:
 - a. Actual operating expenses shall be reimbursed upon submittal of valid, itemized receipts.
 - b. Toll fees, parking, etc. shall be reimbursed at actual cost with receipts.

20-5: Time Limits of Requests for Reimbursement

Requests or travel expense reimbursements must be submitted to the City Clerk’s office within ten (10) business days after the employee returns. Failure to do so may result in refusal of the claim. Special conditions and unusual circumstances may merit exceptions to the stated policy on travel. Each request for variances to stated policy will be considered in light of existing condition, needs, and circumstances.

Chapter 21: City Equipment

21-1: Vehicles and Equipment

City equipment is for official use only and should never be used for personal reasons. City owned and operated vehicles may be used to transport passengers not engaged in official City business provided a waiver of liability form (attachment 17) has been signed by all parties, including the Mayor and Department Head. Emergency vehicles are only to be used by authorized emergency personnel. The Department Head is charged with the responsibility of following all applicable labor laws that govern the use of City vehicles and equipment, informing all personnel, and enforcing this policy. Violation of this policy will result in appropriate disciplinary action and may include immediate dismissal.

21-2: City Owned Vehicle Use - Commuting Value Rule

It will be the policy of the City of Pryor Creek that the Mayor may approve City of Pryor Creek vehicles to be driven home by employees.

In complying with IRS regulations, employees permitted to drive City owned vehicles to commute back and forth to work, other than those exempted, are eligible for the \$1.50 per one-way commute special exemption rule but are subject to the following restriction: The employee is not allowed to use the vehicle for personal purposes or reasons other than commuting back and forth to work.

Employees who ride as a passenger back and forth to work in a City owned vehicle are subject to the same taxation record keeping rule and reporting to the City Clerk's office as the driver.

Each Department Head should identify City owned vehicles and the driver permitted to use it for commuting purposes. A list of employees who ride as passengers back and forth to work in City owned vehicles must also be identified. All City vehicles shall be clearly marked as such, except unmarked police cars.

21-3: Driver's License Requirement

All employees operating City equipment and/or driving a City owned vehicle are required to hold a driver's license and must maintain a driving record that is acceptable to the City. Failure to maintain a current driver's license and an acceptable driving record will result in suspension or termination of employment with the City.

If the driving of City vehicles classified as Commercial Motor Vehicles under Oklahoma Law may be a requirement or may be an essential function of the job, the employee shall maintain the appropriate commercial driver's license in compliance with State law.

The City of Pryor Creek must adhere to the Oklahoma Driver's License requirement as outlined in the Commercial Driver's manual.

21-4: Safe Operation

City vehicles shall be operated, at all times, in conformity with state and local laws affecting their usage.

Employees who are subject to stand-by/call-back after hours or on weekends shall respond in a physical and mental condition which does not prevent them from operating City equipment in a safe and lawful manner.

Each employee is responsible for any fines incurred as a result of driving or parking violations and is subject to disciplinary action including termination for such violations.

The Department Head and Mayor will be contacted immediately in the event of a vehicle accident which occurs in the scope and course of employment (see Chapter 16).

An employee shall be responsible to be mentally and physically fit to perform his/her duties in a safe and productive manner for all working hours.

21-5: Radios

Radios are available for City employees' safety and convenience while performing their job functions. Employees issued City owned radios shall be required to abide by all FCC regulations.

In order to protect City equipment and licenses, continued unauthorized radio traffic and/or other inappropriate actions will result in the City contacting the FCC and requesting assistance in locating the offender. Once the offender is located he/she will be subject to severe disciplinary action or termination.

Department Heads are directed to check their employees' equipment and talk with the employees to see that his/her department conducts its radio communications in the proper manner. Radio equipment is to be used for City related business only.

21-6: Vehicle Warning Lights

The only vehicles authorized to travel in a "Code 3" or "hot" manner are police, fire, and ambulance equipment.

The warning flashers on all other City vehicles are only caution lights. They are to be used when working near or on a roadway or traveling at a slow rate of speed. The lights are to be used for these safety purposes only.

21-7: Equipment and Vehicle Inspections

Periodic equipment and vehicle inspections shall be performed on all City vehicles and equipment.

Reports shall be maintained in each department and be readily available for review.

The Department Head shall be responsible for reviewing all reports and ensuring that necessary corrective action is taken.

Employees using City vehicles are responsible for proper maintenance and must report any malfunctions for maintenance requirements to their supervisor or Department Head.

21-8: Maintenance of City Vehicles

Every Department Head is responsible for ensuring accurate record maintenance on vehicles as part of the preventive maintenance program.

21-9: Personal Vehicle Utilized in the Course of Employment

Every employee shall be covered by Workers Compensation Insurance pursuant to the State Statutes of Oklahoma while operating his/her own personal vehicle as long as it is determined the employee is acting in the scope and course of employment.

When operating his/her own personal vehicle in the scope and course of employment, employees shall take the most direct route. Failure to take the most direct route or vehicles used solely for personal benefit will subject the employee to full personal liability. Should an employee deviate from this course, Workers Compensation Insurance coverage may not be applicable.

Employees shall be responsible for all physical damage which might occur to their personal vehicles. The City of Pryor Creek does not provide collision or comprehensive coverage. Employees are provided mileage/car allowance to cover incidental operating costs of the vehicle which includes the cost of insurance. Personal vehicles utilized by City employees shall comply with Oklahoma vehicle laws relating to safety.

Employees are required to carry liability insurance, as required by the State of Oklahoma. The employee's liability insurance carrier shall be considered the primary carrier for all accidents which occur in the course of employment.

Chapter 22: Miscellaneous Provisions

22-1: Retirement Plan

City employees, other than the Fire Department uniformed personnel hired before April 1, 1986, shall participate in Social Security taxation. Employees, other than uniformed Fire and Police personnel, shall participate in the City Retirement Plan beginning six (6) months after date of hire.

In the event an employee's services is terminated prior to retirement age, the employee will receive all funds contributed by the employee into the City Group Pension Plan plus interest, as determined by the City Controller. If an employee has vested, he/she will have the option of leaving his/her contribution in the plan until a later date.

Uniformed Fire and Police personnel must participate in their respective Pension Funds, as required by State Statute.

22-2: Retirement Age

The Retirement Plan provides for normal or full retirement at sixty-five (65) years of age with six (6) years vested service with the exception of the elected officials who must fulfill three (3) years in office before becoming vested. The normal retirement date is the first day of the month following an employee's sixty-fifth (65th) birthday.

22-3: Group Health, Dental and Life Insurance Plans

The City participates in group health, dental and life insurance plans in compliance with applicable law and for the benefit of its employees. Benefits are made available to all full-time permanent and probationary employees after completion of a full month of employment with the exception of employees to whom the terms of a Collective Bargaining Agreement (CBA) applies.

The City will pay a specified percentage of the employee's premium as set by Council from year to year for single coverage (employee only) under a selected option. Membership in the family insurance plan is voluntary and available to all full-time City employees; the City will pay a specified percent as set by Council from year to year of the family premium, subject to change based on yearly renewal rates and Council approval. The maximum contribution of the City for the payment of premiums for health with broker fees, dental, and life insurance coverage shall be One Thousand Five Hundred Dollars and No/100 (\$1,500) per month.

The City may offer a "Base Plan" and "Buy Up Plan" of insurance to its full-time employees. The premiums paid by the City under this Section shall be limited to the premiums applicable to the "Base Plan". The payment of additional premiums incurred over and above those of the "Base Plan" shall be paid by the employee.

City Employees who participate in the group health insurance plans offered by the City to its employees are obligated to participate in the application process, and provide all information necessary to the City which is required for participation in the "Insure Oklahoma" program administered by the Oklahoma Health Care Authority.

The term "full-time" employee shall be defined and interpreted in this section (22-3) for purposes of health insurance only, consistent with the terms of the "Patient Protection & Affordable Care Act" regardless of the definition of that term as otherwise defined and used in the "Policy And Procedure Manual" of the city for purposes and reasons apart from this section dealing with health insurance.

22-4: Direct Deposit

Direct Payroll Deposit is mandatory for all City employees. Upon separation of service, final payroll checks shall not be directly deposited.

22-5: Employee Discounts

City of Pryor Creek employees (only) shall receive a twenty (20%) percent discount on fees charged at Pryor Recreation Center and green fees at Pryor Creek Municipal Golf Course.

Chapter 23: Education Incentive

23-1: Policy

The City of Pryor Creek recognizes the benefits of improved employee performance and organizational effectiveness through continuing education. To assist the employee in achieving this improved performance, the City offers the following Tuition Reimbursement Policy.

Tuition assistance shall be provided to regular full-time employees who have completed their probationary period of employment with a satisfactory or above evaluation. An employee who is under probation or suspension is not eligible for tuition reimbursement even if prior approval for the reimbursement has been given.

Each employee must successfully meet tuition reimbursement requirements for courses administered by a qualified, accredited Oklahoma college or university.

Courses/Classes shall not be scheduled or attended during an employee's regular scheduled working hours with the City of Pryor Creek.

23-2: Reimbursement Requirements

The City will reimburse employees for college tuition for coursework related to the employee's job, at the following rate, up to six (6) hours maximum per semester and/or trimester at an accredited Oklahoma college or university, and a tuition rate commensurate with that at Northeastern Oklahoma State University. Curriculum must be approved by Department Head and Mayor.

- 3.0 GPA: 50% tuition reimbursement
- 3.5 GPA: 75% tuition reimbursement
- 4.0 GPA: 100% tuition reimbursement

23-3: Education Pay

The City will pay employees at the following rates according to degree completion

- Associates Degree – 2% increase over base salary
- Bachelor's Degree – 4% increase over base salary
- Master's Degree – 6% increase over base salary

Appendix: Attachments, Forms, and Supplementary Documents

Attachment 1: Distribution of Policy and Procedure Manual

Name of Employee: _____

Employee Start Date: _____

_____ (employee name) acknowledges receipt of City of Pryor Creek Policy and Procedure Manual and responsibility for reading information therein.

Signature of Employee Date

Witness in City Clerk's Office Date

Attachment 2: City Equipment Check-out List

Name of Employee: _____

Employee Start Date: _____

_____ (employee name) acknowledges receipt of City of Pryor Creek equipment listed below. Upon separation of employment with the City, the employee shall return listed equipment to his/her Department Head prior to leaving his/her employment. If City property is not returned by the date the last paycheck is issued, the City may deduct a reasonable amount of pay to account for the property.

Signature of Employee	Date
-----------------------	------

Department Head Signature	Date
---------------------------	------

Attachment 3: Performance Review

NAME _____

JOB TITLE _____

DEPARTMENT _____

HIRE DATE _____

REVIEW PERIOD _____

PERFORMANCE RATINGS:

- 1 - OUTSTANDING
- 2 - ABOVE STANDARD
- 3 - MEETS MINIMUM REQUIREMENTS
- 4 - NEEDS IMPROVEMENT
- 5 - UNSATISFACTORY
- NOT APPLICABLE **DO NOT MARK**

ANALYTICAL SKILLS

	1	2	3	4	5
Collects and researches data:	☐	☐	☐	☐	☐
Uses intuition and experience to complete data:	☐	☐	☐	☐	☐
Working knowledge of word, excel, and other software required doing their daily job duties:	☐	☐	☐	☐	☐

INITIATIVE

	1	2	3	4	5
Volunteers readily	☐	☐	☐	☐	☐
Seeks increased responsibilities	☐	☐	☐	☐	☐
Looks for and takes advantage of opportunities:	☐	☐	☐	☐	☐
Seeks help when needed:	☐	☐	☐	☐	☐
Dependable (attendance, punctuality)	☐	☐	☐	☐	☐
Meets deadlines without daily direction	☐	☐	☐	☐	☐
Uses time efficiently	☐	☐	☐	☐	☐
Integrates changes smoothly	☐	☐	☐	☐	☐

RESPECT

Honesty & Integrity always

1	2	3	4	5
☐	☐	☐	☐	☐

Empowering others

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Cleanliness

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Follows orders without dissention

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

JUDGMENT

Displays willingness to make decisions:

1	2	3	4	5
☐	☐	☐	☐	☐

Exhibits sound and accurate judgment

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Supports and explains reasoning for decisions.

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Includes appropriate people in decision-making process.

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Makes timely decisions.

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

COMMUNICATION

Speaks clearly and persuasively

1	2	3	4	5
☐	☐	☐	☐	☐

Listens and gets clarification

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Responds well to questions

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Writes clearly and informatively

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Presents numerical data effectively

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

JOB KNOWLEDGE

Demonstrates accuracy and thoroughness

1	2	3	4	5
☐	☐	☐	☐	☐

Displays commitment to excellence

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Looks for ways to improve and promote quality

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Monitors own work to ensure quality

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Uses resources effectively

--	--	--	--	--

Operator A

--	--	--	--	--

Operator B

--	--	--	--	--

SUMMARY

--	--	--	--	--

EMPLOYEE COMMENTS

Employee Acknowledgement

I have reviewed this document and discussed the contents with _____.

My signature means that I have been advised of my performance status and does not necessarily mean that I agree with the evaluation.

Employee Signature / Date

REVIEWER COMMENTS

Reviewer Signature / Date

Department Head Signature / Date

Mayor Signature / Date

Attachment 4: Personnel Requisition Form

To: Mayor

Date of Request: _____

Request is hereby made to fill the vacancy in:

Department: _____

Title of Position: _____

Date of Vacancy: _____

This vacancy is the result of:

☐ Termination of Services of _____
(last name of terminated employee)

☐ Increased Work in Department

Applicants should report for interview to _____

Signature of Department Head

Signature of Mayor

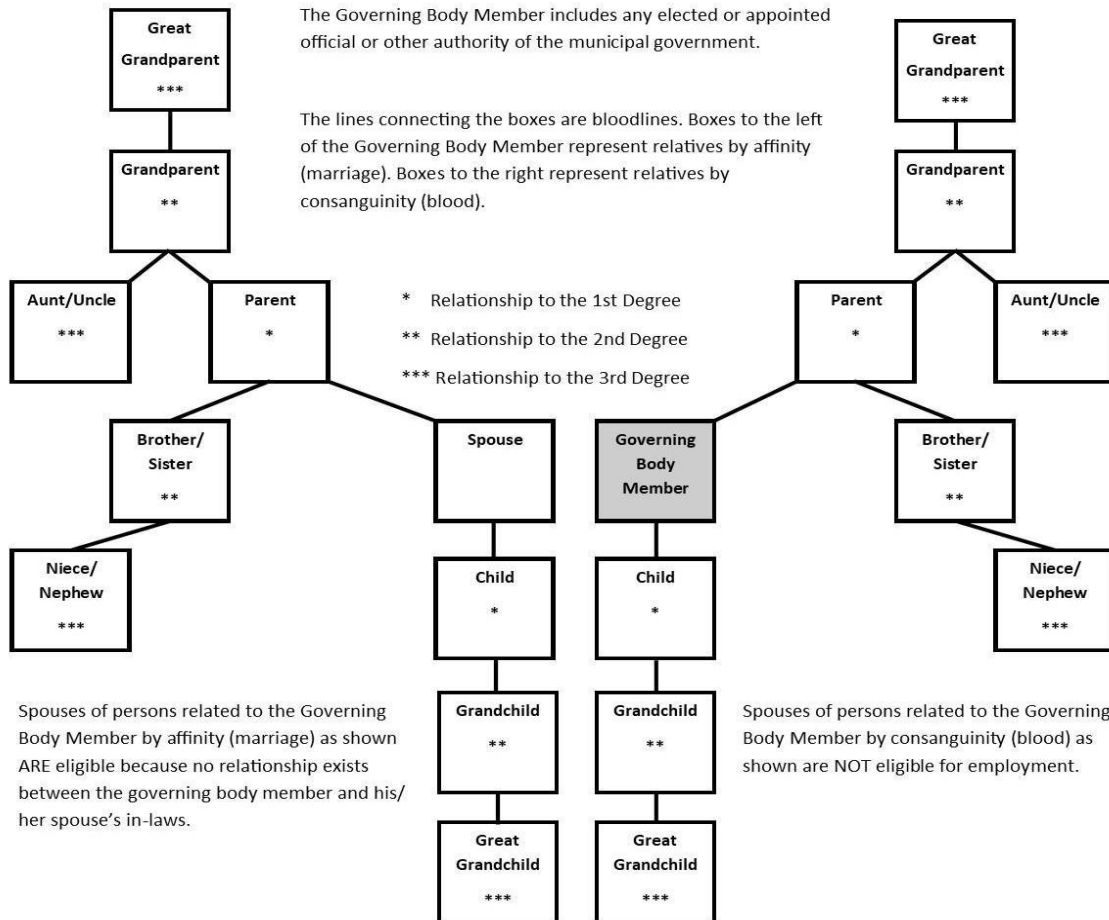
☐ Approved

☐ Denied

Attachment 5: Nepotism Chart

Nepotism

(Representing relatives within the 3rd Degree)



"Child" includes any/all adopted children.

For an Attorney General's opinion on stepchildren, see 1984 OK. AG 8

Attachment 6: Supplemental Data Sheet

For justification of change in salary/position classification

Employee Name: _____

Department: _____

Current Job Title: _____

Type of Action Requested:

☐ Step Increase

Present Range & Step: _____

Recommended Range & Step: _____

Evaluation Date: _____

☐ Promotion

Present Range & Step: _____

Recommended Range & Step: _____

Evaluation Date: _____

☐ Reclassification

Present Range & Step: _____

Recommended Range & Step: _____

Recommended Title: _____

Evaluation Date: _____

☐ Transfer

Present Range & Step: _____

Recommended Range & Step: _____

Recommended Title: _____

Evaluation Date: _____

Give a brief, but full, explanation for the action requested. Use the reverse side of this form if required.

Department Head (Preparer) Signature: _____ Date: _____

☐ **Concur** Mayor's Signature: _____ Date: _____

☐ **Not Concur**

Attachment 7: Separation Report

Please complete this form and send it to the City Clerk's office before the last day of service, when applicable.

Employee Name: _____ Department: _____

Job Title: _____ Date of Termination: _____

Reason for Termination (please be specific): _____

Does employee have another job? ☐ Yes ☐ No

Check items with which you believe the employee to be dissatisfied:

☐ Pay ☐ Supervision

☐ Job Interest ☐ Morale

☐ Use of Skills ☐ Advancement

☐ Work Load ☐ Equipment

☐ Other _____

Would you consider employee for rehire in your department? ☐ Yes ☐ No ☐ Other _____

Department Head Signature: _____ Date: _____

Mayor's Signature: _____ Date: _____

Attachment 8: Time Adjustment Request

Employee Name _____ Department _____

Time Adjustments

Date:	in / out	Time:	AM / PM	Reason:
_____	_____	_____	_____	_____
Date:	in / out	Time:	AM / PM	Reason:
_____	_____	_____	_____	_____
Date:	in / out	Time:	AM / PM	Reason:
_____	_____	_____	_____	_____
Date:	in / out	Time:	AM / PM	Reason:
_____	_____	_____	_____	_____
Date:	in / out	Time:	AM / PM	Reason:
_____	_____	_____	_____	_____

Leave Request

Requested Days
Off:

Type of Leave

Hours:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature

Date: _____

Supervisor Signature

Date: _____

Department Head Signature

Date: _____

Special Over-Time Approval

Date: _____

(Mayor)

Edited by: _____

Date Edited: _____

Attachment 9: Employees Report of Injury

Full Name - LAST, FIRST, MIDDLE			Email Address	
Complete Address		City	State	Zip
Telephone Number	Social Security Number	Date of Birth	Sex	Occupation (job description)
Date of accident or last exposure	Time of accident or exposure		Time workday began	
	o'clock AM " PM "		o'clock AM " PM "	
Event occurred: ☐ before work ☐ during work ☐ after work				
Last date worked		Have you returned to work?		
		YES ☐ NO ☐ If yes, on what date ? _____		
Date Employer Notified		Place of Accident or Occurrence (Address)		
Who did you notify about injury?				
List any witnesses				
Injury Resulted from: Single Incident ☐ Cumulative Trauma ☐ Occupational Disease ☐				
What were you doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material you were using. Be Specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."				
Were you performing regular duties? Explain if not.				
What happened? Tell us how the injury or illness occurred. Examples: "When ladder slipped on wet floor, fell 20 feet"; "Was sprayed with chlorine when gasket broke during replacement"; "Developed soreness in wrist over time."				

What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." (These are symptoms, not injuries.) Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."	
What object or substance directly harmed you? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.	
Was injury caused by an unsafe act or condition? If so, what was it?	
List safety equipment in use at time of accident.	
List safety equipment that could have prevented or lessened the severity of injury.	
Were you treated in an emergency room?	Yes ☐ No ☐
Were you hospitalized overnight as an in-patient?	Yes ☐ No ☐
Full Name and address of Treating Physician (please be complete)	
Have you been released from medical care?	Does Physician require follow-up visit?
Do you have any medical restrictions? If so, please list.	
HAVE YOU EVER COLLECTED COMPENSATION FOR A PRIOR INJURY? YES NO	
HAVE YOU EVER CLAIMED OR RECEIVED SETTLEMENT FOR THIS INJURY BEFORE? YES NO . IF YES FROM WHOM?	
HAVE YOU EVER HAD ANY OTHER CONDITION OR INJURY INVOLVING THIS PART OF YOUR BODY? YES NO. IF YES, GIVE DETAILS:	

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM (TITLE 21 O.S. § 1662)

I DECLARE, UNDER PENALTY OF PERJURY, THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

(EMPLOYEE'S SIGNATURE)

DATE

Attachment 10: Supervisors Accident Investigation Report

DEPARTMENT		NAME OF INJURED	
SOCIAL SECURITY NO.		DATE OF BIRTH	SEX
HOME ADDRESS	CITY	STATE	ZIP
HIRE DATE		DATE OF ACCIDENT	
EMPLOYEE'S USUAL OCCUPATION			
OCCUPATION AT TIME OF ACCIDENT			
TIME WORK DAY BEGAN		TIME ACCIDENT OCCURRED	
NAME(S) OF OTHER EMPLOYEE(S) INJURED IN SAME ACCIDENT			
NAME AND ADDRESS OF TREATING PHYSICIAN			
NAME AND ADDRESS OF HOSPITAL			
SPECIFY LOCATION OF ACCIDENT (ADDRESS)			
TIME OF INJURY		AM	PM
SEVERITY OF INJURY:			
___ Fatality		___ First Aid	
___ Lost workdays – days away from work		___ Medical Treatment	
___ Lost workdays – days of restricted activity			
___ Other, specify _____			

PHASE OF EMPLOYEE'S WORKDAY AT TIME OF INJURY:

____ During Rest Period

____ Working Overtime

____ During Meal Period

____ Entering or Leaving

____ Performing Work Duties

____ Other, specify _____

8. What was the employee doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material the employee was using. Be Specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

9. What happened? Tell us how the injury or illness occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

10. What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." (These are symptoms, not injuries.) Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

11. What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

Employee was working: ☐ Alone ☐ With crew or fellow worker ☐ Other, specify _____

SUPERVISION AT TIME OF ACCIDENT:

☐ Directly supervised

☐ Not supervised

☐ Indirectly supervised

☐ Supervision not feasible

CORRECTIVE ACTIONS. Those that have been, or will be taken to prevent reoccurrence.

Prepared by _____ Approved by _____

Department _____ Date _____

Attachment 11: Damages to City Property Report

To be filled out by the City of Pryor Police Department investigating officer. A copy of this report is to be attached to the official police traffic collision report and forwarded to the Mayor of the City of Pryor immediately.

Driver: _____

Address: _____

City: _____ State: _____ Zip: _____

City Property Damaged: _____

Location: _____

How Damage Occurred: _____

Name of Insurance Carrier: _____

Carrier's Address: _____

City: _____ State: _____ Zip: _____

Witnesses: Name: _____

Address: _____

Name: _____

Address: _____

Additional Comments by Investigating Officer: _____

City of Pryor Police Department

Investigating Officer: _____

Date: _____

Attachment 12: Voluntary Statement

_____ Accident Victim _____ Accident Witness

Date of Statement: _____ Time Statement Started: _____ AM/PM

I, the undersigned _____ currently employed by the City of Pryor Creek's _____ department as a _____ do hereby make the following statement to _____ knowing that I do not have to make any statement nor incriminate myself in any manner, do hereby make this statement voluntarily, of my own free will, free of any threat, coercion, offer of benefit, favor or leniency by any person(s) whomsoever. I further declare this statement is made with the understanding that it may later be used in any court of law concerning the accident and agree it may be entered as statement if I am not present, concerning an accident occurring on __/__/20__ at the location of _____.

Statement in employee's handwriting: _____

I declare under penalty of perjury the above facts are true and correct to the best of my knowledge.

Employee Signature: _____

Witnessed by: _____ Title: _____

My Commission Expires: _____

Notary Public: _____

[] Continued on next page [] End of Statement

Attachment 13: Notice of Reprimand

Employee Name: _____ Date: _____

Department: _____ Title: _____

Reprimanded for (check all that apply):

Insubordination	☐	Misuse of City Equipment	☐
Defective Work	☐	Leaving workplace without permission	☐
Chronic Lateness	☐	Violation of City or Department Policy	☐
Carelessness	☐	Failure to obey Safety Rules	☐
Chronic Absence	☐	General Conduct (explain below)	☐
Dishonesty	☐	Horseplay/Disorderly Conduct	☐
Loafing on the Job	☐	Absence without Cause	☐
Other (specify below)	☐	Being under the influence, consuming and/or possession of intoxicants or illegal drugs while on duty.	☐

Comments: _____

Was a notice of warning give for this infraction? ☐ Yes ☐ No

Disciplinary Action Taken: ☐ None ☐ Suspension ☐ Demotion
☐ Disciplinary Probation ☐ Dismissal
☐ Other (explain) _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Mayor's Signature: _____ Date: _____

Attachment 14: Corrective Disciplinary Report

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Date of Violation: _____

Statement of Facts: _____

Recommended Action: _____

Was the employee placed on probation? ☐ Yes ☐ No If yes, for how long? _____

Has the employee received previous verbal or written warning regarding this violation?

☐ Yes ☐ No

Will this report be placed in the employee personnel file? ☐ Yes ☐ No

Department Head's Signature: _____

I have read and discussed this report with my supervisor.

Employee's Signature: _____

Mayor's Signature: _____

Attachment 15: Travel and Training Request

Date of Request: _____

Employee Name: _____ Department: _____

Description of Training to be received: _____

Training Date(s): From _____ To _____ Destination _____

Are there others in your department or in other City departments who would benefit from this training? Yes _____ No _____

Could this training be done "in house"? Yes _____ No _____

If you are traveling out of state, could this training be obtained in Oklahoma? Yes _____ No _____

Cost Estimate

Hotel / Motel: _____ days at \$ _____ per day. \$ _____

Mode and Cost of Travel:

☐ Personal Vehicle @ IRS mileage guidelines

☐ Airline

☐ City Vehicle (actual gas reimbursement) \$ _____

Meals: _____ days at \$ _____ per day.

☐ Per Diem ☐ Actual Receipts ☐ City Credit Card \$ _____

Registration fee for training. \$ _____

Rental Car Expense – Mayor Approval. _____ \$ _____

Other Expenses (Detail): _____ \$ _____

Total Estimated Cost of Training/Travel \$ _____

Employee's Signature

Department Head Signature

Mayor's Signature

Date Approved

Attachment 16: Travel/Training Expense Voucher

(A) Name of Claimant: _____ Department: _____

(B) Conference Title: _____

(C) Conference Location: _____

(D) Conference Dates: FROM _____ TO _____
(Brochures, registration forms, seminar agenda or other descriptive information must accompany the request for reimbursement).

(E) Registration: \$ _____ (F) Airfare \$ _____
PO # _____ PO # _____

(G) Lodging & Taxes $\frac{\text{Rate per night}}{\text{Rate per night}} + \frac{\text{Taxes}}{\text{Taxes}} = \frac{\text{Total per night}}{\text{Total per night}} \times \frac{\text{\# of nights}}{\text{\# of nights}} = \$ \text{_____}$

If Advanced – PO # _____ [] City Credit Card

(H) Mileage: _____ X _____ = \$ _____

(I) Meal Expenses

Date and time of departure to seminar/meeting _____
Date Time

Date and time of departure from seminar/meeting _____
Date Time

Departure time is the “reasonable” time, either from home or work, you must leave in order to reach the destination of the seminar/meeting.

Type of Reimbursement: Check One

[] Actual meal reimbursement.

Must provide receipts. May be limited to \$38.00 per day

[] City Charge Card

Must provide receipts. May be limited to \$38.00 per day

[] Per Diem meal reimbursement.

Location: _____ Rate per Location \$ _____ If Advanced PO # _____

Attachment 17: Release Form

Name of Child _____ Age _____

Address _____

City _____ State _____ Zip _____

Phone _____

**NOTICE:
PARENT OR GUARDIAN MUST SIGN THIS RELEASE
PLEASE READ CAREFULLY.**

I fully realize the possible dangers of riding in a city owned vehicle and fully assume the risks associated with my child's or ward's participation, including by way of example, but not limited to: falls, the danger of collision with pedestrians, vehicles, and fixed or moving objects, and the effect of weather. All risks are known and appreciated by me.

I hereby state that the child has no physical or medical condition which, to my knowledge, would endanger themselves or others.

Having read this waiver and the afore mentioned stated facts, and in consideration of acceptance, I hereby waive, release, and discharge for myself, my heirs, executors, administrators, assigns, legal representatives, and successors in interest, any and all rights and claims which I have or which may hereafter accrue to me against public entities, law enforcement agencies, and all other people associated in any way from any and all responsibility of liability for any accident or injury arising out of riding in a city vehicle.

I, as parent or guardian of the above named minor, hereby give my permission for my child, or ward, to ride in a city vehicle and further agree individually, and on behalf of my child or ward, to ride in a city vehicle and further agree individually, and on behalf of my child or ward to the above terms.

Signature of parent or guardian _____ Date _____

Attachment #18: Resolution 92-10

A RESOLUTION ESTABLISHING A REDUCTION IN FORCE POLICY FOR THE CITY OF PRYOR CREEK, OKLAHOMA.

WHEREAS, it is in the best interest of the City of Pryor Creek, Oklahoma, and its employees that a reduction in force policy be established;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PRYOR CREEK, MAYES COUNTY, STATE OF OKLAHOMA, AS FOLLOWS, TO-WIT:

1. That there is hereby established a reduction in force team which shall consist of the following individuals:

- a. Mayor of the City of Pryor Creek, Oklahoma
- b. Chairman of the Budget Committee
- c. Chairman of the Personnel Committee
- d. Department Head of any City department which is potentially being considered for a reduction in force

2. It would be the responsibility of the reduction in force team to objectively evaluate any positions to be eliminated and to make its recommendations directly to the City Council of the City of Pryor Creek, Oklahoma.

3. When a position in a department is eliminated as a result of a reduction in force, the employee last to be hired will be laid off first subject to the provisions below.

4. That any city employees laid off as the result of an elimination of a position by reduction in force shall be subject to recall if that position is reopened at a later date. In recalling laid off employees the City of Pryor shall recall first those employees most recently laid off, however, subject to the provisions as set out below.

5. In order to qualify for recall a laid off employee, regardless of past seniority, must be qualified to do the open position without additional training. The City of Pryor reserves the right to reassign, retained or laid off employees to a position which is available regardless of seniority of any particular employee.

6. In recalling a laid off employee the City will rely on the employees last address as shown on their application records. It is the duty of the laid off employee to keep the City informed of their current home address. When a laid off employee is recalled the City will send certified mail to the laid off employee's home.

Name of complainant: _____

Position with the City: _____

Name and position of person allegedly violating City policies, including any claims of discrimination and/or harassment: _____

Date and place of occurrence: _____

Description of the event giving rise to the Complaint (Please use additional sheets as needed):

Name, address, position of any potential witnesses to the events:_____

Date: _____

Signature of Employee:_____

Date:_____

Signature of Employer: _____

(Received by Employer)

(Manager, Supervisor, Director, etc.)