



The City of  
**OKLAHOMA CITY**  
Personnel Department

# **REQUIRED FORMS**

## **(MANAGEMENT)**

\_\_\_\_\_  
Print Name

### **Loyalty Oath**

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an Employee of the City of Oklahoma City.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, or other officer  
Authorized to administer oaths or  
affirmations.

Ref: Section 36.2A of Title 51

**PLACE IN PERSONNEL FILE**

READ CAREFULLY BEFORE SIGNING BELOW

EMPLOYEE INFORMATION HANDBOOK ACKNOWLEDGMENT FORM

This is to acknowledge that I have received a copy of the Orientation Handbook. I further understand that it is my responsibility to familiarize myself with all information in the Handbook.

Since the information policies and benefits are described in general terms only and are subject to change, I understand and agree that such changes can be made by the City in its sole and absolute discretion, and I agree to observe these changes in all respects.

I further understand this Handbook is not a contract of employment nor is it intended to be and shall not be interpreted by the employee as a contract of employment.

I further understand that the policies and benefits expressed in this Handbook are supplemental to other policies and procedures of the City. The Handbook does not represent the sole policy of the City and does not replace nor supersede other oral or written personnel policies or procedures.

I further understand that this signed statement will be a permanent record in my personnel file.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# **THE CITY OF OKLAHOMA CITY**

## **Discrimination and Sexual Harassment Acknowledgement**

**I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF  
OKLAHOMA CITY'S POLICY PROHIBITING DISCRIMINATION AND  
SEXUAL HARASSMENT DATED FEBRARY 19, 2020.**

**I UNDERSTAND AND AGREE TO COMPLY WITH THE POLICY.**

\_\_\_\_\_  
**Employee's Name (Please Print)**

\_\_\_\_\_  
**Witness' Name (Please Print)**

\_\_\_\_\_  
**Employee's Signature                      Date**

\_\_\_\_\_  
**Witness' Signature                      Date**

\_\_\_\_\_  
**Employee's PeopleSoft Number**

\_\_\_\_\_  
**Employee's Department/Division**

Employee Name - Please Print

City of Oklahoma City

Firearms and Weapons Policy

The following policy will be in effect and enforceable immediately within any work unit, division or department.

- 1) The possession of weapons, dangerous instruments and/or firearms by employees during work hours, on their person or in their personal vehicle on City property, is prohibited. Weapons, dangerous instruments and firearms shall include all instruments and devices named or described by municipal ordinance, state or federal law. Firearms shall include loaded and unloaded firearms.

This policy shall not include transportation of hunting weapons, that can lawfully be transported in motor vehicles, in the employee's personal vehicle; however, brandishing the hunting weapon, or use of the hunting weapon for the purpose of intimidation or threat of bodily harm shall be a violation of the weapons policy.

The use of items not normally considered weapons or dangerous instruments, such as pocket knives or tools, for intimidation or threat of bodily harm shall be a violation of this weapons policy.

- 2) In the event of such infraction, the employee's supervisor shall direct the employee to leave the work site for the remainder of the same work day without delay.
- 3) Any occurrence of such infraction as described above will result in employees being summarily terminated.

I have received a copy of the Firearms and Weapons policy and agree to follow the rules and procedures stated.

I understand that this statement will be a permanent record in my personnel file.

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Lloyd Rinderer, Personnel  
Director



**The City of  
OKLAHOMA CITY  
Personnel Department**

**City of Oklahoma City  
Violence and Fighting Policy  
For Management Pay Plan Employees**

The following policy will be in effect and enforceable immediately within any work unit, division or department:

1. Any employee involved in fighting or physical violence or similarly harmful action in the work place will be summarily reprimanded by supervisors.
2. In the event of a second occurrence of any such infraction under point 1 above, the employee will be summarily terminated for cause without the right of appeal through the grievance procedure.
3. In the event of an infraction under point 1, supervisors shall direct the employee(s) involved to leave the work site for the remainder of the same work day, which time shall be without pay.
4. In the event a first occurrence is so serious and intolerable that return of the employee to the work place would be contrary to the interest of the City and co-workers, the first event may result in summary termination as described in point 2.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature / Date



The City of  
**OKLAHOMA CITY**  
Personnel Department  
420 West Main, Suite 110  
Oklahoma City, OK. 73102

## FRAUD

The City has established systems and internal controls to provide reasonable assurance of the prevention and detection of fraud and to encourage reporting by City employees of improper governmental action taken by City officers or employees. The term fraud refers to, but is not limited to: any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies or City materials; improper handling of reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures or equipment; accepting or seeking anything of material value from vendors or persons providing services or material to the City for personal benefit; or any similar or related irregularities. Fraudulent acts will not be tolerated and may result in disciplinary action up to and including termination from City employment.

**I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF OKLAHOMA CITY'S POLICY PROHIBITING FRAUD. I HAVE ALSO RECEIVED A COPY OF THE CITY OF OKLAHOMA CITY'S PERSONNEL POLICIES. I UNDERSTAND AND AGREE TO COMPLY WITH THESE POLICIES.**

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Witness Name (Please Print)

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Witness Signature/Date

\_\_\_\_\_  
Employee's Social Security Number