



The City of
OKLAHOMA CITY

New Employee Handbook



CONTENTS

Welcome to the City of Oklahoma City!	3
Equal Employment Opportunity	3
The City of Oklahoma City Core Values	3
Vision Statement	4
Mission Statement	4
SECTION I: YOUR CITY GOVERNMENT.....	5
The Structure	5
The City Council and Mayor	5
The City Manager.....	5
Offices of the Mayor and Council Support	6
Airports	6
Auditor’s Office.....	6
City Clerk.....	6
Finance	7
Fire	7
General Services	7
Information Technology	7
Municipal Counselor	7
Municipal Courts.....	8
Development Services	8
Parks and Recreation	8
Human Resources	Error! Bookmark not defined.
Planning	9
Police	9
Public Information & Marketing.....	9

Public Works	10
Public Transportation and Parking	10
Utilities Department	10
SECTION II: WHAT YOU NEED TO KNOW AS A CITY EMPLOYEE	11
Customer Service	11
Employee Information	11
Pay Periods and Your Paycheck	11
Direct Deposit	11
Payroll Deductions	12
Departmental Policies	12
Attendance	12
Human Resources History File	12
Job Vacancies	12
Performance Evaluations	13
Union Activity	13
Safety	13
On-The-Job-Injuries	13
SECTION III: YOUR BENEFITS	15
Employee Assistance Program (EAP)	15
City Retirement	16
Deferred Compensation	16
SECTION IV: GENERAL INFORMATION	17
Customer Service Incentive Program	17
Municipal Employee Charitable Contribution Campaign	17
Blood Drive	17
SECTION V: ADDITIONAL SOURCES OF INFORMATION	18

WELCOME TO THE CITY OF OKLAHOMA CITY!

We are pleased to welcome you as a new employee of the City of Oklahoma City. This New Employee Handbook contains general information about the structure, policies, and procedures of the City of Oklahoma City. The policies and benefits mentioned in this handbook are supplemental to other policies and procedures of the City. This handbook is not all inclusive and is not intended to replace or supersede other City policies and procedures. This handbook is not a contract of employment, nor is it intended to be and shall not be interpreted by an employee as a contract of employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Oklahoma City 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.

If you feel you have been a victim of discrimination or harassment, please contact the Human Resources Department or the EEO Officer in your department/division.

THE CITY OF OKLAHOMA CITY CORE 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.

VISION STATEMENT

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

MISSION STATEMENT

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

SECTION I: YOUR CITY GOVERNMENT

THE STRUCTURE

Council-Manager Form of Government

Oklahoma City was incorporated in 1890, and the City Charter was adopted in 1911. The City Charter prescribes the Council-Manager form of government for Oklahoma City and the City has had this form of government since 1927.

The registered voters of Oklahoma City elect the Mayor and eight Council members. The Mayor and Council is the legislative branch of City government. The City Manager is appointed by the City Council and serves as the chief administrative officer of the City.

THE CITY COUNCIL AND MAYOR

The City is divided into eight geographical areas called Wards. Each Council member is elected by the people who live in his or her Ward. The Mayor is elected by all the citizens of Oklahoma City. The Mayor and Council members serve overlapping four-year terms.

The Mayor and City Council set City policy, enact City laws, and authorize all expenditures of City funds. The Mayor presides over City Council meetings, votes on all City Council business and appoints members to serve on City boards, commissions, trusts and committees.

The City Council meets at 8:30 a.m. every Tuesday, unless otherwise posted, in the Council Chamber, City Hall, 200 N. Walker. An agenda is prepared in advance, and official action can be taken only on items which appear on the agenda. Signed Council documents are available shortly after each meeting.

THE CITY MANAGER

The City Manager is responsible for the day-to-day operation of all aspects of City government in carrying out City Council policies. The City Manager makes policy recommendations to the City Council and appoints City department heads.

The City Manager exercises control over all aspects of employment of City employees except for employees of the office of the Municipal Counselor, City Auditor, and Municipal Judges. Appointed by the City Council, the City Manager is the chief administrative officer of the City. The City Manager coordinates and directs City activities, carries out policies set by the City Council and exercises control over all aspects of employment of City employees except those appointed by the City Council.

The City Manager presents the annual budget to the Mayor and Council and provides professional recommendations to help the City Council develop policy. The Public Information & Marketing Office, the MAPS Project Office, and the Office of Sustainability are divisions of the City Manager's Office.

OFFICES OF THE MAYOR AND COUNCIL SUPPORT

Provide effective executive leadership in the development of City Policy and in the administrative review of City operations. Mayor and City Council staff provide support to the Mayor and City Council as follows; City's economic development initiatives, federal and state legislative programs, support of the City's special financing programs (MAPS Projects, GO Bond, Public Safety Sales Tax), development of the annual operating budget, inter/intra governmental relations, development and retention of relationships with community agencies, neighborhood associations & the corporate community, administration of the Youth Council of Oklahoma City program, liaison between Mayor and Council and City staff, provide for forums to discuss major policy issues, plan and implement special events or programs, support elected officials relative to their appointments to state and national Boards/Committees, and general administrative support to the Mayor and Council and their constituents.

AIRPORTS

Will Rogers World Airport sits on just over 8,000 acres of land and serves major and regional airlines and a growing number of charter services. This figure alone makes Will Rogers World Airport one of the ten largest airports in the country in land area. The airport operates three runways: two 9,800-ft parallel runways and one 7,800-ft crosswind runway, and can accommodate any size aircraft. Our facility employs over 10,000 people and is home to 67 companies, including the Mike Monroney Aeronautical Center, the Federal Bureau of Prisons Transfer Center, Southwest Airlines Reservation Center, and the Metro Tech Aviation Career Center. The Will Rogers terminal building has recently undergone a \$110 million expansion and renovation. In addition to Will Rogers, the City also operates Wiley Post Airport in Bethany and Clarence Page Airport south of Yukon.

AUDITOR'S OFFICE

The City Auditor is appointed by the City Council. The City Auditor's Office performs independent audits and investigative services aimed at determining if : (1) City operations are being conducted efficiently and effectively and in compliance with applicable laws and regulations; (2) resources, including funds, contractual rights, property and personnel, are adequately safeguarded; and (3) financial and management records and reports disclose fairly, accurately and completely all information required by law that is necessary to assess the City's financial position and to understand and evaluate the results of operations. The City Auditor's Office provides the Mayor, City Council and management with recommendations that promote good government business practices and include valuable information for use in decision-making.

CITY CLERK

The City Clerk's Office performs the function of preserving official papers, records and documents for the city and City Trusts. The Office of the City Clerk exists in the Division of Public Management, but when acting as Clerk of the City Council, is within the Division of Public Affairs as a City official who keeps a journal of the Council proceedings and, with the Mayor, signs and attests all ordinance and resolutions. Responsibilities of the City Clerk also include supervising the official publication of ordinance, notices and other matters requiring publication; receiving lawsuits, protests, appeals, claims and requests for records and bids; distributing public improvement plans; maintaining City retirement records; and coordinating City elections.

FINANCE

The Finance Department provides management oversight and support for the financial and business operations of the City organization. The Office of Management & Budget provides fiscal planning, monitoring, analysis, and capital improvement management services that contribute to an effective City organization. Accounting Services is responsible for accurate accounting and reporting of financial transactions for the City and Public Trusts of the City. Accounting Services also provides processing and distribution of vendor and payroll payments. Procurement Services Division assists departments and City Trusts in preparing specifications for items and services to be purchased by the City, receives competitive bids, processes purchasing requests, and processes vendor invoices for payment. The Treasury Division serves as the central depository for the collection and recording of the core operating revenues for the City; provides cash management functions and banking relationships for the City's operating funds and selected public trusts; issues business, occupational licenses, and garage sales permits. The Risk Management Division is responsible for the development, implementation, administration, and coordination of the City's Self-Insured Workers' Compensation Program and occupational health and safety programs affecting the City's employees and other assets.

FIRE

The Fire Department, with more than nine hundred-fifty employees at 40 work sites, provides fire suppression, fire prevention, rescue Hazardous Materials support and other emergency services. The department's comprehensive fire prevention programs include code enforcement, arson investigation and public education. The training work section provides state of the art tactical and technical training to fire fighters. The Fire Department is partially funded from a 3/4 cent dedicated public safety sales tax. Suppression and Rescue personnel operate on three different shifts (A, B, and C). Each are 24-hour shifts (7:00 am to 7:00 am). They respond to more than 52,000 incidents a year. Seventy per cent are some form of medical call -- automobile accidents, industrial accidents, drowning, violence and other forms of illness or injury.

GENERAL SERVICES

The General Services Department maintains all City-owned buildings and mobile equipment. It conducts emergency repair and preventative maintenance programs to lengthen the life of City facilities and equipment. Equipment Services maintains the City's general equipment fleet and purchases fuel. Building Management repairs, maintains, and renovates City buildings and facilities.

INFORMATION TECHNOLOGY

The Information Technology Department is responsible for providing organization-wide support for technology-based communication and business systems. The goals of IT are to educate the organization regarding the use of technology; assist departments in the identification and selection of technology alternatives; coordinate the acquisition and implementation of selected systems and develop as necessary those technology-based systems that will enable the organization to deliver more efficient and effective services to citizens.

MUNICIPAL COUNSELOR

The Municipal Counselor is appointed by the City Council. The Counselor's office represents and defends the City, elected officials, employees, and municipal trusts in legal proceedings. It also advises the Mayor, City Council, City Manager, department heads, along with the City's trusts, boards and commissions. The Counselor's office is responsible for preparing legal opinions and ordinances to be considered by Council, reviews Council agenda items for legality; reviews and processes claims filed pursuant to the Governmental Tort Claims Act, the state law which sets guidelines for lawsuits and claims against government bodies; collects for damage to the City and its trusts' property; collects for worker's compensation benefits paid to City employees who were injured as the result of negligent acts of third parties; prosecutes violations of City ordinances in the Municipal Court.

MUNICIPAL COURTS

Municipal Courts manages all activities related to the Oklahoma City Municipal Courts, including probation and warrant processing and bench and arrest warrant service. This is a court of limited jurisdiction employing four judges. The Courts handle violations of City ordinances including parking, traffic, criminal, environmental and misdemeanor jury division charges. It also administers the public defender contract and driver's license suspension program.

DEVELOPMENT SERVICES

Development Services Department provides plan review and permitting services, code administration, and animal welfare services to the Oklahoma City community so they can receive timely development decisions and live in a clean, safe and stable City. The Animal Welfare Division provides animal protection, control and placement services to pet owners, non-owners and animals alike so they can live in a community of responsible pet ownership, free of animal abuse and neglect, strays and unwanted animals. The Code Enforcement Division provides nuisance code inspection and abatement services to community residents and property owners so they can realize cleaner and safer neighborhoods. The Subdivision and Zoning Division provides development and policy formulation and code administration services to policy makers, residents, development interests, and community groups so they can make informed decisions to manage growth and development and receive timely development code decisions and enforcement. The Development Center Division provides plan review, permit and inspection services to the development community and the public so they can expeditiously develop and build commercial and residential structures that comply with building codes.

PARKS AND RECREATION

Parks and Recreation Department's goal is to promote the highest quality of life and to stimulate the economic viability of this great City by providing beautiful parks, public areas and quality cultural and leisure time opportunities for our citizens and visitors. The Recreation Division provides recreation and education programs at parks, athletic fields, lakes, nature areas, and community centers. The Grounds Management Division mows and maintains more than 4,200 land acres and plants hundreds of trees every year. It's also responsible for maintenance of the Will Rogers Horticultural Gardens and the Bricktown Canal. The Myriad Botanical Gardens staff operates the Myriad Botanical Gardens and Crystal Bridge Tropical Conservatory. The Crystal Bridge is a plant museum housing thousands of exotic plants from around the world. The Civic Center Division manages the Civic Center Music Hall, which reopened following a \$52 million renovation in September 2001.

HUMAN RESOURCES

The Human Resources Department administers the City's human resource functions for the City organization. It provides employee recruitment, selection, classification, compensation, training, and benefits services. The department negotiates and administers labor contracts for the City's three unions: Fraternal Order of Police, International Association of Fire Fighters, and the American Federation of State, County and Municipal Employees. It also handles the City's Affirmative Action and Equal Employment Opportunity programs.

PLANNING

The Planning Department assists the community in achieving their goals and objectives concerning the future of the City, facilitates the growth and development of Oklahoma City in a way that optimizes use of City resources and minimizes costs to residents and the business community, and optimizes residential quality of life. The professional planning staff works with the City Council, several appointed commissions and committees, community organizations and concerned citizens to develop and carry out plans and programs that will make our city a place our citizens are proud to call home.

POLICE

The Police Department, with a uniformed force of over 1000 officers and over 200 civilian employees, protects citizens and property from criminal activity, keeps the peace, enforces laws, apprehends criminals and helps prepare cases for prosecution. The department has a central police station and five substations and covers over 2,500 police reporting districts that average 1/4 square mile in size. In addition to officers patrolling the city in cars and on foot, the Police Department includes an Investigations Bureau, an Airport Police Unit, a Helicopter Unit, a Motorcycle Unit, a Canine Unit, an Equine Unit and a Lake Patrol Section. The department operates the City's Emergency Management and 911 programs. The department also has a Crime Scene Investigations Unit to collect and protect evidence, with a state-of-the-art Forensic Lab, Drug Lab and DNA Lab to process the evidence.

PUBLIC INFORMATION & MARKETING

Public Information and Marketing (PIM) helps citizens better access and understand City services and policies. The City uses a variety of media to communicate with citizens. Some of the communication services PIM provides are:

Mass Media - PIM is responsible for media relations and provides ongoing background and accurate, timely information to reporters, in addition to formal news releases.

City Channel 20 - City Channel 20 is your government access channel. City Channel 20 is always on, with a variety of live and taped public meetings, news programs and interesting interviews hosted by the Mayor and by Council members.

www.okc.gov - The City web site has more than 1000 pages and receives about 90,000 individual visits a month. Large documents such as the budget and changing information, from City Council and other City board, trust or commission agendas to the weekly animal shelter pet photos and listings are posted on the site. Downloadable forms, e-mail, online Action Center service requests are among the interactive features.

City News Citizen Newsletter - mailed with water bills. The two-page newsletter was designed in a quick reference, easy-to-read format to inform citizens of the most important and timely City government information.

Action Center is the City's central source for requesting City services, information and referral. The Action Center staff is a valuable source of information on who to call for help or where to find information for just about any need or subject.

PUBLIC WORKS

The Public Works Department assists in the growth of Oklahoma City by providing for the basic infrastructure needs of the community through timely completion of bond projects; maintenance of City streets, bridges, drainage, and traffic control facilities; implementation of a comprehensive storm water quality program; review and issuance of construction-related permits; and the provision of professional staff support to the City Council, boards, commissions and other City departments.

PUBLIC TRANSPORTATION AND PARKING

The Public Transportation and Parking Department manages the operation, financing, improvement and maintenance of parking and the urban transportation program. Its activities include operating, planning and developing the regional public mass transit system. The department provides line, express and commuter routes, shared-taxicab and transportation programs for citizens with disabilities. METRO Transit is a division of the Central Oklahoma Transportation and Parking Authority (COTPA). COTPA, a public trust administered by the City of Oklahoma City, is responsible for providing downtown parking alternatives and safe, efficient and convenient public transportation to the citizens of the greater Oklahoma City metropolitan area. The Oklahoma City bus system covers 465 miles of the metropolitan area, including Edmond.

UTILITIES DEPARTMENT

The Utilities Department provides quality-of-life and public-health services to more than 560,000 Oklahoma City citizens and thousands more in neighboring communities. The Water Quality Division turns raw water into quality drinking water at the Draper, Hefner or Overholser treatment plants and delivers it to customers through more than 2,600 miles of water pipeline. The Oklahoma City Water Utilities Trust owns four raw water supply lakes – Atoka, Draper, Hefner and Overholser – and water rights in Lakes Canton and McGee Creek. The Wastewater Quality Division operates the City's sanitary sewer system. Wastewater is collected and delivered via more than 2,500 miles of wastewater pipeline to the treatment plants, where the wastewater is cleaned and returned to the waterways. The Solid Waste Management Division provides other quality-of-life and public-health services, including weekly trash and recycling collections.

The Utility Department's goal is to continually improve the delivery of cost-effective utility services by empowering employees to responsively meet customer expectations for quality, safety, reliability, and environmental responsibility.

SECTION II: WHAT YOU NEED TO KNOW AS A CITY EMPLOYEE

CUSTOMER SERVICE

City employees provide essential services to the citizens of Oklahoma City, and customer service is a high priority. Our goal is to provide extraordinary service to all our customers. We all have customers. You may be providing services to an external customer, such as a citizen, or you may be providing services to City employees who depend on your work to provide services to citizens.

EMPLOYEE INFORMATION

Employees are able to view and, in some cases, update the following personal information electronically via an Employee Self Service system.

- Home address
- Home telephone number
- Emergency contacts
- Marital status
- Email addresses
- Pay slips
- Compensation
- -Withholding allowances (W-4 form)
- Direct deposit
- Dental, health and vision insurance plans
- Flexible Spending Accounts
- Dependents and beneficiaries

Employees can also view their training history, search for upcoming training courses and request training through the Employee Self Service system.

PAY PERIODS AND YOUR PAYCHECK

City employees are paid every two weeks. Each pay period begins on a Friday and ends 14 days later on a Thursday. Your paycheck is available on Friday, a week after the pay period has ended. Contact the payroll officer in your department or division if you have any questions relating to the payroll process.

DIRECT DEPOSIT

Employees are required to receive pay electronically, either direct deposit or PayCard. Direct deposit of your paycheck to your financial institution(s) is available as a convenience to you. If you are interested in this option, complete an authorization form, attach a voided check and give it to your payroll officer. Employees may also set up or update direct deposit information electronically. In approximately two pay periods, your net pay will start being deposited directly into your account(s). If you do not have a bank account or do not complete the authorization form, your net pay will be deposited in a PayCard account. Contact the payroll office for additional information.

PAYROLL DEDUCTIONS

In addition to the required Federal and State withholding taxes, social security taxes (FICA), and the retirement contribution deducted from your gross pay, certain other deductions may be taken at your option. With your authorization (where applicable), payroll deductions may be made for:

- Insurance premiums
- Municipal Employee Charitable Contribution Campaign
- Deferred compensation plans
- Oklahoma City Employees Association
- Union dues
- Flexible Spending Accounts

A payroll deduction form must be filled out to start or stop optional payroll deductions. You can also start and stop certain deductions via Employee Self Service system. Contact your departmental payroll officer for assistance.

DEPARTMENTAL POLICIES

Each department may establish departmental policies and procedures, consistent with Personnel Policies, governing the conduct and performance of employees. Disciplinary action may result from a violation of these policies and procedures. It is your responsibility to comply with City policies and your department's policies and procedures.

ATTENDANCE

Attendance is not only a factor of performance but is also a basic condition of employment. Serious attendance problems significantly impact the ability to deliver services to City customers and may result in disciplinary action, up to and including termination.

HUMAN RESOURCES HISTORY FILE

Your official Human Resources history file is kept in the Human Resources Department, except for uniformed Police and Fire. The department where you work may also maintain copies of other HR-related documents. Employees are entitled to view the contents of their HR history files during normal office hours under the supervision of a Human Resources Department representative. Contact the Human Resources Department Human Resources Information Systems Section to set up an appointment to inspect your HR file or if you have questions pertaining to your file.

JOB VACANCIES

Employees are encouraged to check bulletin boards for vacancy announcements or call the 24-hour Job Information Line at 297-2419. A TDD is available for the hearing and speech-impaired at 297-2549. Employees must apply within the posting period and provide all required forms before the closing date. Other promotional considerations are governed by existing collective bargaining agreements and/or Human Resources / Personnel Policies.

PERFORMANCE EVALUATIONS

Your performance evaluation is the way your supervisor will measure how well you do your job. You will be evaluated according to the job requirements of your position. These primarily include job performance, but may also include safety, attendance, and punctuality. The standards your supervisor rates you on are generally taken from the job specification for your position, but may include other performance measures.

Your performance evaluation will be placed in your official Human Resources history file. Your department will also give you a copy of the evaluation and keep a copy at the department.

Your performance evaluation ratings are important. They are used as a basis for merit increases, layoff, and may be considered or reviewed in promotion decisions. Talk to your supervisor about your performance evaluation at the beginning of your probationary period or anniversary year.

UNION ACTIVITY

The City currently recognizes three bargaining units or labor unions. Police sworn employees are represented by the Fraternal Order of Police (FOP). Uniformed Fire employees are represented by the International Association of Fire Fighters (IAFF), and employees in non-confidential General Pay Plan positions are represented by the American Federation of State, County and Municipal Employees (AFSCME).

If you are employed in a position represented by a union, you may join if you wish. Participation is not mandatory. If you choose to become a union member, you may authorize the City to deduct union dues from your paycheck.

Employees in certain departments are not eligible for representation by AFSCME due to the confidential nature of their work. This includes employees in the offices of the City Manager, Municipal Counselor, City Auditor, Information Technology, Human Resources, and Finance. Employee classifications that are represented by AFSCME are identified in the collective bargaining agreement with AFSCME.

SAFETY

Workplace safety is important both to you and the City. Employees are the City's most valuable asset. Safe work habits can prevent accidents and reduce job injuries. It is your duty to know and understand the safety rules for your work area and follow them. Ask your supervisor about the safety policies and procedures for your particular job. If you have questions about safety, ask your supervisor or contact the Risk Management Division of the Finance Department.

ON-THE-JOB-INJURIES

All City employees are covered under the Oklahoma State Workers' Compensation Act. If you are injured while performing work related duties for the City, report the injury immediately to your supervisor. The City has policies and procedures for reporting job injuries and vehicle accidents (within 24 hours of the event). Ask your supervisor or unit manager if you have questions. Failure to timely report an on-the-job injury can affect the benefits you may be entitled to receive.

If you need medical treatment due to an on-the-job injury, your supervisor will direct you to the appropriate medical provider. The City is currently providing medical treatment through a Certified Workplace Medical

Plan (CWMP), which provides a network of medical providers that treat all city employees. Use of non-network providers can result in the denial of payment by the City for those services. If your injury is serious, you will be sent to an emergency room or the nearest medical facility. Continuous care will be referred to clinics of the network in which the employee is enrolled. You must have a Medical Authorization Form to receive medical treatment for all on-the-job injuries. You have the responsibility of reporting the injury immediately to your supervisor and your supervisor has the duty of informing Risk Management about your situation.

Your supervisor and/or payroll officer will help you fill out the required on-the-job injury forms to make sure that the Workers' Compensation process is followed. Be sure the information on the Official Injury Report Form is complete and correct before you sign it. If you need help, have your supervisor read the information to you before you sign it. It must tell how your accident happened and what your injuries were. Contact the Risk Management Division if you have questions.

During your injury period, the City may assign you to modified-duty as directed by your treating physician during your recovery period for an on-the-job injury. Such assignments are temporary and will take into consideration the physical restrictions your physician has placed on you. Modified-duty has two goals. One is to help you return to full-duty status in your work area. The other is to offer useful, productive work while you recover from your injury.

The City cares about your health and job safety and values you as a worker. Your job is important to the general mission of the City. Do it safely, and encourage your co-workers to work safely... the injury you prevent may be your own!

SECTION III: YOUR BENEFITS

The City of Oklahoma City offers full-time employees a generous benefit package as part of their total compensation.

- Vacation leave – Accruals based on length of service
- Sick leave – 130 hours per year
- Holidays – 11 Observed holidays per year
- Retirement – jointly paid by the City and employee
- Credit union – full banking services
- Health care plans
- Dental plan
- Vision plan
- \$20,000 Basic life insurance provided by the City at no-charge to employee
- Group term life insurance plan (up to maximum coverage level of \$500,000)
- Individual life insurance options
- Accident Only Insurance
- Accidental Death and Dismemberment insurance
- Dependent life insurance
- Cancer insurance
- Long term disability
- Flexible Spending Accounts (FSAs) – Medical and Dependent Care
- Employee Assistance Program
- Deferred Compensation Plans

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP provides confidential counseling to help City employees and their families solve personal problems such as financial difficulties, emotional problems, marital and family conflicts, and drug and alcohol problems.

The City provides this service because each employee is an important member of the City family. Assessment and referral services provided by EAP staff are free. Employees may have to use health insurance benefits or pay fees themselves if referred to outside services. Contact your supervisor or the Benefits Division of the Human Resources Department for more information about this program.

Employees whose personal problems severely interfere with their jobs may be mandatory referred to EAP under certain circumstances.

CITY RETIREMENT

All full-time non-police/fire uniformed (sworn) employees are required to participate in either the City sponsored Oklahoma City Employee Retirement System (OCERS) or 401 Money Purchase plans. Plan selection is dependent upon eligibility. To determine which plan you are eligible for, please contact a representative of the OCERS. Specific details regarding the plan provisions of the OCERS are available in the Oklahoma City Employee Retirement System Summary of Plan Provisions booklet. Employees in either plan must contribute 6% of their salary. The contributions are excluded from Federal and State Income Taxes at the time of the deduction. The benefits of the plans are in addition to any Social Security benefits that the employee may be eligible to receive. The OCERS Office is located at 420 West Main, Suite 343, and Oklahoma City, Oklahoma 73102. You may also reach a representative by phone at 405-297-2408 or 405-297-3413.

DEFERRED COMPENSATION

All full-time City employees are eligible to participate in the 457 Deferred Compensation Program. Deferred compensation allows you to reduce current taxable income while providing an additional source of income at retirement. You may choose to sign an agreement to defer a certain amount of your wages each pay period through payroll deduction. To maintain tax favored status, however, once you defer your earnings they cannot be withdrawn until you separate from service, experience a qualifying unforeseeable emergency that will cause you severe financial hardship (as defined by the Internal Revenue Service), or upon your death. You can learn more about deferred compensation by contacting the Oklahoma City Employee Retirement System Office.

SECTION IV: GENERAL INFORMATION

CUSTOMER SERVICE INCENTIVE PROGRAM

The Customer Service Incentive Program is designed to recognize and reward employees who provide extraordinary customer service in the performance of their duties. Management employees are recommended to the program by their department head and are eligible to receive paid time off and other incentives.

Non-management employees may be rewarded through the program with the approval of the City Manager.

SAVINGS BONDS

City employees may purchase U.S. Savings Bonds by contacting their payroll officer. Savings Bonds are available through payroll deduction and are mailed to employees.

MUNICIPAL EMPLOYEE CHARITABLE CONTRIBUTION CAMPAIGN

The campaign allows City employees the opportunity to donate money in support of local arts, health and community organizations. Contributions are tax deductible and are made through payroll deduction.

BLOOD DRIVE

The City works with the Oklahoma Blood Institute to facilitate several blood drives a year. Employees may be eligible to donate blood during working hours upon departmental approval.

SECTION V: ADDITIONAL SOURCES OF INFORMATION

- Human Resources / Personnel Policies
 - InsideOKC. The City's Intranet site contains news, announcements, forms, policies, etc... for employees.
 - www.okc.gov - The City's Internet site contains information on community and citizen services, news, calendar of events, budget information, etc...
 - Collective bargaining agreements
-



The City of
OKLAHOMA CITY