



The City of  
**OKLAHOMA CITY**



**NEW EMPLOYEE ORIENTATION**

# 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.



# NEW EMPLOYEE ORIENTATION

*Let's Get Started!*

- Introductions
- Facilities
  - Emergency Exits
  - Restrooms
  - Vending Machines
  - Smoking Policy
- NEO Etiquette
  - Cell Phone Courtesy
- Agenda
  - Day 1
  - Day 2





# AGENDA - DAY 1

8:00 AM – 4:30 PM

- HR – Policies & Forms
- City of Oklahoma City Values
- Departmental Presentations
- MECU Presentation/Lunch
- Employee Benefits Presentation
  - Retirement Plans
  - Group Benefits
  - Voluntary Benefits





# AGENDA – DAY 2

8:00 AM – 11:00 AM

- HR – Policies & Forms
- Payroll
- Benefits Enrollment
- City Badge
- CPR Compression Training



# EMPLOYMENT VERIFICATION



Required Documents:

One from list "A"

or

One from both lists "B" & "C"

I-9 Employment verification form and required documents (Required Forms Packet)



# CITY OF OKLAHOMA CITY

- **Core Values**
- **Vision Statement**
- **Mission Statement**



# CORE VALUES

- The City's Core Values are the fundamental beliefs and principles that are held by City employees.
- Our Core Values serve as a framework for guiding how we want to interact with each other, the business community, other public and private sector entities, and most importantly, the citizens we serve.





# STATEMENT OF VALUES

- We are the City of Oklahoma City.
- Public Service is our purpose. It is why we are here.
- We commit to provide competent, dependable and efficient service to all by knowing our jobs and our City.
- We value dependability and accountability in our relationships.
- We value tactful, useful, informative and honest communication among ourselves and with our community. Listening to the needs of others is a critical part of our communication process.
- We honor diversity by respecting our customers and fellow employees.
- We commit to continuous improvement and growth through visionary, proactive leadership and technology.
- **We set the standards of quality service by upholding our core values.**



# VISION STATEMENT

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community.

*Adopted 03/28/2017*

“ ”



# MISSION STATEMENT

The mission of the City of Oklahoma City is to provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the city.

*Adopted 03/28/2017*



# EMPLOYEE HANDBOOKS

- Personnel Policy Handbook
- New Employee Handbook
- Code of Ethics Handbook



# Personnel Services Bulletin 92-1

## Equal Employment Opportunity and Affirmative Action Statement

It is the policy of the City of Oklahoma City to promote affirmative action and to provide equal employment opportunity to all persons on all matters affecting City employment regardless of race, religion, age, sex, marital status, national origin, handicap, sexual orientation, or political affiliation.



# Personnel Services Bulletin 20-02

## Policy Prohibiting Discrimination & Sexual Harassment

No person or employee shall benefit or be discriminated against.

Discrimination can occur where decisions regarding hiring, promotion, job assignment, discharge, layoff, discipline, training, compensation, or other terms or conditions of employment, are made based on an individual's race, color, religion, sex (to include sexual orientation, and gender identity and/or expression), age, disability (mental or physical), genetic information, or national origin. Employment decisions shall be made on the basis of skill, ability, qualifications and job performance



# Personnel Services Bulletin 20-02

## Policy Prohibiting Discrimination & Sexual Harassment

Harassment is a form of discrimination which can occur between, supervisor and employee, employees, and employee and non-employee (e.g., citizens, contract laborers, vendors, etc.).

Consensual “*romantic*” or sexual relationships between supervisors and employees they supervise are prohibited. Any supervisor involved in such a relationship with a subordinate is required to immediately report such relationship to the department's Equal Employment Opportunity Officer (EEO Officer), division head, department director, or the Labor Relations Division of the Personnel Department. Management reserves the right to terminate the supervisor/subordinate work relationship in any manner, including dismissal of one or both of the employees.



# Personnel Services Bulletin 20-02

## Policy Prohibiting Discrimination & Sexual Harassment

### Examples of inappropriate conduct

- a. Written examples include but are not limited to: suggestive or obscene letters, notes, text messages, e-mail messages and posts on social media.
- b. Verbal examples include but are not limited to: derogatory comments, slurs, jokes.
- c. Physical examples include but are not limited to: assault, touching, impeding or blocking movement.





# Personnel Services Bulletin 20-02

## Policy Prohibiting Discrimination & Sexual Harassment

### Complaint Procedures:

**Must report** to any of the following:

(1) Department EEO Officer; (2) non-involved supervisor; (3) division head; (4) Department Director; or (5) directly to the Labor Relations Division of the Personnel Department.

**Labor Relations 24 hour phone line: 297-2567**



# Personnel Services Bulletin 93-14

## Firearms and Weapons Policy

- I. **Purpose** - to ensure a safe work environment.
- II. **Scope** - applies to all employees (unless exempt - i.e., uniformed Police officers)
- III. **Policy Statement** - unauthorized possession on City property is prohibited; Use of weapons (i.e. pocket knives/work tools) for intimidation or threat is a violation.



# Personnel Services Bulletin 93-14

## Firearms and Weapons Policy

- IV. **Procedures upon violation** - employee(s) will be directed to leave work-site by their supervisor for remainder of day and will not receive pay for remainder of day;

Within 3 work days, a predetermination hearing and investigation will take place. If results do not support violation, employee(s) is allowed to return to work and compensated for original leave w/o pay;

If results do support violation, employee(s) will be terminated.



# Violence/Fighting Policy

## Summary

- Upon violation, employee(s) will be reprimanded by supervisor.
- In the event of second occurrence, employee(s) will be terminated.
- Upon violation, employee(s) will be directed to leave work-site by their supervisor for remainder of day and will not receive pay for remainder of day.
- First occurrence may result in termination.



# FRAUD POLICY



# FRAUD POLICY

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 or 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.





BREAK

# Department Presentations

- IT
- Payroll
- City Auditor's Office
- Risk Management
- OCEA





# Department Presentations

## Information Technology



# Information Technology

## ACCEPTABLE USE POLICY

Information Technology Security



# Welcome to the City

- The City has invested significantly in technology to support your work efforts
- We need to understand how to properly use these tools and what usage is considered acceptable
- Areas We Will Cover:
  - Email
  - Internet
  - Mobile Devices



# Email

- What is acceptable
  - Use for official business
  - For business related registration
  - Reasonable personal usage
- What is not acceptable
  - Use for personal registration (Facebook or other external sites)
  - Use the same email and password as your City account
  - Send Spam or other harassment
  - Use third party email (Gmail, Yahoo) for City business



# Internet

- The Internet is a valuable tool for City employees
- It is expected that the majority of Internet usage be for business related purposes
- All Internet traffic is tracked by Information Technology
- Each month Department Directors receive an Internet Usage Report

*If you have to wonder whether the usage is OK it probably isn't.*



# Mobile Device

- Some employees will be given mobile devices
- These are City owned devices
- The City has the right to monitor and record all activity on these devices



# Need Assistance?

## IT Assistance Resources

- Your department IT contact (ask when you get to your work area)
- The Help Desk: 297-2727



# Department Presentations

## Payroll

- W4 / Optional State Tax Forms
- Methods of Pay
  - ✓ Pay Card
  - ✓ Direct Deposit
- The City of Oklahoma City payroll is processed on a Bi-Weekly cycle.

**\* Your First Payday will be three (3) weeks from today.**







BREAK

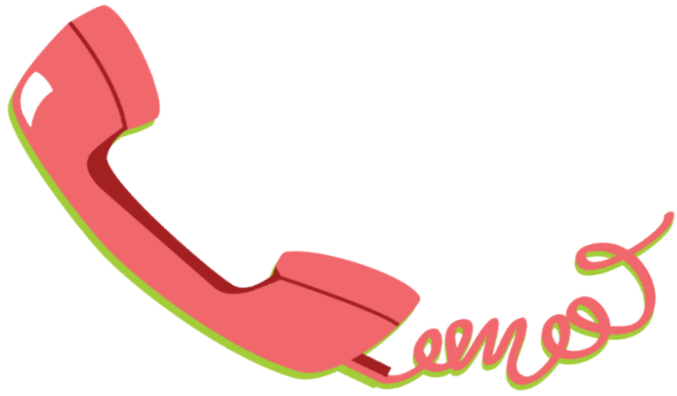
# Department Presentations

City Auditor's Office

**ethicsHOTLINE**  
**297-2227**

> [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)  
> <http://insideokc>





# REPORT FRAUD

THE CITY TAKES IT SERIOUSLY

**ethicsHOTLINE**  
**297-2227**  
> [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)  
> <http://insideokc>

# WHY DO WE NEED AN ETHICS HOTLINE?

- Recent Corporate Scandals
- Considered a 'Best Practice'
- Preserve Citizen Confidence and Trust in Government
- Provide an Ethical Work Place

**ethicsHOTLINE**  
**297-2227**

> [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)  
> <http://insideokc>

# HOW DO I USE THE ETHICS HOTLINE?

## Three Ways to Report

Phone 405-297-2227

Email [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)

Online InsideOKC - Intranet

You Can Report Anonymously!

**ethicsHOTLINE**  
**297-2227**

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> <http://insideokc>

# WHEN SHOULD I USE THE ETHICS HOTLINE?

- Violations of Laws or Regulations
- Theft
- Loss or Waste of City Property
- Bribes or Kickbacks
- Falsified Documents

**ethicsHOTLINE**  
**297-2227**

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# WHO MONITORS THE ETHICS HOTLINE?

- The Office of the City Auditor
- An independent department that reports directly to the City Council

**ethicsHOTLINE**  
**297-2227**

> [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)  
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# WHAT INFORMATION IS NEEDED TO REPORT?

WHO

WHAT

4 W's

WHERE

WHEN

ethicsHOTLINE  
**297-2227**

> okc4ethics@okc.gov  
> <http://insideokc>



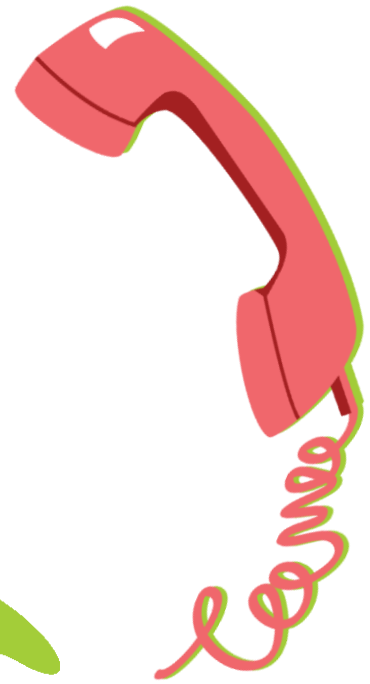
# WHAT HAPPENS AFTER I MAKE A REPORT?

- Every allegation is evaluated to see if further investigation is needed
- Call back in one week with your case number to follow up

**ethicsHOTLINE**  
**297-2227**

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> <http://insideokc>

QUESTIONS?



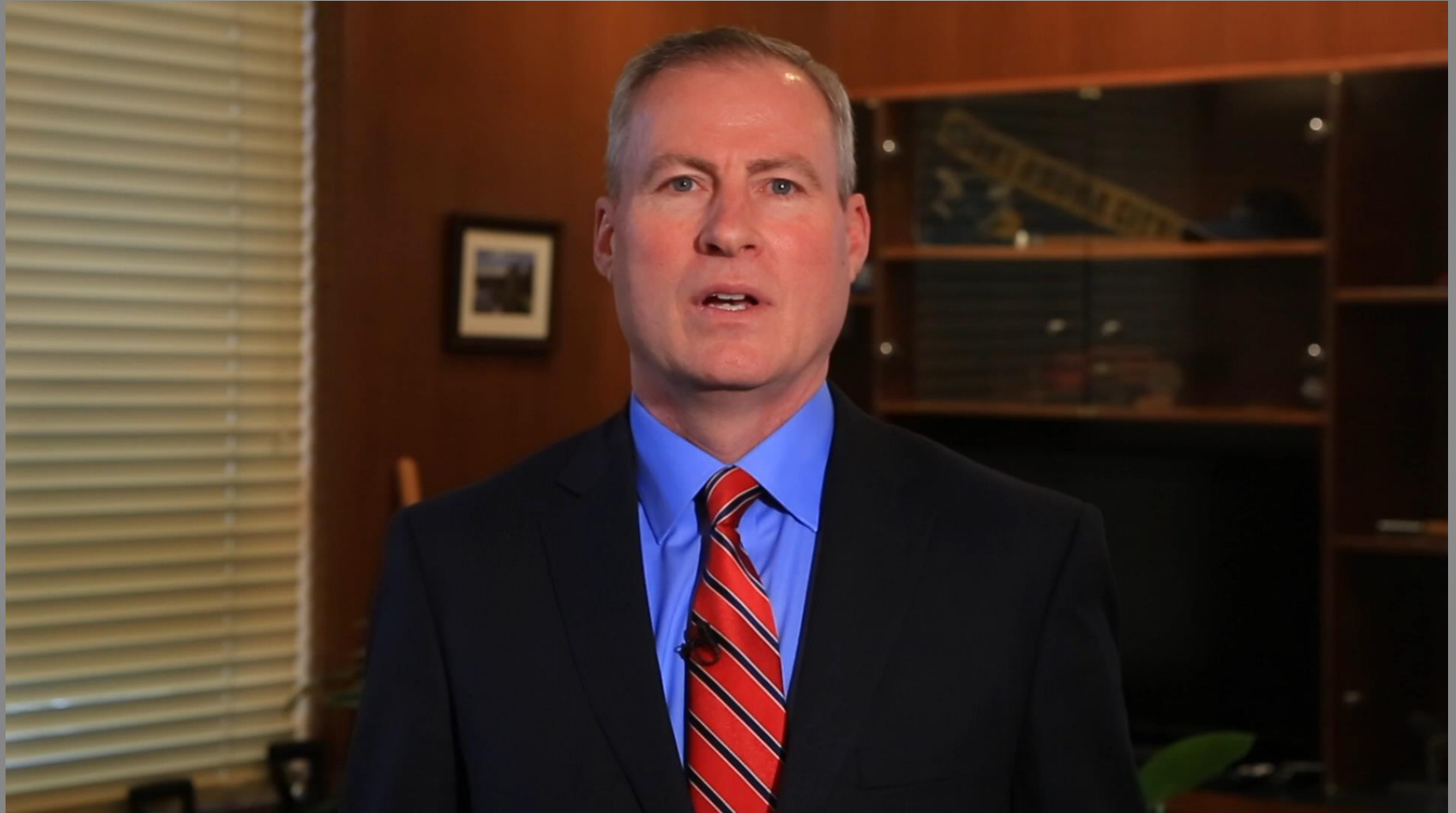
ethicsHOTLINE  
**297-2227**

> [okc4ethics@okc.gov](mailto:okc4ethics@okc.gov)  
> <http://insideokc>

# RISK MANAGEMENT

## New Employee Orientation





# Risk Management Staff

- Risk Manager Nick Kelly
- Management Specialist Marcus Johnson
- Training & Safety Specialist Joel Cordell
- Training & Safety Specialist Jason Arcos
- WC Administrator La Veta Breath
- Sr. Claims Analyst Natalie Hunter
- Claims Analyst Molly Holland
- Claims Analyst Rebecca Smith
- Claims Assistant Arin Sanders
- Admin Coordinator Brad Stuart
- Office Coordinator Tyreshia Jefferson
- Professional Technician Linda Clayborne

**Phone 297-3891**

**Fax: 297-2181**

# What do we do?

- **Workers' Compensation** - Claims Adjustment:  
Taking care of employees injured on the job and getting them back to work as quickly as possible
- **Safety** - Assist in ensuring workers are safe and that the work environment is safe
- **Insurance** – Ensure City property is adequately insured and respond promptly to claims

# Workers' Compensation

- **All** injuries- even minor ones- should be promptly reported to a supervisor
- City adjusters and contract nurses assist injured workers and coordinate medical care
- All medical expenses are covered
- If injured, you might participate in a Return-to-Work/Light Duty position that fits any restrictions

# Workers' Compensation

- Risk receives about **900 injuries** reports per year from over 4,850 covered workers
- Approximately 650 become actual claims
- **Different claim types:** Records Only, Medical Only, Lost Time
- City of OKC is a Certified Workplace Medical Plan participant
- Our current provider is CorVel



# Supervisor Responsibility

- Assist injured employee with obtaining medical treatment
- Report the injury to Risk Management
- Obtain a signed confirmation from the employee if medical attention is refused
- Submit an Investigative Report
- Stay in contact with the injured employee
- Coordinate their return to work with the WC adjuster

# Employee Responsibility

## Responsible for reporting:

- On-the-job injuries/illnesses
- Any property damage
- Unsafe conditions and workplace hazards
- Work status updates



# Safety

## Importance of:

- Training
- Complying with safety policies & procedures
- Use of appropriate tools and equipment
- Contributing to a culture of safety within your department/division
- Consequences of not practicing safety



START  
WORK  
FINISH **safe**

# Safety & Health Services

## Assists departments with:

- Claim trends and loss prevention
- Safety Program Management Reviews
- Safety Committee initiatives
- Compliance Reviews
- Safety Policy and mandated Programs



# Safety & Health Services

- Worksite Analysis and Inspections
  - ✓ Hazard Recognition, Evaluation and Control
  - ✓ Employee Exposure Assessments
  - ✓ Ergonomic Assessments
  - ✓ Personal Protective Equipment
  - ✓ Safety Training Program
  - ✓ Incident Investigations
- Safety through Workplace Design

# Insurance Program

- The City has a property insurance policy with a \$2 million deductible
- Self-insured for workers compensation & vehicles
- No liability insurance due to Tort Claims Act



# Property Insurance

- \$3.3 billion in Property Values
- Includes trusts- Zoo, Airport, Utilities, Transit, Fairgrounds, Myriad Gardens
- MAPS projects holdings such as the Chesapeake Arena and Bricktown Ballpark
- Premium of approximately \$1.8 million



# 100 N. Walker Basement Floor





# February 2, 2014 Flood 420 W. Main Street (Personnel)

Clear Water

Water Line



Floating  
Desks



**Questions?**

# City Hall Tour



# LUNCH

## Lunch Presentation

Provided by:

