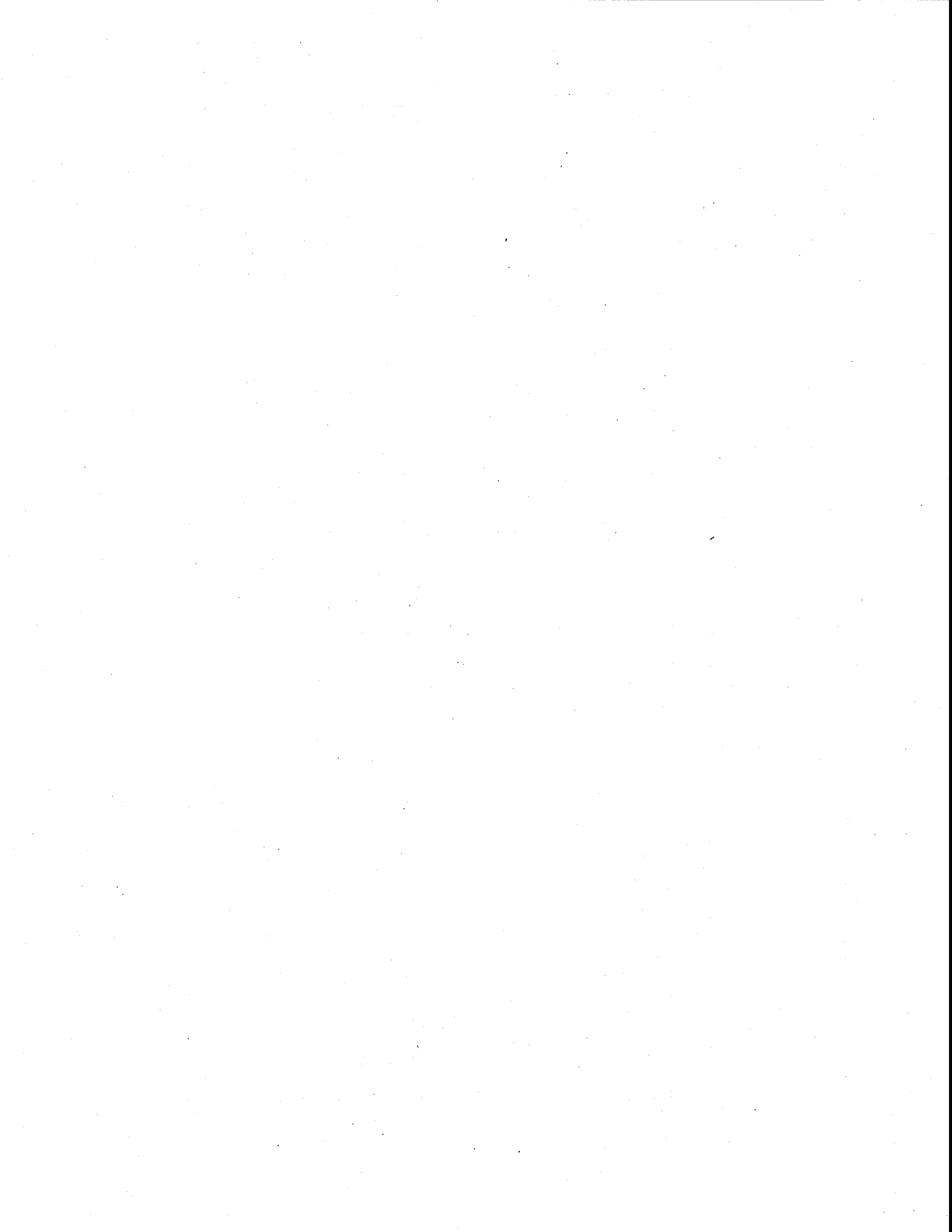




**The City of
OKLAHOMA CITY**
Personnel Department

Required Paperwork

Part Time Employees



Loyalty Oath

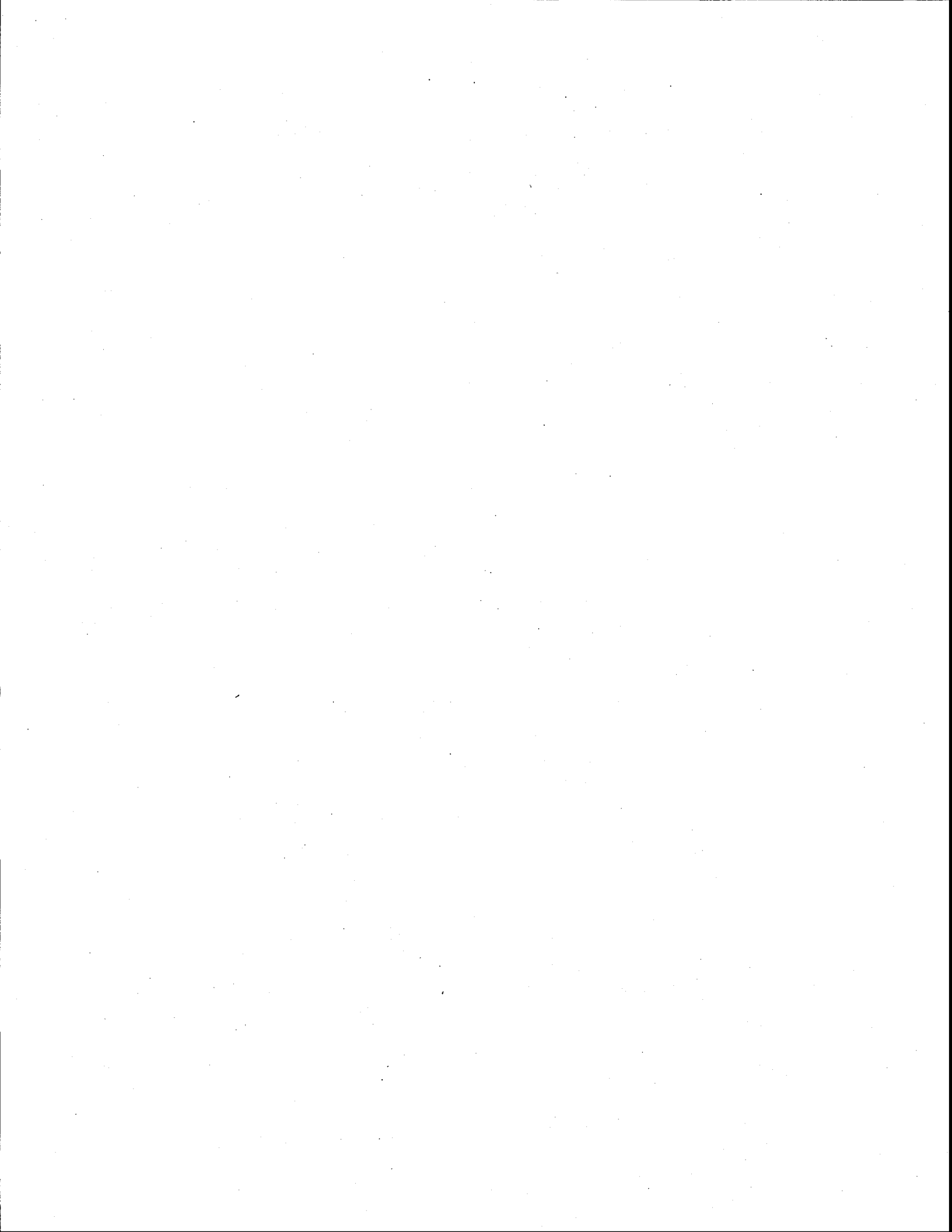
I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time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





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.


ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space 	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page






Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identify and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		<div style="border: 1px solid black; padding: 5px;"> Additional Information </div>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> QR Code - Section 2 Do Not Write In This Space  </div>
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative HRIS Assistant	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name The City of Oklahoma City
Employer's Business or Organization Address (Street Number and Name) 420 W. Main St Ste 110		City or Town Oklahoma City	State OK	ZIP Code 73102

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2020

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here 3 \$ _____		
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶ Employee's signature (This form is not valid unless you sign it.)		▶ _____ ▶ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1a, 1b, and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet *(Keep for your records.)*



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____

- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____

- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____

- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b) – Deductions Worksheet *(Keep for your records.)*



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 10% of your income **1** \$ _____

- 2 Enter: {
 - \$24,800 if you're married filing jointly or qualifying widow(er)
 - \$18,650 if you're head of household
 - \$12,400 if you're single or married filing separately
 } **2** \$ _____

- 3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" **3** \$ _____

- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information **4** \$ _____

- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,220	2,410	3,410	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240



#	Policy Statement	Initials
A	<p>THE CITY OF OKLAHOMA CITY OTHER POLICY RECEIPT AND ACKNOWLEDGMENT:</p> <ol style="list-style-type: none"> 1. Equal Employment Opportunities and Affirmative Action Statement 2. Secondary Employment Policy 3. Health Insurance Marketplace Coverage Options Notice (OMB Form 1210-0149) 4. Comprehensive Code of Conduct, Ethics and Fraud Intolerance Policy 5. Personnel Policies 6. IT Acceptable Use Policy (AUP) <p>I have received these statements and agree to comply with the policies provided.</p>	
B	<p>THE CITY OF OKLAHOMA CITY FRAUD POLICY: (PART-TIME/TEMPORARY)</p> <p>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 for personal benefit anything of material value from vendors or persons providing services or material to the City; 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.</p> <p>I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF OKLAHOMA CITY'S POLICY PROHIBITING FRAUD. I UNDERSTAND AND AGREE TO COMPLY WITH THIS POLICY.</p>	
C	<p>THE CITY OF OKLAHOMA CITY'S DRUG-FREE WORKPLACE POLICY AND DRUG AND ALCOHOL POLICY</p> <p>In accordance with guidelines set forth in the Drug-Free Workplace Act (Act) of 1988, it is the policy of the City of Oklahoma City that unlawful manufacture, distribution, dispensing, possession or use of an illegal chemical substance and/or alcohol during working hours or on City property including buildings, parking lots, and vehicles is prohibited.</p> <p>As a condition of employment, each employee must:</p> <ol style="list-style-type: none"> 1. Abide by the terms of The City of Oklahoma City's Drug-Free Workplace Policy (Departmental Memo No. 89-14, Management Bulletin 89-1, April 28, 1989; and Personnel Service Bulletin 91-2). 2. Notify the City of any criminal drug conviction for a violation <u>occurring in the workplace</u> no later than five (5) days after such conviction. <p>Pursuant to the Act, "conviction of a criminal drug offense" includes a finding of guilt (including a plea of no contendere) or imposition of sentences by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. These include manufacture, dispensation, use, or possession of any controlled substances defined in Paragraph 5157 (3) of the Act. Although the Act only addresses violations "occurring in the workplace", any employee who has violated any provision of the City's policies relative to alcohol and/or drugs will be subject to appropriate disciplinary action, up to and including termination.</p> <p>I understand the provisions of The City of Oklahoma City's Drug-Free Workplace Policy and Drug and Alcohol Policy approved by the City Council on March 27, 1990, and agree to abide by the terms of these policies.</p>	
D	<p>THE CITY OF OKLAHOMA CITY DISCRIMINATION AND SEXUAL HARASSMENT ACKNOWLEDGEMENT</p> <p>I have received and read or had read to me the City of Oklahoma City's policy (PSB 20-02) prohibiting discrimination and sexual harassment.</p> <p>I understand and agree to comply with the policy.</p>	



#	Policy Statement	Initials
E	<p>THE CITY OF OKLAHOMA CITY FIREARMS AND WEAPONS POLICY</p> <p>The following policy will be in effect and enforceable immediately within any work unit, division or department.</p> <ol style="list-style-type: none"> 1. 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 weapons that can lawfully be transported in motor vehicles, stored in the employee’s locked personal vehicle when parked on City property during work hours; however, brandishing a weapon for the purpose of 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(s) as described above will result in the employees being summarily terminated. <p>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.</p>	
F	<p>The City of Oklahoma City’s policy on Violence in the Workplace, as stated in Section 406 of the Personnel Policies:</p> <p>“The City will not tolerate any acts of violence to persons or property. All acts of violence are considered and treated seriously. Each act of violence will be dealt with promptly and appropriately to minimize risk to employees, customers and property. Workplace violence means any physical action, verbal or non-verbal, that is reasonably perceived as a threat, harassment, abuse, intimidation or personal contact that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.</p> <p>An employee or knowing party shall report to a supervisor, Division Manager, Department Director or the Personnel Department any threatening or dangerous situations affecting the workplace and management will take appropriate action.”</p> <p><u>Procedures Pertinent to Temporary, Seasonal, and Part-time Employees:</u> For departments that hire employees on the temporary, seasonal, and part-time pay plan, this policy document shall be provided to each new employee and posted on bulletin boards near the work sites of said employees.</p> <p>Employees hired for part-time, temporary, or seasonal employment will be subject to immediate termination if they engage in conduct that violates the above policy.</p>	

I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF OKLAHOMA CITY'S POLICIES CONTAINED IN THIS DOCUMENT. I UNDERSTAND AND AGREE TO COMPLY WITH THESE POLICIES.

 Employees Name (Please Print)

 Witness’ Name (Please Print)

 Employee’s Signature and Date

 Witness’ Signature and Date

 Employee’s Peoplesoft ID Number

 Employee’s Department and Division

PERSONNEL SERVICE BULLETIN 92-1

To: All City Employees

FROM: Lloyd Rinderer
Personnel Director

DATE: January 27, 1992

SUBJECT: Equal Employment Opportunities/Affirmative Action Statement

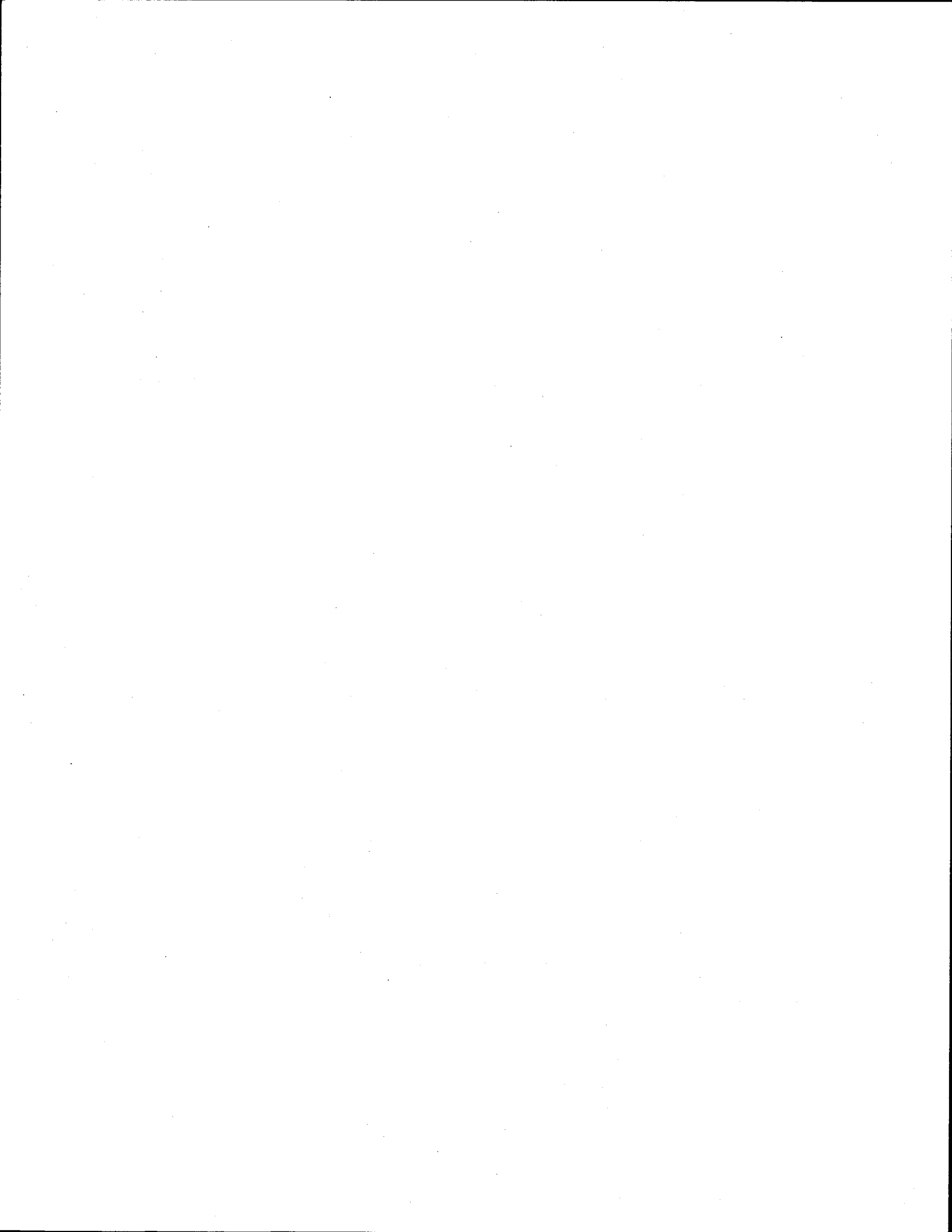
It is the policy of the City of Oklahoma City to promote affirmative action and to provide equal employment opportunity to all persons on all matters affecting City employment regardless of race, religion, age, sex, marital status, national origin, handicap, or political affiliation. The City is committed to a policy of nondiscrimination in employment practices, and reaffirms its commitment that no person shall benefit or be discriminated against in any manner inconsistent with the Constitution, federal or state statutes, the City Charter, ordinances, resolutions, policies, rules or regulations.

This policy will apply to recruitment, selection, compensation, appointment, promotion, training, educational opportunities, transfers, layoffs, leaves of absences, and discipline.

The City further recognizes that the effective application of a policy of equal employment opportunity involves more than just a statement and will undertake a program to encourage all persons to seek employment and advancement with the City of Oklahoma City.

It is the City's position that all personnel activities will be conducted in a manner to assure equal opportunity for all. The Personnel Department is responsible for the implementation and monitoring of the City's Equal Employment Opportunity and Affirmative Action Programs.

The Personnel Department offers an open door policy for all employees to discuss matters of equal employment opportunity. In addition, the Personnel Department will work with the various collective bargaining units to ensure cooperation in meeting these objectives.





MEMORANDUM

The City of
OKLAHOMA CITY
Personnel Department

PLEASE POST TO ALL BULLETIN BOARDS

TO: Department Directors/Division Managers

FROM: Christian York, *Christian York* 12/19/19
Interim Personnel Director

DATE: December 19, 2019

SUBJECT: Immediate Amendment to the Personnel Policies

Pursuant to a resolution adopted by the City Council Tuesday, effective immediately, Sections 105, 401 and 1203 of the City's Personnel Policies have been amended to include "gender identity and/or expression" within the coverage of protection against discrimination and harassment in the workplace.

The amended policies provide as follows:

SECTION 105 - EQUAL EMPLOYMENT OPPORTUNITY

The City recognizes and supports the policy of equal employment opportunity. Any employee or applicant for municipal employment shall be afforded equal opportunity without regard to race, creed, ethnic origin, color, religion, disability, sex (to include sexual orientation, and gender identity and/or expression), or age.

SECTION 401 - DISCRIMINATION

As an Equal Employment Opportunity (EEO) employer, the City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, ethnic origin, religion, sex (to include sexual orientation, and gender identity and/or expression), age, disability or political affiliation.

The City will ensure equal employment opportunity by conducting staffing activities such as selection, promotion, demotion, transfer, training and separation, in accordance with established federal, state, and local EEO laws and regulations.

PLEASE POST TO ALL BULLETIN BOARDS

The City promotes a workplace that is free of conduct that can be considered discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees regarding race, color, creed, disability, age, religion, sex (to include sexual orientation, and gender identity and/or expression), national origin, or exercise of a legal right, is strictly prohibited. (Refer to Section 1203.23)

The Personnel Director will establish a policy prohibiting all forms of discrimination and harassment; establish procedures for reporting violations; establish disciplinary consequences for policy violations; and publish same as a Personnel Services Bulletin (PSB).

SECTION 1203 - CAUSE FOR DISCIPLINARY ACTION OR TERMINATION

1203.31 Harassment or discrimination against an employee due to a protected class (religion, age, sex [to include sexual orientation, and gender identity and/or expression], race, color, creed, national origin, genetic information, disability, or the exercise of a legal right), or retaliation against an employee for filing a discrimination complaint, participating in an investigation, or testifying before an administrative hearing. (Refer to Section 401) ([Click here for link to Policy Prohibiting Discrimination and Sexual Harassment](#))

As indicated above, these amendments are effective immediately. All employees are to be reminded that the City is committed to providing a workplace that is free of conduct that could be construed as discriminatory, harassing, intimidating, etc., and that co-workers are to be treated with respect and professionalism at all times in the workplace.

If you have any questions concerning this matter, please contact Trey Box, Assistant Personnel Director, at 297-2760.

Communicating With and About People with Disabilities

About 50 million Americans report having a disability. Most Americans will experience a disability some time during the course of their lives. Disabilities can affect people in different ways, even when one person has the same type of disability as another person. Some disabilities may be hidden or not easy to see.

People First Language

People first language is used to speak appropriately and respectfully about an individual with a disability. Always speak directly to the person with a disability, not to his companion aide or sign language interpreter.

Here are suggestions on how to communicate with and about people with disabilities.

Positive	Negative
People First Language	Language to Avoid
Person with a disability	The disabled, handicapped
Person without a disability	Normal person, healthy person
Person with an intellectual, cognitive, developmental disability	Retarded, slow, simple, moronic, defective or retarded, afflicted, special person
Person with an emotional or behavioral disability, person with a mental health or a psychiatric disability	Insane, crazy, psycho, maniac, nuts
Person who is hard of hearing	Hearing impaired, suffers a hearing loss
Person who is deaf	Deaf and dumb, mute
Person who is blind/visually impaired	The blind
Person who has a communication disorder, is unable to speak, or uses a device to speak	Mute, dumb
Person who uses a wheelchair	Confined or restricted to a wheelchair, wheelchair bound
Person with a physical disability, physically disabled	Crippled, lame, deformed, invalid, spastic
Person with autism	Autistic
Person with epilepsy or seizure disorder	Epileptic
Person with multiple sclerosis	Afflicted by MS
Person with cerebral palsy	CP victim
Accessible parking or bathrooms	Handicapped parking or bathroom
Person of short stature	Midget
Person with a congenital disability	Birth defect
Person with Down syndrome	Mongoloid
Person who is successful, productive	Has overcome his/her disability, is courageous

Etiquette considered appropriate when interacting with people with disabilities is based primarily on respect and courtesy. Outlined below are tips to help you in communicating with persons with disabilities.

General Tips for Communicating with People with Disabilities

- When introduced to a person with a disability, it is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions.
- Treat adults as adults. Address people who have disabilities by their first names only when extending the same familiarity to all others.
- Relax. Don't be embarrassed if you happen to use common expressions such as "See you later," or "Did you hear about that?" that seem to relate to a person's disability.
- Don't be afraid to ask questions when you're unsure of what to do.

Tips for Communicating with Individuals Who are Blind or Visually Impaired

- Speak to the individual when you approach him or her.
- State clearly who you are; speak in a normal tone of voice.
- When conversing in a group, remember to identify yourself and the person to whom you are speaking.
- Never touch or distract a service dog without first asking the owner.
- Tell the individual when you are leaving.
- Do not attempt to lead the individual without first asking; allow the person to hold your arm and control her or his own movements.
- Be descriptive when giving directions; verbally give the person information that is visually obvious to individuals who can see. For example, if you are approaching steps, mention how many steps.
- If you are offering a seat, gently place the individual's hand on the back or arm of the chair so that the person can locate the seat.

Tips for Communicating with Individuals Who are Deaf or Hard of Hearing

- Gain the person's attention before starting a conversation (i.e., tap the person gently on the shoulder or arm).
- Look directly at the individual, face the light, speak clearly, in a normal tone of voice, and keep your hands away from your face. Use short, simple sentences. Avoid smoking or chewing gum.

- If the individual uses a sign language interpreter, speak directly to the person, not the interpreter.
- If you telephone an individual who is hard of hearing, let the phone ring longer than usual. Speak clearly and be prepared to repeat the reason for the call and who you are.
- If you do not have a Text Telephone (TTY), dial 711 to reach the national telecommunications relay service, which facilitates the call between you and an individual who uses a TTY.

Tips for Communicating with Individuals with Mobility Impairments

- If possible, put yourself at the wheelchair user's eye level.
- Do not lean on a wheelchair or any other assistive device.
- Never patronize people who use wheelchairs by patting them on the head or shoulder.
- Do not assume the individual wants to be pushed —ask first.
- Offer assistance if the individual appears to be having difficulty opening a door.
- If you telephone the individual, allow the phone to ring longer than usual to allow extra time for the person to reach the telephone.

Tips for Communicating with Individuals with Speech Impairments

- If you do not understand something the individual says, do not pretend that you do. Ask the individual to repeat what he or she said and then repeat it back.
- Be patient. Take as much time as necessary.
- Try to ask questions which require only short answers or a nod of the head.
- Concentrate on what the individual is saying.
- Do not speak for the individual or attempt to finish her or his sentences.
- If you are having difficulty understanding the individual, consider writing as an alternative means of communicating, but first ask the individual if this is acceptable.

Tips for Communicating with Individuals with Cognitive Disabilities

- If you are in a public area with many distractions, consider moving to a quiet or private location.
- Be prepared to repeat what you say, orally or in writing.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.
- Be patient, flexible and supportive. Take time to understand the individual and make sure the individual understands you.

Remember

- Relax.
- Treat the individual with dignity, respect and courtesy.
- Listen to the individual.
- Offer assistance but do not insist or be offended if your offer is not accepted.

Service Animals – The law defines service animal as “any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.”

If someone wants to bring a dog into the workplace and the dog’s functions are not readily apparent, you may ask:

- a. Is the animal required because of a disability? (Do not ask the person about the disability!)
- b. What work or task has the animal been trained to perform? (Generally, a public entity may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.)

Service animals work and perform tasks and are not pets. Employees should not touch, feed, talk to, or make noises at the animal.

- a. Do not touch or feed a service animal unless invited to do so;
- b. Do not deliberately distract or startle a service animal, and,
- c. Do not separate or attempt to separate a service animal from the individual using the animal’s service

- ★ More detailed information regarding Service Animals can be found in Management Bulletin 11-01 or call the ADA Coordinator at 297-2849.
- ★ **Information regarding the use of manual or power-driven mobility devices** can be found in Management Bulletin 14-1, Mobility Aid Policy or by calling the ADA Coordinator at 297-2849.

2014 Health Care Reform Changes

The impact of health care reform on employees in 2014 requires you to take action – enroll yourself in minimum essential coverage or pay a penalty.

The Patient Protection and Affordable Care Act, also known as health care reform or the Affordable Care Act, was enacted on March 23, 2010, and has been amended many times already. In its current form, the law has resulted in a steady stream of regulations and guidance as various governmental entities clarified employers' requirements under the law over the past three years. The aspect of the legislation that will affect you as an individual is known as the individual mandate, and is effective Jan. 1, 2014. At that time, most Americans will be required to purchase health insurance coverage that meets a certain minimum standard. If such coverage is not purchased, individuals will pay an additional tax on his or her 2014 personal income tax return filed in 2015. This summary focuses on the changes that affect you as an individual. We encourage you to pay careful attention to your health care benefits so you can keep up with the changes.

What coverage must I carry to avoid paying a penalty?

Nearly all Americans are required to carry "minimum essential coverage" or pay a penalty beginning in 2014. Most employer sponsored group health insurance qualifies as minimum essential coverage, as do governmental coverage (like Medicare, Medicaid, CHIP and TRICARE), retiree coverage, COBRA coverage and individual policies. If you go without minimum essential coverage for at least nine months in 2014 (you cannot have a gap in coverage for more than a continuous three-month period) the penalty amount applies. The penalty assessed when you file your taxes will be the greater of a flat dollar amount or a percentage of income amount, illustrated in the table below.

Where can I get coverage if I do not have coverage through my employer?

The federal government and states are in the process of setting up online public health insurance exchanges. You may hear these referred to as marketplaces. There are also many private exchanges and marketplaces being formed. Some states have already created marketplaces. Importantly, the public exchanges set up and administered by the federal government and the states will be the only avenue for qualifying employees to receive assistance with paying premiums and reducing other cost-sharing normally associated with health insurance (including deductibles, co-payments and co-insurance) in the form of advance tax credits and subsidies. These will not be available in private exchanges. Income parameters and other eligibility requirements apply to qualify for a tax credit or subsidy. To qualify for subsidies, an employee must have household income of between 100 percent and 400 percent of the federal poverty line. Plus, the cost of health insurance premiums must exceed 9.5 percent of household income.

Year	Flat Dollar		Percentage of Income
	Adults in Household	Children in household 18 years or younger	Calculated when filing taxes for the applicable year**
2014	\$95	\$47.50	1%
2015	\$325	\$162.50	2%
2016	\$695	\$347.50	2.5%

** The penalty amount is determined by subtracting exemptions and standard deductions from the household income. The resulting figure is multiplied by the percentage of income. If this figure is greater than the flat dollar amount, the taxpayer pays the percentage of income penalty.

Health Insurance Marketplace Exchange – Part-Time Employees

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.¹ Note: If you

purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name : **City of Oklahoma City**
4. Employer Identification Number (EIN) : **736005359**
5. Employer address: **420 W. Main St. Ste 110**
6. Employer phone number: **405-297-2530**
7. City: **Oklahoma City** 8. State: **Oklahoma**
9. ZIP code: **73102**
10. Who can we contact about employee health coverage at this job? **Employee Benefits**
11. Phone number (if different from above) **405-297-2144**
12. Email address: **employee.benefits@okc.gov**

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

¹ An employer-sponsored health plan meets the “minimum value standard” if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

Information Systems Acceptable Use Policy

City of Oklahoma City



Updated: 4/24/2018

Minor update: 7/2/2018

Review Date: Annual (July 1)

1 PURPOSE

The purpose of this policy is to define acceptable use of The City of Oklahoma City's (the City) information technology resources and expected end-user behavior to protect sensitive data, secure information technology systems, and adhere to electronic record management requirements.

2 SCOPE

This policy applies to all users of computers, network, communications systems and data controlled, owned, operated or supported by the City of Oklahoma City.

3 POLICY STATEMENT

It is the policy of the City of Oklahoma City to provide technological resources to its employees to enhance their ability to perform their job and to provide a higher level of service to all its citizens. To this end, the City will provide policies and guidelines for the acceptable use of technology resources. The City requires responsible usage of these resources and hold users accountable for inappropriate use.

4 ACCEPTABLE USE SUMMARY

Acceptable use of technology resources are those activities specific to executing each user's job duties and responsibilities consistent with the purpose, goals, and mission of the City of Oklahoma City.

Each user is responsible for ensuring that all electronic communication and files which are "created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies, or their representatives in connection with the transaction of public business, the expenditure of public funds or the administering of public property" as set forth in the Oklahoma Open Records Act, must be searchable for discoverability. Electronic files and documents must adhere to the Council approved *Records Retention Manual*.

5 UNACCEPTABLE USE SUMMARY

Unacceptable use can be defined generally as activities that violate Personnel Policies (specifically ARTICLE 300 CODE OF CONDUCT and ARTICLE 400 CONDITIONS IN THE WORKPLACE) and are cause for disciplinary action (SECTION 1203 - CAUSE FOR

DISCIPLINARY ACTION OR TERMINATION) or otherwise do not conform to the purpose, goals, and mission of the agency and each user's job duties and responsibilities.

The utilization and storage of electronic communications and files through unauthorized software, systems, and services with the intent to avoid accessibility and discoverability per the Open Records Act are prohibited.

6 POLICY

6.1 PERSONAL USE OF CITY-OWNED TECHNOLOGY RESOURCES

- There must be no additional cost to the City for personal use of technology resources.
- Personal use must be minimal and must not interfere with an employee's obligation to carry out their assigned duties in an effective manner.
- Use must not interfere with other employees performing their jobs or undermine the use of City resources for official purposes.
- Each user must be aware that personal use of City technology resources may not be distinguishable from business use and therefore is discoverable in open records searches.

6.2 MONITORING

To maintain technology resources security, confidentiality, accessibility and integrity, the Information Technology Department will monitor performance and security of all resources on an ongoing basis. All activity using the City's internet, email, or other technology resources may be examined at any time to ensure normal system operations and security. All electronic communication and information is subject to open records searches.

6.3 GENERAL SECURITY

Each user is responsible for all actions taken while using or accessing City systems.

1. Users should not knowingly compromise their user profile, identity, password, or system access. Sharing of passwords and or identities is prohibited (see Sign-on Passwords below).
2. The acquisition, use, storage and transmission of Personally Identifiable Information and Sensitive Data must be in accordance with The City of Oklahoma City's *Personally Identifiable Information Policy*. Temporary use of removable media or off-network (cloud) storage for purpose of meetings and file transfer is permitted. However, file copies stored temporarily outside the City network must meet Purchase Card Industry Data Security Standards (PCI DSS) and

Personal Identifying Information (PII) requirements (e.g., encryption) in accordance with The City of Oklahoma City's *Personally Identifiable Information Policy*.

Users are responsible for securing and recovering data they store in any location other than on the City network, including the local hard drive. This data and information is presumed to be temporary per #4 below.

3. Users are prohibited from installing, downloading or executing any software that has not been reviewed and approved by the Information Technology (IT) Department.
4. Final storage of City business related data and documents must reside only on the City's network storage system (which includes City file shares, SharePoint, user "My Documents" and City-authorized cloud storage – OneDrive for Business). All file shares will be authorized and secured by the department-designated contacts.
5. Mapped drives, unless required by an approved City supported application, are strictly prohibited.

6.4 EMAIL USE

1. All emails are subject to Open Records searches and disclosure. Employees shall have no expectation of privacy in anything they store, send or receive on the City's email system.

Email retention and searches are covered under the policy "*User Email, Voicemail, and File Retention Policy*".

Access to existing or former employee emails or electronically stored files for business purposes requires Department Head approval.

2. Users are prohibited from using third-party email systems such as Google, Yahoo, and Hotmail etc. to conduct City business or to store City email. Further, users are prohibited from automatically forwarding City email to any third-party email system.
3. Users are prohibited from using any alternative mass storage of email even on City systems except in response to an approved legal or administrative search. Email can be extracted to become part of another official City records with defined retention requirements as necessary as is then considered part of that document type retention policy.
4. City email accounts should be used primarily for business purposes. Personal communication is permitted on a limited and minimal basis.
5. Registration or other use of City email addresses for non-business related internet services or other web communications is prohibited.

6. Any registrations of City email addresses for business use must NOT use the combination of City email address and user's City password. The password must be unique, strong, and substantially different from the City password.
7. Email entering the City system is filtered through an automated email filtering system to remove emails (SPAM) which may have inappropriate content, contain viruses or malware, or otherwise pose a security risk. Not all emails which would be regarded as spam will be filtered with this automated process. It is up to the employee to report to the IT Service Desk any email which they believe poses a security risk or is offensive to the point that filters should be updated to attempt to block this type of content.
8. Employees are expected to be vigilant in guarding against phishing or other fraudulent emails. This especially applies to emails from unknown sources, strange return email addresses, emails with hyper-links to unknown locations, and emails with embedded documents that contain macros. Scenarios are covered in the annual IT Security Training provided to users.
For suspected phishing or other fraudulent emails, employees should not open, reply, or click on embedded links. While these emails will almost always come from outside the City network, they could also come from internal users if their account has been compromised. Users must immediately report to the IT Service Desk specific emails which may pose a security threat to the City or any incidents where they believe their account or City system may have been compromised.
9. Users shall not send mass emails containing personal messages to more than 10 recipients. Mass emails for City business purposes are permissible. By system configuration, users are limited to 200 recipients in an email. Users can contact the IT Services Desk when they have a need to send an email to more than this limit.
10. Users shall not misrepresent or forge the identity of the sender or source of an electronic communication.
11. Users shall use the default email template and refrain from the following:
 - a. Changing colors, style, font or stationery of the email to a format inappropriate for business communications
 - b. Inserting non-business related pictures, movies or animation
 - c. Using any background other than the default white background
 - d. Adding non-business messages, quotations or emoticons (a symbol or combination of symbols used to convey emotional content such as a smiley face) in business related messages

6.5 INTERNET

1. User internet and social media access will be granted only with approval by their department management through submission of an *Account Access Request Form (AARF)*.
2. Users shall not access sites that may violate federal, state or local laws or could cause embarrassment to the City.
3. Internet usage for non-business shall be minimal especially with respect to bandwidth usage. This especially applies to streaming video or music services.

6.6 TEXT MESSAGING, INSTANT MESSAGING AND SOCIAL MEDIA

1. This section covers “electronic communication” with is not email (generally text and other instant messaging). This section applies to all electronic communication, regardless of being a City issued or personal (private) device, which is “created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies, or their representatives in connection with the transaction of public business, the expenditure of public funds or the administering of public property” as set forth in the Oklahoma Open Records Act.
2. Microsoft Skype for Business is the managed and recommended instant messaging application for City employees. There are both desktop versions and mobile applications which employees can use. All communication will be retained in the employees Exchange mail account and thus searchable and discoverable for open records. For employees who use ONLY these managed and recommended instant messaging application, all open record searches can be fulfilled by IT search of the City email system.
3. But, employees are not specifically prohibited from using other text or instant messaging systems or applications. Apple iPhone is the current City smartphone standard. Apple iMessage and SMS/MMS text messaging is authorized on City issued phones. Because vendors do not provide a centralized/enterprise mechanism to manage and search these types of messages, employees must provide all undeleted messages, relating to public business that are available on their City-owned or personal device. Text messaging searches per Open Records may be requested; instructions for submitting results will be provided by IT. Alternatively the device may be turned into IT to complete the search.
4. Except when the communication is into the public domain on a general City account (for example City Facebook accounts), employees are highly encouraged to use only Skype for Business, SMS/MMS, or iMessage and not other communication applications including services such as Twitter, SnapChat, Facebook Messenger, WhatsApp, GroupMe, etc. Employees will be responsible

for complete search and disclosure of all undeleted communications relating to public business.

6.7 EXTERNALLY HOSTED CITY WEBSITES

All externally hosted City websites must adhere to record retention requirements. All information must be open and publicly accessible with exceptions per the Open Records Act.

6.8 TECHNOLOGY INFRASTRUCTURE

No user shall add or change any component on the City's technology infrastructure which could impact the security and integrity of City systems without prior approval by IT.

6.8.1 Client Systems

1. Employees utilizing mobile computing devices such as laptops, tablets, or smartphones are responsible for protecting information from unauthorized access and protecting the City's equipment from theft or vandalism.
2. No changes to the security configuration of client devices or systems, such as, changing bios passwords or adding local administrator accounts, without authorization from IT.
3. Users must report the loss of technology hardware to their department management, the IT Service Desk and if appropriate, the applicable Law Enforcement Agency.
4. Users will contact the IT Service Desk before purchasing or installing any new computing devices.
5. No personal devices will be allowed to connect to the City's network except as provided under the Remote Access policy or guest wireless access.

6.8.2 Remote Access

1. Remote access must be authorized by the *Account Access Request Form (AARF)*.
2. For security, users will ensure the remote computer meets the following requirements:
 - a. Up-to-date anti-virus software and latest virus definitions
 - b. Latest Operating System service pack and critical updates
 - c. Physically secure computer
3. Password authentication will be required to enhance security and reduce the risk of unauthorized access to the network.

6.8.3 Sign-on/Passwords

1. Using or attempting to use the computer accounts of others is prohibited.
2. User's domain passwords must comply with rules established by IT and approved by the IT Steering Committee (minimum length and contain at least one number

and one special character - if the system permits special characters) and the password must not contain the user name or the person's name.

3. By-passing or disabling two-factor authentication (Token) is prohibited.

6.8.4 Phone

1. Use of cellular phones for purposes other than official City business is permitted only under limited circumstances, such as:
 - a. There is no cost to the City or the accumulated cost to the City is de minimis
 - b. It does not interfere with the employee's official duties
 - c. It is brief in duration, including an accumulation of time used
 - d. It does not compromise the security or integrity of City information
2. All cellular services used must be specifically authorized by the Department Head in advance.
 - a. Examples of costs not covered under normal plans are information use (411), text messaging, ringtones, and long distance.
3. Costs resulting from personal use of phones must be reimbursed to the City Treasurer within 30 days of billing.
4. In cases where the Department is notified of telephone use that resulted in additional costs to the City:
 - a. The Department is responsible for determining if the cost was due to personal use.
 - b. The Department must document the outcome of the additional cost determination, noting if the costs were business related or personal.
 - c. If the use is personal and resulted in costs to the City, the Department is responsible for ensuring appropriate payment is made to the Treasurer's Office.
 - d. Documentation should be retained per the City's Record Retention Policy.

7 RESPONSIBILITIES

Steering Committee

- Responsible for the review and approval of the Acceptable Use Policy (AUP).

IT Security

- Responsible for coordinating with the Municipal Counselors' Office to determine if and/or how any notification should be done to comply with the law.

Technology Advisory Committee

- Responsible for providing departmental input regarding the policy.

Department Heads, Managers, Supervisors

- Responsible for requiring all staff under their management read and acknowledge this policy and abide by the provisions of this policy.

IT Director

- Responsible for reviewing the policy and making any necessary changes.
- Responsible for reviewing and documenting requests for exceptions to the AUP.

User Community

- Responsible for becoming familiar with the policy, understanding the expectations and taking personal responsibility for adhering to the provisions of this policy.
- Acknowledge their understanding of the policy and agreement with the provisions by signing electronically after completing the online training.

Contractors, Vendors, or Volunteers

- Responsible for adhering to this policy and acknowledging an awareness of the policy.

8 EXCEPTIONS

Any exceptions to the AUP must be in writing and submitted to the IT Director for approval. All approved exceptions will be reviewed by the Steering Committee.

Exceptions will be documented and filed in the IT department. It will be the responsibility of the IT Director to respond in writing to the exception requests once a decision has been made. All exceptions will be reviewed on an annual basis. Exceptions will be documented following the Exception Management Policy.

9 DISCIPLINARY ACTIONS

IT management will review alleged violations of the Acceptable Use Policy on a case-by-case basis. Clear violations of this policy will be reported to the appropriate department/division head and may result in suspension or termination of services

Violations of the policy may result in discipline, up to and including termination.

PERSONNEL SERVICE BULLETIN 92-1

To: All City Employees

FROM: Lloyd Rinderer
Personnel Director

DATE: January 27, 1992

SUBJECT: Equal Employment Opportunities/Affirmative Action Statement

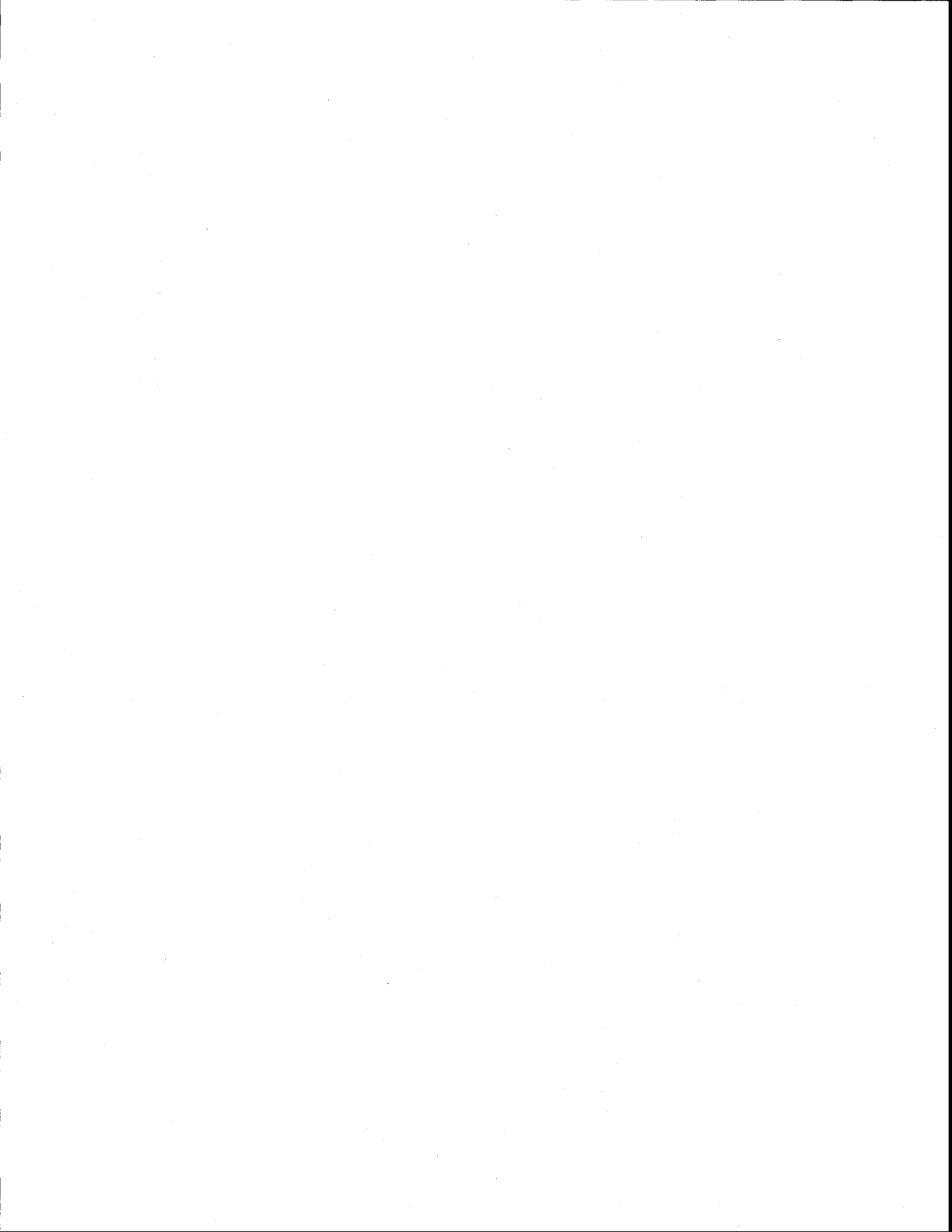
It is the policy of the City of Oklahoma City to promote affirmative action and to provide equal employment opportunity to all persons on all matters affecting City employment regardless of race, religion, age, sex, marital status, national origin, handicap, or political affiliation. The City is committed to a policy of nondiscrimination in employment practices, and reaffirms its commitment that no person shall benefit or be discriminated against in any manner inconsistent with the Constitution, federal or state statutes, the City Charter, ordinances, resolutions, policies, rules or regulations.

This policy will apply to recruitment, selection, compensation, appointment, promotion, training, educational opportunities, transfers, layoffs, leaves of absences, and discipline.

The City further recognizes that the effective application of a policy of equal employment opportunity involves more than just a statement and will undertake a program to encourage all persons to seek employment and advancement with the City of Oklahoma City.


It is the City's position that all personnel activities will be conducted in a manner to assure equal opportunity for all. The Personnel Department is responsible for the implementation and monitoring of the City's Equal Employment Opportunity and Affirmative Action Programs.

The Personnel Department offers an open door policy for all employees to discuss matters of equal employment opportunity. In addition, the Personnel Department will work with the various collective bargaining units to ensure cooperation in meeting these objectives.



PERSONNEL SERVICES BULLETIN 20-02
(Replaces PSB 12-01)

TO: All City Employees

FROM: Christian York  2/19/20
Interim Personnel Director

DATE: February 19, 2020

SUBJECT: Policy Prohibiting Discrimination and Sexual Harassment

I. PURPOSE

It is the policy of the City of Oklahoma City to prohibit all forms of illegal discrimination and harassment. (See Article 400 of the City of Oklahoma City Personnel Policies.) This Personnel Services Bulletin will identify procedures for reporting violations and disciplinary consequences for policy violations.

II. STATEMENT OF POLICY

The City is committed to a policy of nondiscrimination. It is the policy of the City of Oklahoma City that no person or employee shall benefit or be discriminated against, in any manner inconsistent with the Constitution, federal or state statutes, the City Charter, ordinances, resolutions, policies, rules or regulations.

It is the policy of the City of Oklahoma City that employment with the City will be free of conduct that can be considered discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees with regard to race, color, creed, disability, age, religion, sex (to include sexual orientation, and gender identity and/or expression), national origin, genetic information, or exercise of a legal right, is strictly prohibited. (See Article 400 of the City of Oklahoma City Personnel Policies.)

III. DISCRIMINATION

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.

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Discrimination may also be found where conduct toward an employee is based upon the employee's membership in a protected class, and is so severe and/or pervasive, that it interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment is a form of discrimination.

There are two legal definitions of sexual harassment:

1. Quid pro quo harassment occurs when offers of tangible employment actions (such as hiring, promotion, job assignment, training or compensation) are made, either explicitly or implicitly, and conditioned on the submission to unwelcome sexual advances and/or requests for sexual favors; or a tangible employment action (such as discharge, discipline, job assignment) is taken against an employee who refuses unwelcome sexual conduct because of the employee's refusal.
2. Hostile environment harassment occurs when unwelcome verbal or physical conduct of a sexual nature is so severe or pervasive that it unreasonably interferes with a term or condition of employment or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between a supervisor and employee, between employees, and between employees and non-employees (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.

Examples of inappropriate conduct:

1. Unsolicited written, verbal, physical touching or other conduct with sexual overtones:
 - 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.

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- d. Other conduct may include but is not limited to: leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters and use of social media to post, tag or comment on another employee.
2. Continuing to express social interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisal, or implied threats of reprisal against an employee who makes a complaint of discrimination or participates in the investigation of a complaint:
 - a. For example, issuing unwarranted discipline; changing job assignments to those that are undesirable; preparing or directing a poor job performance report be prepared that is not indicative of actual performance; or termination.
4. Engaging in coercive sexual behavior, which is used in an attempt to control, influence, or affect the career, salary, and/or work environment of another employee.
5. Offering favors or employment benefits such as promotions, favorable performance evaluations, favorable job assignments, or compensation, in exchange for sexual favors.
6. Use of terms of endearment such as “*honey*,” “*sweetheart*,” “*hunk*,” “*baby*,” “*darling*,” “*stud*,” that a reasonable person would find objectionable; or any term of endearment after being advised the employee finds the term objectionable.

IV. COMPLAINT PROCEDURES

1. All Department Directors must designate a primary person(s) to receive and investigate complaints, issue fact-finding reports and act as liaison with the Personnel Department on all EEO matters. All Departments shall insure that employees are informed of the designated EEO officer and the procedure for filing a complaint of discrimination or sexual harassment.
2. Any employee who believes he/she has been subjected to any form of discrimination or harassment must immediately report such activity to any of the following: (1) his/her department or division EEO officer; (2) non-involved supervisor; (3) division head; (4) Department Director; or (5) directly to the Labor Relations Division of the Personnel Department.
3. Any supervisor or employee desiring to file a discrimination or harassment complaint directly with the Labor Relations Division may do so by calling (405) 297-2567 twenty-four (24) hours a day, seven (7) days a week. Complaints may be made anonymously, if so desired.

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4. Any EEO officer, supervisor, division head, or Department Director having knowledge of, or information regarding discriminatory or harassing conduct, is required to immediately notify the Labor Relations Division of the Personnel Department regardless of how the information was obtained (e.g. verbal or written complaint, direct observation, overhearing conversations, information from noninvolved persons, etc.).
5. A representative of the Labor Relations Division, in conjunction with the department or division EEO Officer, and/or any other appropriate personnel, will immediately initiate a **confidential** investigation. The complainant, any relevant witnesses and the respondent (accused party) will normally be interviewed during the course of the investigation. The investigators will then prepare and submit a report containing findings of facts and recommendations for action to the complainant's Department Director and/or the City Manager. This report is considered to be a Personnel Investigation and is **not** subject to the Oklahoma Open Records Act.

Investigators will attempt to protect the privacy of individuals involved and maintain confidentiality. Employees interviewed during the course of an investigation are required to maintain the confidentiality of the investigation.

6. The results of the investigation will be communicated to both the complainant and the person accused of discrimination or sexual harassment by a representative of the Labor Relations Division.

NOTE: Employees have the right to make a complaint of discrimination or sexual harassment with the State Office of Civil Rights Enforcement, the Equal Employment Opportunity Commission, or with a court of law. This policy does not restrict the rights of employees secured by the laws of the State of Oklahoma or the United States.

V. RETALIATION

Retaliation is a materially adverse action taken against an employee for bringing a complaint of discrimination or sexual harassment; or for participating in an investigation of discrimination or sexual harassment. A materially adverse action is anything that might well deter a reasonable person from engaging in protected activity. **Any such retaliation will be grounds for disciplinary action, up to and including termination.**

All employees are prohibited from engaging in retaliatory conduct towards the party who has made a complaint of discrimination or sexual harassment or who has participated in an investigation of discrimination or sexual harassment. **All such conduct will be grounds for disciplinary action, up to and including termination.**

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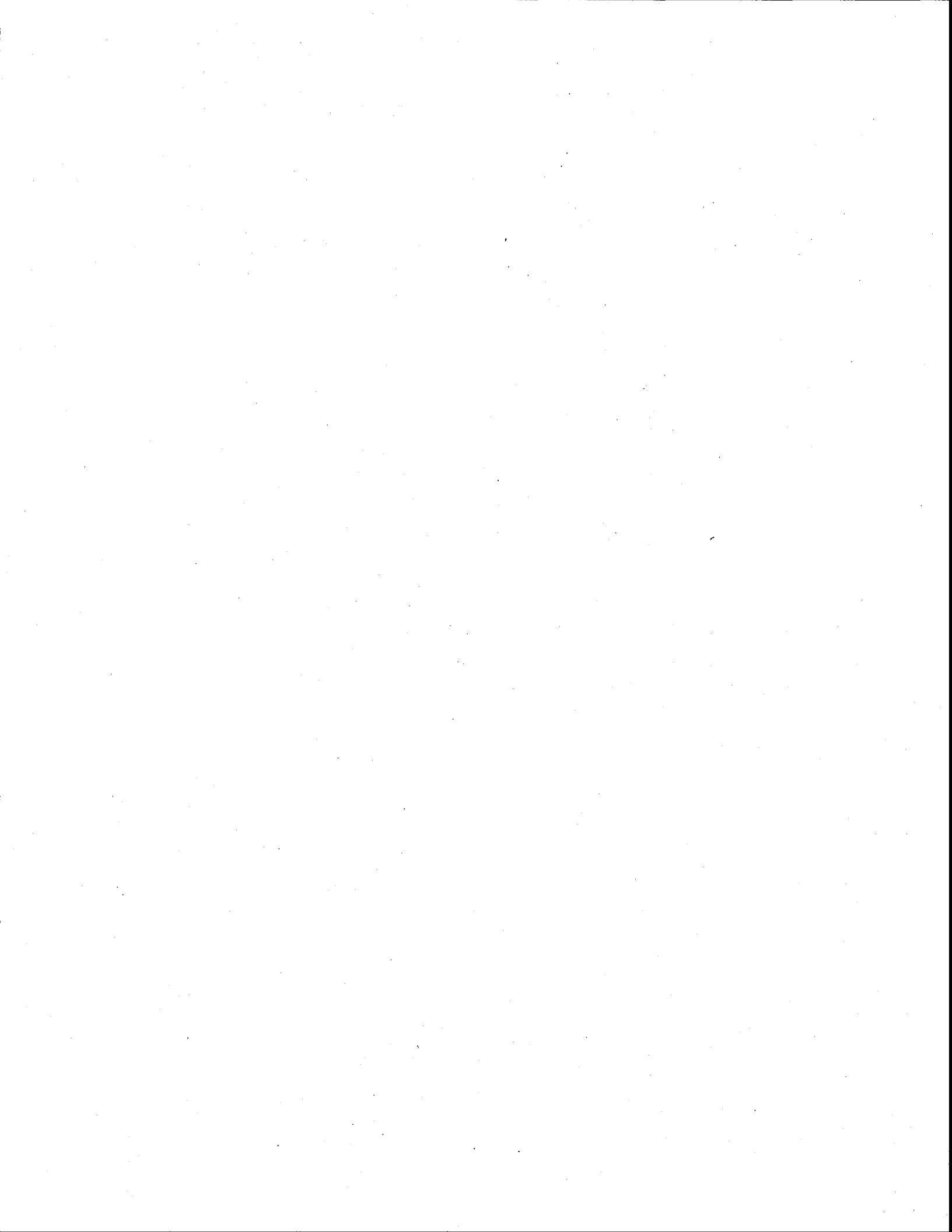
VI. TRAINING

The City of Oklahoma City's Personnel Department offers training on "*Preventing and Stopping Sexual Harassment and Other Forms of Discrimination*" on a quarterly basis. All employees are encouraged to attend the training, and may enroll in the course on the City intranet site or by contacting the Labor Relations Division of the Personnel Department at 297-2410. Supervisory personnel are required to complete the training on an annual basis. On-site training is available at the request of the department or division head.

VII. DISCIPLINARY ACTION

Any employee found in violation of this policy, or who provides false information in the complaint or investigation procedures, is subject to disciplinary action. Disciplinary action may include any range of discipline, up to and including termination.

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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.

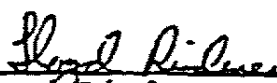
The use of items not normally considered weapons or dangerous instruments, such as pocket knives or tools, for intimidation or threat of bodily harm shall be a violation of this weapons policy.

- 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.

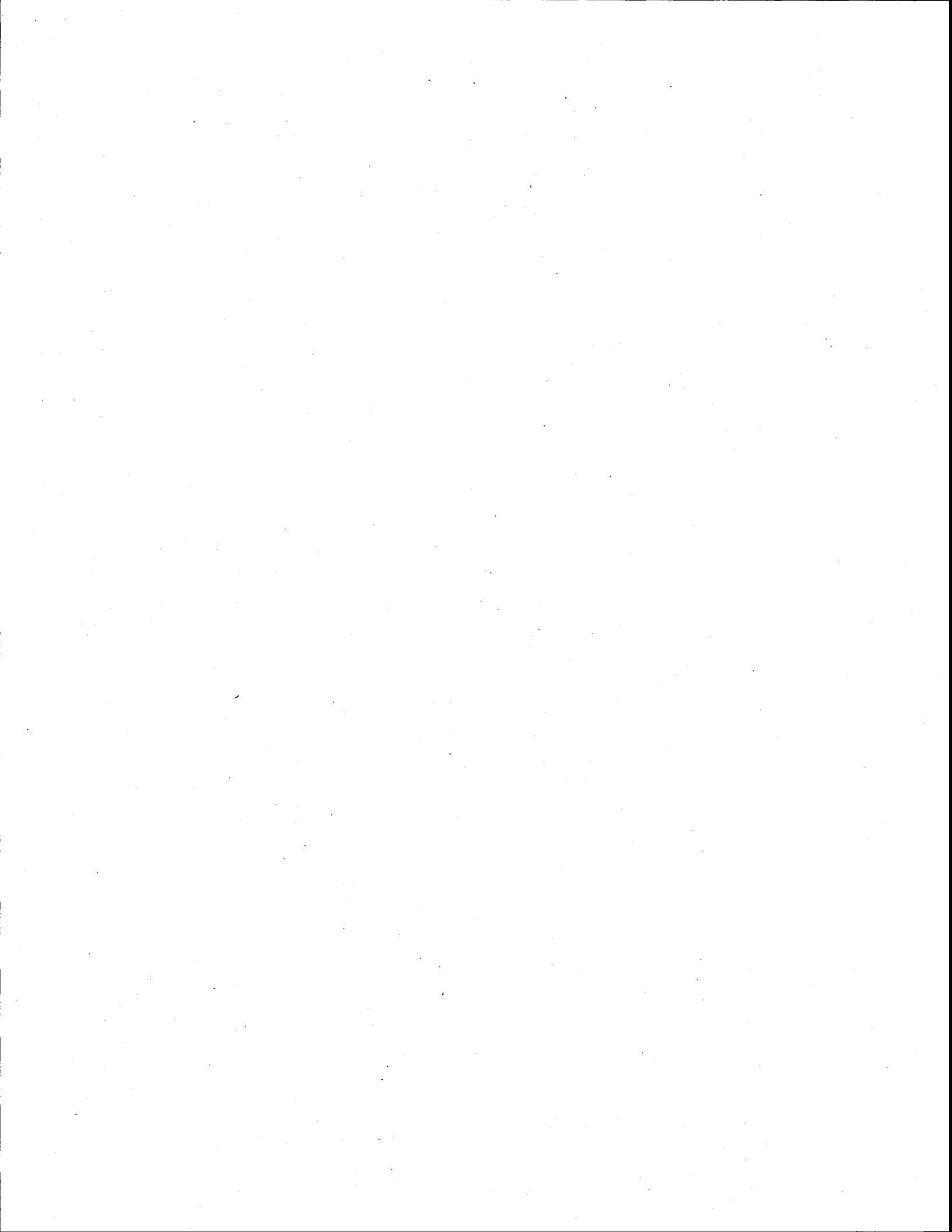
I have received a copy of the Firearms and Weapons policy and agree to follow the rules and procedures stated.

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

Employee Signature



Lloyd Rinderer, Personnel Director





MEMORANDUM

The City of
OKLAHOMA CITY

RECEIVED

JUN 11 2009

Personnel Department

TO: All Department Directors and Division Heads

FROM: Dianna L. Berry *DLB*
Director of Personnel

DATE: June 9, 2009

RE: Firearms/Weapons Policy

The City has a longstanding firearms and weapons policy (PSB 93-14), that prohibits employees from having dangerous weapons or guns on their person or in their cars during work hours. The City issued PSB 96-1 to implement the employer's exception to the Oklahoma Self Defense Act (also known as the concealed weapons law), which allowed the City to control the possession of weapons on property owned or controlled by the City. Both of these policies apply to all employees represented by AFSCME, non-represented employees, and management employees. These policies exclude law enforcement personnel that are commissioned to carry weapons in the performance of their jobs.

In 2004, the Oklahoma Legislature amended §1289.7a(A) of the Oklahoma Firearms Act of 1971 (OFA) as follows:

No person, property owner, tenant, employer, or business entity shall maintain, establish, or enforce any policy or rule that has the effect of prohibiting any person, except a convicted felon, from transporting and storing firearms in a locked motor vehicle, or transporting and storing firearms locked in or locked to a motor vehicle on any property set aside for any motor vehicle. 21 O.S. Supp. 2004 §1289.7a(A).

A similar amendment was made at the same time to the Oklahoma Self Defense Act (OSDA) at §1290.22(B) as follows:

No person, property owner, tenant, employer, or business entity shall be permitted to establish any policy or rule that has the effect of prohibiting any person, except a convicted felon, from transporting and storing firearms in a locked vehicle on any property set aside for any vehicle. 21 O.S. Supp. 2004 §1290.22(B).

After the above-referenced amendments were passed into law in 2004, there were constitutional challenges in the United States District Court for the Western District of Oklahoma that resulted

in these laws being stayed from enforcement during the pendency of the litigation. Recently, the Court of Appeals for the Tenth Judicial Circuit, which includes Oklahoma, ruled that the above-referenced laws were constitutional, and thereby enforceable. This ruling resulted in the laws being placed into effect.

In light of this ruling, the Municipal Counselor's Office has determined that because certain provisions contained within the City's current policies (PSB 93-14 and 96-1) conflict with the provisions of these laws, insofar as they prohibit employees from having dangerous weapons or guns locked in or locked to their cars while parked on City property during work hours, these provisions can not be enforced.

Therefore, until PSB 93-14 and 96-1 can be amended, those portions of the PSBs that conflict with the Oklahoma Firearms Act of 1971, as amended, and the Oklahoma Self Defense Act, as amended, can not be enforced. Specifically, employees who do not have felony convictions are no longer prohibited from transporting or storing firearms in their locked vehicles or locked to their vehicles, while parked on City property during work hours. However, employees are prohibited from brandishing any weapons, or using weapons for the purpose of intimidation or threat of bodily harm. Additionally, all other provisions of the above referenced PSBs remain in effect and are to be enforced.

If you require additional information concerning this matter, please contact Richard Mahoney, Assistant Municipal Counselor, at 297-2739, or Monica Coleman, Assistant Personnel Director, at 297-2760.

pc: Jim Couch, City Manager
Kenneth Jordan, Municipal Counselor
Jim Thompson, Assistant City Manager
Cathy O'Connor, Assistant City Manager
M.T. Berry, Assistant City Manager

PERSONNEL SERVICES BULLETIN 93-14

TO: Department/Division Heads
FROM: Lloyd Rinderer
Personnel Director *LR*
DATE: December 17, 1993
SUBJECT: Firearms and Weapons Policy

I. PURPOSE

To ensure a safe working environment for all City employees.

II. SCOPE

This policy is applicable to all regular full-time, probationary, and part-time/temporary employees, unless pre-exempted by a collective bargaining agreement. (IAFF, FOP, AFSCME)

III. POLICY STATEMENT

The following policy is effective immediately:

- A. The unauthorized possession of weapons, dangerous instruments, and/or firearms by employees during work hours, either on their person or in personal/City vehicles 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 personal motor vehicles; 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 this policy.

The use of weapons 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 policy.

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IV. PROCEDURES FOR REGULAR FULL-TIME EMPLOYEES

- A. In the event this policy is violated, the employee's supervisor shall direct the employee to leave the work site for the remainder of the same work day, without delay. Such departure of the employee shall constitute the beginning of a period of suspension without pay, pending a predetermination hearing and investigation, which should be conducted within 3 working days of the alleged occurrence.
- B. If information presented during the predetermination hearing does not substantiate the allegations against the employee, he/she will be returned to work and compensated for the period of suspension.
- C. If information presented during the predetermination hearing substantiates the allegations against the employee, he/she will be summarily terminated.


V. PROCEDURES FOR PROBATIONARY AND PART-TIME/TEMPORARY EMPLOYEES

- A. In the event this policy is violated, the employee's supervisor shall direct the employee to leave the work site for the remainder of the same work day, without delay, pending an investigation. Such departure shall be without pay.
- B. If the investigation does not substantiate the allegations against the employee, he/she will be returned to work and compensated for the period of unpaid leave.
- C. If the investigation substantiates the allegations against the employee, he/she will be summarily terminated.

Each Department/Division/Section must post this policy signed by the Department Head in a conspicuous place, accessible to all employees within the work unit. Additionally, it is recommended that each employee not covered by a collective bargaining agreement receive a copy of this policy. Questions regarding this policy should be directed to the Labor Relations Division of the Personnel Department.

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PERSONNEL SERVICES BULLETIN 96-1

TO: Department and Division Heads
FROM: Enrique J. Alva 
Personnel Director
DATE: January 29, 1996
SUBJECT: The Oklahoma Self-Defense Act and the City's Firearms and Weapons Policy

The Oklahoma State Legislature recently enacted the Oklahoma Self-Defense Act (the Act), 21 Okla. Stat. (Supp. 1995) Sec. 1290.1, et. seq., and many departments have inquired as to its effect on the Memorandum of Understanding regarding Firearms and Weapons attached to the current AFSCME collective bargaining agreement, and PSB 93-11 (Firearms and Weapons Policy), which is applicable to all other City employees, except those represented by the Fraternal Order of Police (FOP) and the International Association of Fire Fighters (IAFF).

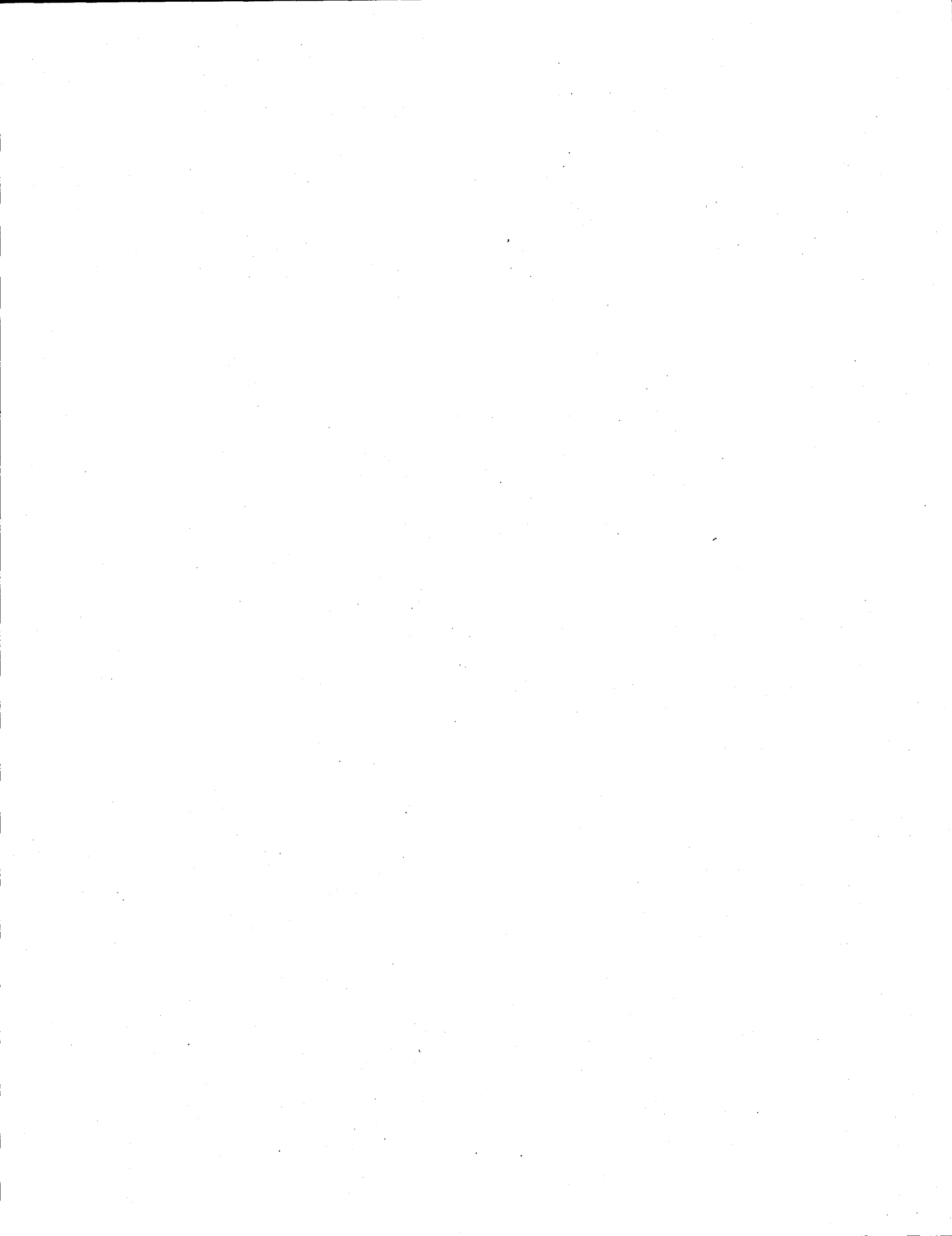
Section 1290.22 of the Act provides as follows:

BUSINESS OWNER'S RIGHTS

Nothing contained in any provision of the Oklahoma Self-Defense Act shall be construed to limit, restrict or prohibit in any manner the existing rights of any person, property owner, tenant, employer or other entity to control the possession of weapons on any property owned or controlled by the person or entity.

The Municipal Counselor's Office has advised that this provision does not affect the City's right to continue enforcement of the current policy. Therefore, in recognizing the Oklahoma Self-Defense Act (also known as the concealed weapons law), The City of Oklahoma City is invoking the employer exemption to control the possession of weapons on property owned or controlled by the City, as provided in PSB 93-11 and the Memorandum of Understanding attached to the current AFSCME collective bargaining agreement.

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MEMORANDUM

The City of OKLAHOMA CITY

TO: All Department/Division Heads

FROM: Dianna L. Berry
Personnel Director

DATE: June 25, 2001

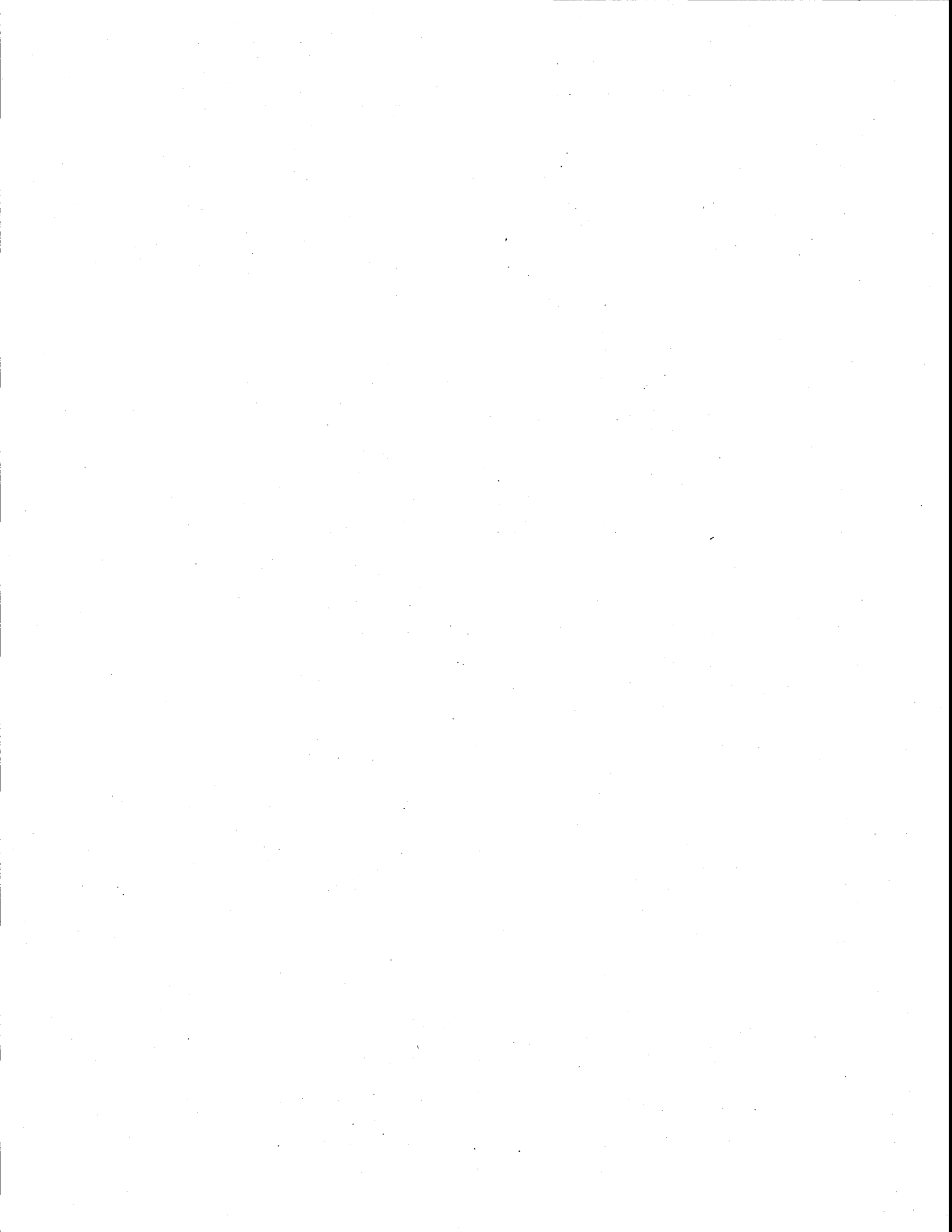
SUBJECT: Violence in the Workplace Policy Document for Employees on the
Temporary, Seasonal, and Part-time Pay Plan

Effective immediately departments that hire employees for part-time, temporary, or seasonal work are requested to provide the attached policy document to said new employees. The attached document restates the City's policy on Violence in the Workplace as found in Section 406 of the Personnel Policies. In addition, it informs part-time, temporary, and seasonal employees that they will be subject to immediate dismissal if they violate the policy.

This document supercedes any other violence/fighting document that you may have used in the past with part-time employees. Employees will not be required to sign the document. Please ensure that supervisors of part-time, temporary, and seasonal employees are knowledgeable of the City's policy, and the course of action to be taken should an incident arise that involves violence or fighting in the work place.

If there are questions regarding the attached document, please do not hesitate to contact Frank Wanto, Labor Relations Manager, at 297-2096 or Vicki Warren, Personnel Operations Manager, at 297-2420.

Attachment





MEMORANDUM

The City of OKLAHOMA CITY

Personnel Policy: **Violence in the Workplace**

Date Adopted: **11-7-00**

Following is The City of Oklahoma City's policy on Violence in the Workplace, as stated in Section 406 of the Personnel Policies:

“The City will not tolerate any acts of violence to persons or property. All acts of violence are considered and treated seriously. Each act of violence will be dealt with promptly and appropriately to minimize risk to employees, customers and property.

Workplace violence means any physical action, verbal or non-verbal, that is reasonably perceived as a threat, harassment, abuse, intimidation or personal contact that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.

An employee or knowing party shall report to a supervisor, Division Manager, Department Director or the Personnel Department any threatening or dangerous situations affecting the workplace and management will take appropriate action.”

Procedures Pertinent to Temporary, Seasonal, and Part-time Employees:

For those departments that hire employees on the temporary, seasonal, and part-time pay plan, this policy document shall be provided to each new employee and posted on bulletin boards near the work sites of said employees.

Employees hired for part-time, temporary, or seasonal employment will be subject to immediate termination if they engage in conduct that violates the above policy.



BENEFICIARY DESIGNATION AS TO FINAL WAGES AND BENEFITS

I understand that state law allows me the option of designating a beneficiary to receive my final wages and termination pay in the event of my death while still employed by The City of Oklahoma City. If I do not designate a beneficiary and die while still employed by the City, not more than Three Thousand Dollars (\$3,000.00) of my final wages and termination pay will be paid to my surviving spouse, or dependent children, as allowed by state law and the remainder will be paid to my estate. I can change or cancel my beneficiary designation at any time.

			<u>Percentage</u>
I designate	_____		_____ %
	Print Name	Relationship	
	_____	_____	
	Address	City & St	Zip Code
	_____	_____	_____ %
	Print Name	Relationship	
	_____	_____	
	Address	City & St	Zip Code
	_____	_____	_____ %
	Print Name	Relationship	
	_____	_____	
	Address	City & St	Zip Code
	_____	_____	

as my beneficiary(ies) to receive my final wages and termination pay in the event of my death while still employed by the City. In the event any of the above designated beneficiary(ies) should predecease me, or has been divorced from me prior to my death, I designate the following person as contingent beneficiary to receive that designated percentage of my final wages and termination pay in the event of my death while still employed by the City.

I designate _____ as contingent beneficiary.

_____	_____	
Print Name	Relationship	
_____	_____	
Address	City & St	Zip Code

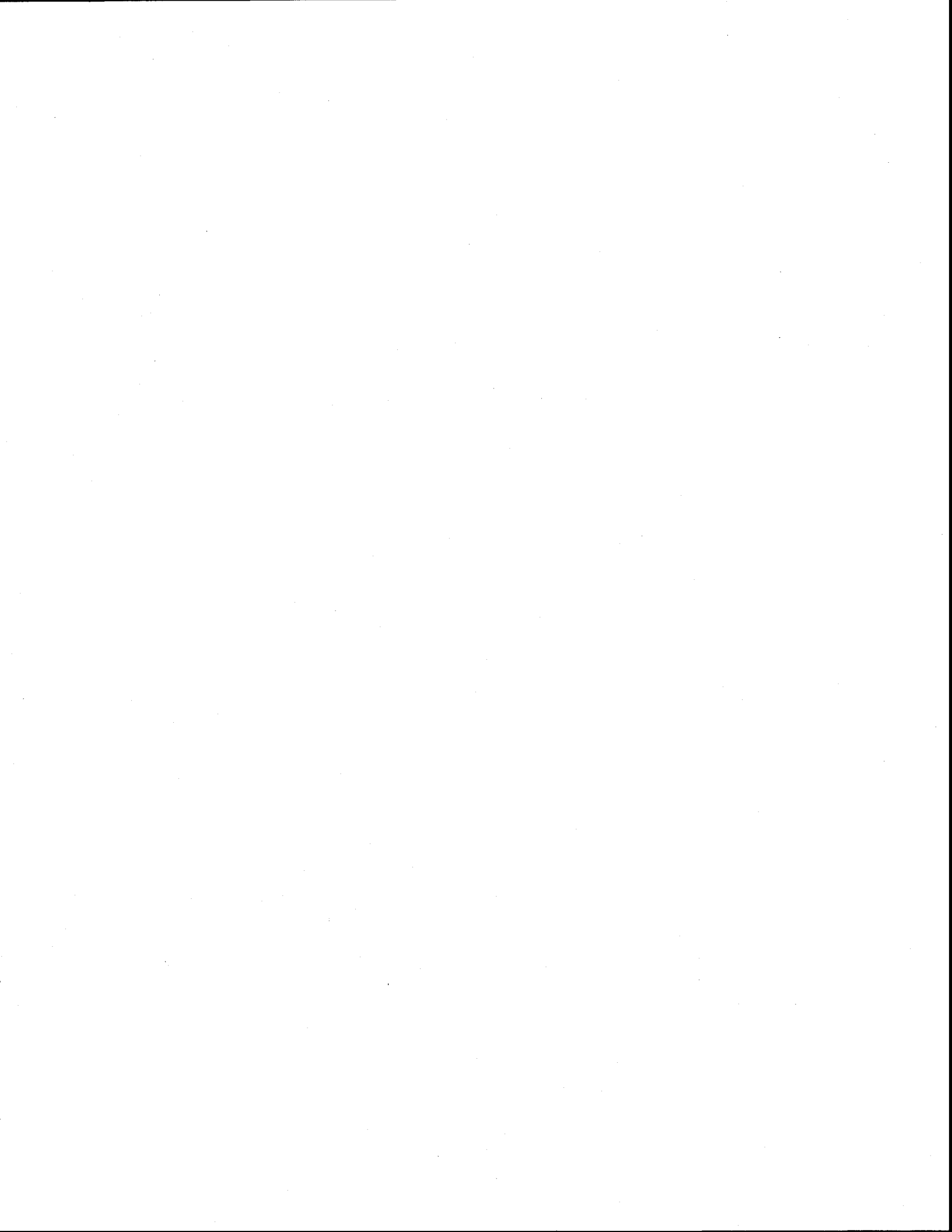
_____ I decline to designate a beneficiary with respect to my final wages and termination pay.

Print Name

Employee Signature

Social Security Number or PeopleSoft ID Number

Dated this _____ day of _____, 20____.



Information and Assistance

Part-Time and Seasonal Employee Orientation

 www.okc.gov


Public Web
Careers
Department Information


 [InsideOKC](#)


City Intranet
Use when inside the
City network


 <https://okcpeople.okc.gov>

Use when outside the
City network
Must have City network
credentials
Use to access
Employee Self-Service

Action Center 
405-297-2535

Operations 
405-297-2530

Payroll 
405-297-2196

Labor Relations 
405-297-2410





Employee Guidelines for Personal Use of Social Media

Many City employees use social media like Twitter, Facebook, Instagram, LinkedIn and blogs to connect with family, friends and coworkers. Several questions have arisen regarding personal social media accounts and City employment, so we have come up with some general guidelines to help you navigate the minefield.



Speaking on Behalf of the City

While the City is proud of its workforce and appreciates the support of employees on and off the job, you should not represent the official City position or speak on the City's behalf when using social media unless you have permission from management. Keep in mind, while your account may be set to "private," friends or family may still publish your posts on their social media accounts.

If you see a post you think needs a response from the City, show it to your supervisor or the department director. Also, it is always a good practice to treat residents on social media as you would if you were at work.

Management employees should take extra care when using social media. A post from managers could carry extra weight in the eyes of the public.



Use of City Time

Activity on social media should never interfere with your work responsibilities, whether you are using City owned equipment or your own. Spending too much time on social media is the same as spending too much time on any other personal activity that affects your performance. Keep in mind, the City monitors use of its computer systems and City related content on the internet.



Email & Passwords

Your City email address is only to be used for City business as referenced by the IT Acceptable Use Policy. Don't use it as a login for personal business like banking, social media, shopping sites, etc.

Always protect your City password. For security reasons, never use your City password as the login for any third-party accounts, including social media.



Conduct

The City promotes a workplace free of conduct that can be considered discriminatory, abusive, disorderly, disruptive or retaliatory. Any conduct, whether intentional or not, which disrupts the workplace and/or interferes with your or another employee's performance, could be a violation of the City's Personnel Policies and result in discipline. That includes conduct on personal social media accounts.



Confidential Information

When using social media, do not publish, post or release anything considered confidential City business. If you have questions about what is considered confidential, ask your supervisor.



