

# New Hire Orientation for Part-Time and Seasonal Employees

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Presented by the City of Oklahoma City  
Personnel Department

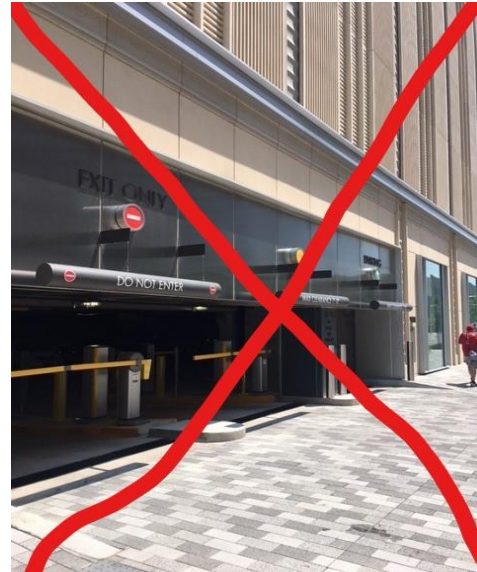


# Parking Validation

## Part-Time and Seasonal Employee Orientation

Parking validation is only for the Sheridan Walker Garage.

Personnel will validate for New Hire Orientation only.



# City of Oklahoma City Loyalty Oath

## Part-Time and Seasonal Employee Orientation

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.

Notary Public or other officer are authorized to administer oaths or affirmations.

### **Required By Oklahoma Statutes Title 51. §51-36.2A**

Added by Laws 1968, c. 260, § 1, emerg. eff. April 29, 1968. Amended by Laws 2004, c. 408, § 1, eff. Nov. 1, 2004.

# Agenda

Overview of the City of Oklahoma City

City Auditor's Presentation

Employment Eligibility Verification

Tax Withholding

City of Oklahoma City Policies

**Part-Time Employee Policy Acknowledgement Form:**

Equal Employment Opportunities and Affirmative Action Statement

Secondary Employment

Health Insurance Marketplace Coverage Options Notice



# Agenda

## Part-Time Employee Policy Acknowledgement Form:

Fraud

Drug Free Workplace and Drug and Alcohol

Discrimination and Sexual Harassment

Firearms and Weapons

Violence in the Workplace



# Agenda

**City of Oklahoma City Loyalty Oath**

**Payroll Options**

**Final Wages and Beneficiaries**

**Parking Validation**

**Information and Assistance**

**Questions**



# City Auditor's Presentation

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**Ethics Hotline**

**405-297-2227**

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



# REPORT FRAUD

THE CITY TAKES IT SERIOUSLY

ethicsHOTLINE  
**297-2227**

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



# WHY DO WE NEED AN ETHICS HOTLINE?

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

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

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

# HOW DO I USE THE ETHICS HOTLINE?

## Three Ways to Report

Phone 405-297-2227

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

Online InsideOKC - Intranet

You Can Report Anonymously!

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

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

# WHEN SHOULD I USE THE ETHICS HOTLINE?

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

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

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

# WHO MONITORS THE ETHICS HOTLINE?

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

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

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

# WHAT INFORMATION IS NEEDED TO REPORT?



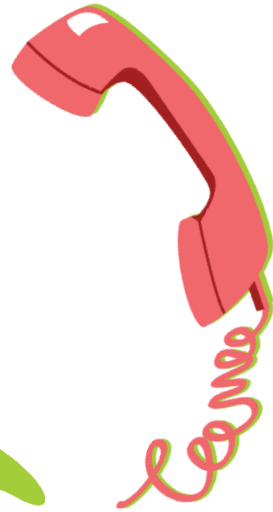
# WHAT HAPPENS AFTER I MAKE A REPORT?

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

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


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

QUESTIONS?



ethicsHOTLINE  
**297-2227**

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



# Overview of the City of Oklahoma City

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Welcome New Part-Time and  
Seasonal Employees!



# Overview of the City of Oklahoma City

## Mission, Vision, and Values

### Mission

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

### Vision

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

### Values

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

# Overview of the City of Oklahoma City

**4521 Full-Time Employees**  
**362 Part-Time/Seasonal Employees**  
**19 City Departments and 3 City Trusts**

As of March 26<sup>th</sup>, 2020



# Employment Eligibility Verification

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# Employment Eligibility Verification

## Overview

An Employment Eligibility Verification form (I-9) is used to verify the identity and employment authorization of individuals hired for employment in the United States.

All U.S. employers must ensure proper completion of a Form I-9 for each individual they hire for employment in the United States.

Both employees and employers (or authorized representatives of the employer) must complete the form.

The employee must present the employer with acceptable documents evidencing identity and employment authorization. The employee chooses the documents offered as evidence from the acceptable documents list.

# Employment Eligibility Verification

## Overview

The employer must examine the Employment Eligibility Verification form (I-9) and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and must record the document information on the employer's section of the Employment Eligibility Verification form (I-9).

It is illegal to discriminate against any work authorized individual during the employment eligibility verification process based on the individual's citizenship status, immigration status or national origin.

The City of Oklahoma City uses E-Verify, an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

# Employment Eligibility Verification

## Section 1: Employee Information and Attestation



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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

► **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	

# Employment Eligibility Verification

## Section 1: Employee Information and Attestation

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> )

*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.*

1. Alien Registration Number/USCIS Number: _____
<b>OR</b>
2. Form I-94 Admission Number: _____
<b>OR</b>
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1  
Do Not Write In This Space



Signature of Employee

Today's Date (mm/dd/yyyy)

# Employment Eligibility Verification

## Section 1: Certifications

### 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

## Section 2: Verification of Identity and Acceptable Documents

You must provide a document from List A, OR, a document from List B AND List C.

List A documents establish both Identify and Employment Authorization.

List B documents only establish Identity. They do not establish your authorization to work in the United States.

List C documents only establish employment authorization. They do not establish your identity.

# Employment Eligibility Verification

## Section 2: List A Documents

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

# Employment Eligibility Verification

## Section 2: List B Documents

For individuals 18 years of age or older:

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
3. School ID card with a photograph.
4. Voter's registration card.
5. U.S. military card or draft record.
6. Military dependent's ID card.
7. U.S. Coast Guard Merchant Mariner Card.
8. Native American tribal document
9. Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

10. School record or report card.
11. Clinic, doctor, or hospital record.
12. Day-care or nursery school record.

# Employment Eligibility Verification

## Section 2: List C Documents

1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.

**NOTE:** A copy (such as a metal or plastic reproduction) is not acceptable.

2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

# Tax Withholding

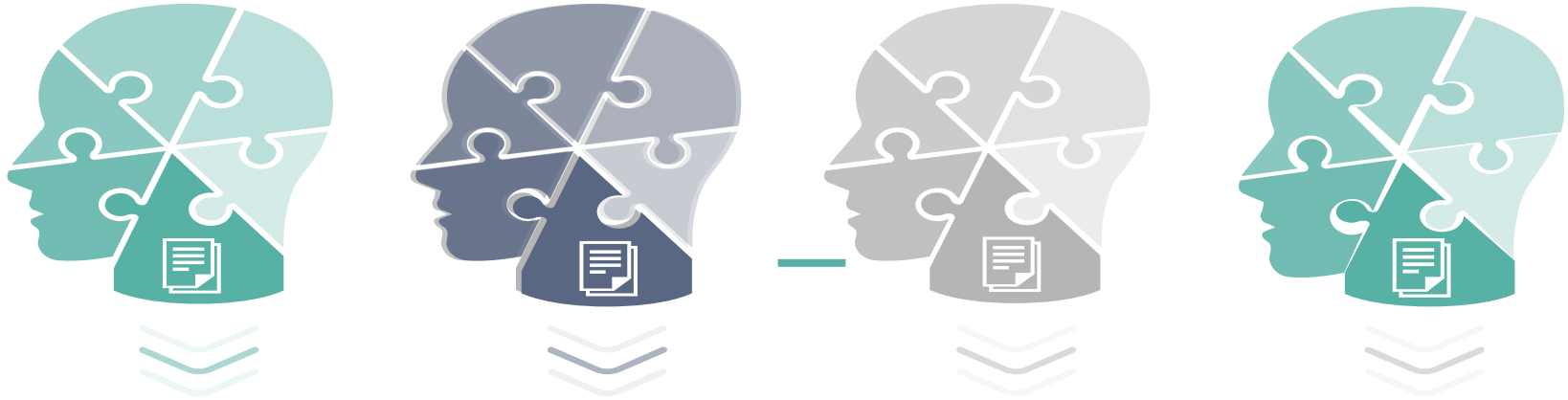
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# Withholding Allowance Certificate

Form <b>W-4</b>		<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ <b>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.</b> ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		<b>2020</b>
<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number	
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .	
	City or town, state, and ZIP code			
(c)	<input type="checkbox"/> <b>Single or Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er)) <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
<p><b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.</p>				
<b>Step 2: Multiple Jobs or Spouse Works</b>	<p>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 <b>only one</b> of the following.</p> <p>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> 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 . . . . . ▶ <input type="checkbox"/></p> <p><b>TIP:</b> 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.</p>			
<p><b>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.</b> 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.)</p>				
<b>Step 3: Claim Dependents</b>	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 . . . . .		<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .		<b>4(a)</b>	\$
	(b) <b>Deductions.</b> 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 . . . . .		<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .		<b>4(c)</b>	\$
<b>Step 5: Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.			
	▶ <b>Employee's signature</b> (This form is not valid unless you sign it.)		▶ <b>Date</b>	
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)	

You have the option to designate a different withholding status for the State of Oklahoma.

# City of Oklahoma City Policies



Part-Time and Seasonal Employee Orientation

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

The following City of Oklahoma City Policies are being highlighted due to their significant importance; however, all City of Oklahoma City employees are expected/required to comply with all applicable City of Oklahoma City Policies.

You will be provided a copy of the City of Oklahoma City Personnel Policies adopted July 18<sup>th</sup> 2017.



# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Equal Employment Opportunities and Affirmative Action Statement**

Promotes affirmative action and provides equal employment opportunity to all persons regardless of race, creed, ethnic origin, color, religion, disability, sex (to include sexual orientation, and gender identity and/or expression, or age.

Applies to recruitment, selection, compensation, appointment, promotion, training, educational opportunities, transfers, layoffs, leaves of absences, and discipline.

### **Secondary Employment**

### **Health Insurance Marketplace Coverage Options Notice (OMB Form 1210-0149)**

*I have received these statements and agree to comply with the policies provided.*

# Information Systems Acceptable Use Policy

## Part-Time and Seasonal Employee Orientation

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 user accountable for inappropriate use.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Fraud

The City has established systems and internal controls to provide reasonable assurance of the prevention and detection of fraud and to encourage reporting by City employees of improper governmental action taken by City officers or employees.

The term fraud refers to but is not limited to:

- Any dishonest or fraudulent act; forgery or alteration of any official document;
- Misappropriation of funds, supplies or City materials;
- Improper handling of reporting of money or financial transactions;
- Profiting by self or others as a result of inside knowledge;
- Destruction or intentional disappearance of records, furniture, fixtures or equipment;

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Fraud

The term fraud refers to but is not limited to:

- 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.

*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.*

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Drug-Free Workplace/Drug and Alcohol

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.

As a condition of employment, each employee must:

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 Services Bulletin 91-2).

Notify the City of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Drug-Free Workplace/Drug and Alcohol**

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.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Drug-Free Workplace/Drug and Alcohol**

*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.*

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Discrimination and Sexual Harassment**

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 is 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.)



# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Discrimination and Sexual Harassment**

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.

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 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.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Discrimination and Sexual Harassment

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 request 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.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Discrimination and Sexual Harassment**

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 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.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Discrimination and Sexual Harassment

#### Complaint Procedures

Must report to any of the following:

- Department EEO officer;
- Non-involved supervisor;
- Division head;
- Department Director; or
- Labor Relations Division of the Personnel Department.

*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.*

Contact  
Labor  
Relations

24 hours/day  
7 days/week

405-297-2567

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Firearms and Weapons**

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

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.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### **Firearms and Weapons**

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.

Any occurrence of such infraction(s) as described above will result in the employees being summarily terminated.

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### 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.”

# City of Oklahoma City Policies

## Part-Time and Seasonal Employee Orientation

### Violence in the Workplace

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

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.

**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.**



# Final Wages and Beneficiaries

## Part-Time and Seasonal Employee Orientation

### 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\_\_\_\_\_.

# Final Wages and Beneficiaries

## Part-Time and Seasonal Employee Orientation

You may choose to designate primary and contingent beneficiaries to receive final wages in the event of your death.

The contingent beneficiary will receive if the primary beneficiary is divorced from you prior to your death or should predecease you.

Your beneficiaries do not have to be adults.

You may have more than one.

You must indicate the relationship to you.

You may choose to decline selection of anyone as your beneficiary. If you decline to select a beneficiary, the maximum of \$3,000 will be paid to your surviving spouse and/or dependent children.

# Information and Assistance

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# Information and Assistance

## Part-Time and Seasonal Employee Orientation

➤ [www.okc.gov](http://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

# Any Questions?

## Part-Time and Seasonal Employee Orientation



# Payroll Options

## Part-Time and Seasonal Employee Orientation

To have your pay directly deposited in your account, you must provide a blank voided check. Deposit slips are not accepted.

You may choose to deposit in multiple accounts.

You may elect to receive a pay card rather than using direct deposit.

You must sign an Authorization Agreement Form.

# Thank You

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