

EMPLOYEE HANDBOOK

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INTRODUCTION

WELCOME TO ROGERS COUNTY!

We are glad that you have chosen to work at Rogers County (the County). We hope you enjoy the experience, the excitement and the challenges of being a part of the Rogers County team. Keep in mind that the residents of Rogers County pay our salaries. Our work, every day, all day, is on their behalf. It is a great honor to be trusted in this manner.

ABOUT THIS HANDBOOK

This Handbook describes the employment policies, benefits and general practices of the County. All employees of the County are expected to be familiar with and abide by the policies and procedures in this Handbook. County employees are defined as those deputies and employees employed by or serving at the pleasure of the Elected Officials. Each County employee is responsible to the Elected Official who hires and/or appoints the employee. This Handbook may not be all-inclusive and cannot anticipate every situation or answer every question about employment with the County.

This Handbook will be revised and updated to address changing employment practices of the County. The County reserves the right to change, revise or eliminate any policy, benefit or practice at any time. Please contact your supervisor or Elected Official if you have any questions concerning any information in this Handbook or any subsequent change or modification to the County's policies or procedures.

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration or guaranteeing any specific terms or conditions of employment.

Your employment is "at-will" meaning that you or the Elected Official or County can terminate the employment relationship at any time, for any reason, with or without cause or notice.

EMPLOYMENT “AT-WILL”

Oklahoma is an “employment-at-will” state. An offer of employment by the County does not constitute an employment contract, express or implied.

This Handbook is not a contract, express or implied, and nothing contained in this Handbook should be interpreted as creating a contract, express or implied. The Handbook is not and must not be interpreted as a guarantee of employment or benefits of employment for any specific duration. Employment with the County is strictly “at will,” which means either you or the County may terminate your employment at any time, for any reason, with or without cause or notice.

This employment-at-will policy may not be modified by any statements contained in this Handbook or any other handbooks, manuals, agreements, employment applications, recruiting materials, memoranda, letters, emails, or other such County communications to prospective or current employees. None of these documents or communications, individually or collectively, creates an express or implied contract of employment for any specific, fixed period of time that would alter the at-will employment status.

DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY

The County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The County complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The County expressly prohibits any form of unlawful employee harassment-based on race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, gender expression, age, national origin, disability, political beliefs, or veteran’s status; we do not maintain nor provide for any segregated facilities, nor will we permit employees to perform their services at any location where segregated facilities are maintained. In addition, the County agrees to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, 38 U.S.C. § 4212. Improper interference with the ability of the County employees to perform their expected job duties is not tolerated.

NON-DISCRIMINATION AND ANTI-HARASSMENT

Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the County expects that all relationships among persons in the organization will be business-like and free of bias, prejudice, bullying, and harassment.

It is the policy of the County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, gender expression, age, national origin, disability, political beliefs, or veteran's status. The County prohibits any such discrimination or harassment.

The County encourages reporting of all perceived incidents of discrimination or harassment to your supervisor or the Elected Official for that office within County. It is the policy of the County to promptly and thoroughly investigate such reports. The County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

ACCOMMODATING DISABILITIES

The County is committed to complying with the Americans with Disabilities Act of 1990 ("ADA"), as amended and will not discriminate against any qualified applicant or employee regarding any terms or conditions of employment because of an ADA-covered disability. The County will provide reasonable accommodations upon request to qualified individuals with a disability when doing so will enable applicants to complete the hiring process or will enable employees to perform the essential functions of the job.

When an individual with a disability requests accommodation that can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so creates an undue hardship to the County. Contact your Elected Official or the HR Representative with any questions or requests for accommodation at any time.

All employees are required to comply with the County's safety standards. Each County Commissioner and Elected Official within their office is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues. You may request accommodation with your Elected Official, supervisor or the HR Representative.

SERVICE/THERAPY ANIMALS

The County generally welcomes service animals in its buildings, vehicle/truck cabs, meetings, activities, and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained, and provides, a specific service to them that is directly related to their disability.

The County may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the employee's job. County will make those determinations on a case-by-case basis.

Refer to the Definitions and Procedures in the Service Animal Policy located in the Addendum.

RELIGIOUS ACCOMMODATIONS

The County respects the religious beliefs and practices of all employees and is committed to maintaining a work environment that respects religious diversity. The County will make, on request, an accommodation for such observances when a reasonable accommodation is available and such reasonable accommodation does not create an undue hardship on the County's function or operations, pursuant to the terms and conditions of this policy and applicable law.

EMPLOYMENT PRACTICES

IMMIGRATION LAW COMPLIANCE

The County is committed to employing only those individuals authorized to work in the United States and will not unlawfully discriminate based on citizenship or national origin. In compliance with applicable law, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the County within the past three years, if their previous I-9 is no longer valid, or if federal law or policy requires resubmission of a Form I-9.

If you have questions about immigration issues, please speak to your supervisor, Elected Official, or the HR Representative. If you believe you have been discriminated against because of your citizenship or national origin, you must immediately report the matter to your Elected Official or the HR Representative in order to facilitate a prompt investigation and, if necessary, corrective action.

WHISTLEBLOWER POLICY

It is the policy of the County to not only encourage but also require employees to report promptly and “blow the whistle” on any perceived conflicts of interest, dishonesty, or illegal activity affecting the employees or affairs of the County. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate officials are charged with these responsibilities. Whistleblower protections are provided in two important areas – confidentiality and against retaliation. You may refer to your Elected Official or the HR Representative for details on how to report your concerns.

HIPAA COMPLIANCE

The County has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

OPEN RECORDS ACT/PERSONNEL RECORDS

Personnel records of all County employees shall be kept by the County Clerk and each Elected Official and are the property of the County. Whenever there is a change in address, phone number, dependents or beneficiaries, it is the responsibility of the employee to report such change to the County Clerk.

Personnel records will be maintained and requests for personnel records or information will be handled in accordance with Federal and Oklahoma law and the Oklahoma Open Records Act, OKLA. STAT. tit. 51, § 24A.1, *et seq.*

Employees may request a copy of their own personnel file.

No employment inquiries or verifications are to be released except by the County Clerk or by persons who have received authorization from the County Clerk.

EMPLOYMENT INFORMATION

JOB POSTINGS AND IDENTIFYING PROSPECTIVE EMPLOYEES

Each Elected Official is responsible for his or her own hiring practices and procedures. Job seekers are encouraged to check the County website www.rogerscounty.org/HR for job openings. Job postings may be posted publicly and/or filled from applications filed with the Elected Official. Elected Officials are encouraged to follow best practices and post all job openings to create employment opportunities for qualified applicants. The number of persons hired or appointed shall be at the discretion of the Elected Official and based on the budget appropriation for the

fiscal year in which the hiring/appointment is made. Employees shall serve at the discretion of the Elected Official.

All new employees, upon instruction from the Elected Official, will report to the County Clerk's Office for enrollment as a county employee.

STARTING EMPLOYMENT AT THE COUNTY

Each employee is hired to work on an introductory basis for the first 90 days of their employment after their date of hire. Each Elected Official has the discretion to implement any orientation period, either shorter or longer, to new employees. You will be advised by your supervisor and/or Elected Official if an orientation period is applicable to your position. New employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security from their first date of employment. Other employment benefits, such as healthcare insurance, commence upon the completion of the introductory period. The Benefits Coordinator will cover the information on your eligibility for the specific benefit programs that the County offers and provide details on eligibility requirements during the onboarding process.

Certain positions within the County may require additional requirements, training and/or supervision. Your supervisor and/or Elected Official will advise you of any additional requirements at the time of hire.

APPLICATIONS AND BACKGROUND CHECKS

The County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the individual being terminated from employment, even if that discovery is made at a later date.

As a condition of employment, the County conducts background checks and performs drug tests on individuals considered for employment.

The background check and drug tests may include, but are not limited to:

- Employment History
- Education History
- Criminal Record
- Driving Record
- Annual Review of Insurance
- Fair Credit Reporting Act Report

Refer to the [Drug and Alcohol Testing Policy](#) for more details.

Employees operating a County-owned vehicle will be subject to annual driving record and background checks to maintain their ability to operate County-owned vehicles.

MEDICAL EXAMS

As a condition of employment, it may be necessary for job applicants to pass a medical evaluation by a County-selected physician after a conditional offer of employment has been made. An applicant who has received a conditional offer of employment and who fails to appear for a medical examination will be disqualified from further employment consideration. Medical exam expenses shall be paid by the County.

OKLA. STAT. Ann. tit. 40, § 191

NEPOTISM, EMPLOYMENT OF RELATIVES, AND PERSONAL RELATIONSHIPS

The County wants to ensure that organizational practices do not create situations such as conflicts of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives.

The County also realizes that the organization is a close-knit family and friendships and personal relationships often develop in the workplace. Employees who engage in such relationships must accept responsibility for ensuring that they do not raise concerns over ethics or professionalism and must bear the burden for establishing this if called into question. If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position, the supervisor party is required to inform the Elected Official over that office of the relationship.

PERSONAL INFORMATION CHANGES

The County relies on the accuracy of the employees' personal information, such as address, phone number, emergency contact information, or dependents, in order to administer various employment matters and to ensure proper notice to employees and dependents. Employees are responsible for promptly notifying HR of changes in their personal information. The County is not responsible for any consequences resulting from an employee's failure to keep the County informed of changes regarding personal information. The County shall keep confidential the home address, telephone numbers, and social security numbers of its employees and former employees.

REHIRE OF FORMER EMPLOYEES

Former employees of Rogers County may be rehired without loss of benefits and seniority when the employee is rehired within sixty (60) days of the last day worked. Re-hired Full-time Regular employees who work a minimum of 1,000 hours per year may re-enroll in OPERS the first day of the month following their re-hire date.

DEFINITIONS

- A. Transfer: A seamless transition of employees who transfer between districts or departments without loss of seniority, benefits or accrued unused paid times off.
- B. Termination: A break in employment either voluntarily or involuntarily; benefits will be terminated and accrued unused paid times off will be forfeited.
- C. Rehired after Termination: An employee who has terminated without cause and is rehired will be treated as either a transfer or new-hire, depending upon the length of the break between termination and rehire. Rehired employees will be eligible for benefits the first day of the month following the date of hire.

COMPENSATION

EMPLOYMENT CLASSIFICATIONS

The County is committed to compensating employees in a nondiscriminatory manner that rewards excellent work. The County determines compensation based on a variety of business factors, including the responsibilities assigned to each position; the employee's knowledge, skills, abilities, training, education, experience, and length of employment; and budgetary considerations. For purposes of wage and benefits administration, the County classifies employees as follows:

- **“Full-time Regular”** employees are individuals regularly scheduled to work at least 30 hours per workweek for an indefinite period. Full-time employees may be classified as exempt or nonexempt from the requirements of applicable state and federal wage and hour laws and are eligible for employee benefits
- **“Part-time”** employees are individuals scheduled to work less than 30 hours per work week (not to exceed 1,508 annual hours) for an indefinite period. Part-time employees may be classified as exempt or nonexempt. Such employees are not eligible for employee benefits or longevity pay.

- **“Temporary and Seasonal”** employees are individuals hired on either a part-time, not to exceed 1,508 annual hours, or full-time basis with the understanding that their employment will be terminated no later than upon completion of a specific assignment or is dependent upon seasonal needs. (Note: a temporary employee may be offered and may accept a new temporary assignment with the County but will still retain temporary status.) Such employees are not eligible for employee benefits and are “hourly” as defined below. (Note: employees staffed from temporary employment agencies are employees of the respective agency and not of the County.)
- **“Nonexempt”** employees are those required to be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of forty hours in a work week. Nonexempt employees generally include employees paid on an hourly basis.
- **“Exempt”** employees generally are paid a predetermined salaried amount. Exempt employees are ineligible for overtime pay for work performed in excess of forty hours in a workweek. Exempt employees have job duties categorized as professional, administrative, executive, and outside sales.
- **“Contingent Workers”** other types of workers are nonemployees or contingent workers, such as temporary staffing agency employees and independent contractors.

You will be informed of your employment classification and status as either exempt or nonexempt at the commencement of your employment or upon a job change. If you have any questions about your classification or status as exempt or nonexempt, please contact the HR Department.

PAYMENT OF WAGES

The pay period begins at 12:01 a.m. on the first day of the month and ends at 12:00 midnight on the last day of the month and is paid by direct deposit on the last working day of the month. When a payday falls on a weekend, holiday, or other non-scheduled workday, employees will normally be paid on the last preceding work day.

Any questions about a paycheck should be addressed first to the employee's supervisor or department head, then to the Elected Official under whom the employee works. The Elected Official will make further checks, if necessary, with the County Clerk.

Whenever an employee's employment terminates, the employer shall pay the employee's wages in full, less offsets, at the next regular designated payday established for the pay period in which the work was performed either through the regular pay channels or by certified mail postmarked within the deadlines herein specified if requested by the employee. Unused vacation and sick leave will be forfeited at termination. See Final Pay policy.

WORK HOURS

The general hours of operation for the Courthouse are 8:00 a.m. to 5:00 p.m., Monday through Friday, with the Courthouse closed for all County approved holidays. Regular work week schedules will be established by each Elected Official and can vary in accordance with the requirements of specific job functions. The time of breaks and a meal period will be designated by your Elected Official or supervisor. If you are a temporary or part-time employee, your working time and schedule will be arranged by your supervisor or Elected Official.

All hourly employees are required to take time off for lunch and clock out and back in. If during an emergency an employee's supervisor and/or Elected Official **requires** him/her to work through lunch, the Elected Official or supervisor should write "no lunch" on the employee's time card. ***This should be approved only as an exceptional activity.*** Refer to Meals/Rest Period policy for details.

Daily and weekly work schedules may be changed from time to time at the discretion of your Elected Official to meet the varying conditions of operations. Changes in work schedules will be announced as far in advance as possible.

TIMEKEEPING REQUIREMENTS

Nonexempt Employees

Rogers County maintains records of time worked according to state and federal regulations to ensure accurate pay and benefit accruals for both exempt and nonexempt employees. While exempt employees are paid on a salary basis, the County is required by law to keep accurate records of the actual hours worked by the nonexempt employees, including hours worked each day and total hours worked each work week. Nonexempt employees must use time clocks, timecards, or other similar means of accurately recording their regular hours worked, meal periods, overtime, absences, holiday, and vacations. Time records should be carefully checked for accuracy as paychecks will be calculated according to the information shown on them unless the information is determined to be erroneous.

A. **Overtime work must always be approved in advance by the Elected Official or supervisor (see Overtime and Compensatory Time-off Policy).**

B. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

All time-records must be reviewed by the employee and approved by the Elected Official or designee.

Exempt Employees

Exempt employees are paid on a salaried basis. Exempt employees are expected to adhere to the standard hours/FTE for the position and the regular workweek of the department. Exempt employees are also required to work any hours necessary to perform the duties of the job. Exempt employees generally do not receive overtime, compensatory time, or additional pay for hours worked or travel time outside their regular schedule.

FEMA Declared Emergency Situations

Non-exempt employees: In emergency situations, non-exempt employees will be compensated at their usual overtime rate of time and one half for hours worked in excess of (40) forty hours per week.

Exempt employees: For exempt employees (including Department Heads and Elected Officials) required to work extended hours during an emergency, the Board of County Commissioners shall compensate for hours worked over and above the regular workweek at their regular hourly rate.

WAGE DEDUCTIONS

There are certain deductions that the County is required by law to withhold from your compensation. Among these are applicable federal, state, and local taxes. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in the County' employee benefits programs. The County may deduct other amounts from your pay when required by law or as agreed between you and the County. Regarding garnishments or other such deductions, the County may charge a processing fee as allowed by law. You will receive a statement with your pay itemizing all deductions from your wages. If you have questions concerning deductions or how they were calculated, please speak to the Payroll Administrator in the County Clerk's office.

EXEMPT EMPLOYEE SALARY DEDUCTIONS

Exempt employees will receive a salary that compensates for all hours worked. Salaries are established at the time of hire or upon becoming an exempt employee. While an employee's salary may be subject to review and modification from time to time, salaries will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of work performed.

MEALS/REST PERIODS

Meal Period

In general, full time employees will be provided a meal break not to exceed 60 minutes. Your Elected Official or supervisor may schedule your lunch break at different times. . The 60 minute meal period for nonexempt employees will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Rest Breaks

Exempt employees, as they are paid on a salary basis regardless of the hours they work, may choose to take breaks as needed. In general, nonexempt employees are permitted rest breaks at the discretion of their supervisor or Elected Official.

Nonexempt employees may be provided two (2) fifteen (15) minute rest breaks for each complete eight (8) hour work day. Nonexempt employees taking 15-minute rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable. However, if you leave County property, you must clock in and out.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

This policy applies to all nonexempt Rogers County employees, with the exception of law enforcement.

OVERTIME AND COMPENSATORY TIME OFF

When operating requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. County employees receive compensatory time in the amount of one and one-half regular hours for any hours worked over 40 in a work week or, at the sole discretion of the Elected Official, are paid time and a half of the employee’s regular rate of pay.

This policy applies to all nonexempt Rogers County employees, with the exception of law enforcement.

PROCEDURE

- A. All overtime work must be approved in advance by the employee’s Elected Official or department manager.
- B. Compensatory Time Off is paid in lieu of overtime accordance with federal and state wage and hour restrictions. (See “Compensatory Time Off for Overtime” section below.)
- C. Compensatory Time Off is based on actual hours worked. Holiday and Paid Time Off will not be considered hours worked for purposes of calculating Compensatory Time Off.
- D. Required seminars and trainings/schools are considered as time worked and will be

considered in overtime calculations with proper hours deducted for meal periods.

E. Seminars and trainings/schools attended at the request of the employee, not required by Rogers County, will not be considered as time worked in overtime calculations.

F. The workweek for overtime purposes runs from 12:00 a.m. Monday through 11:59 p.m. Sunday.

G. Law enforcement personnel who are nonexempt, earn Compensatory Time Off for hours worked in excess of 171 hours in the 28-day period. Compensatory Time will be earned at the rate of one and one half (1 ½) times the employee's regular rate of pay.

Failure to work *scheduled* overtime or overtime worked without prior authorization from the employee's Elected Official or department supervisor may result in disciplinary action up to and including discharge.

Note: Only nonexempt employees are entitled to earn compensatory time as describe above. Exempt employees are not entitled to overtime pay.

INCLEMENT WEATHER CLOSURE

It is the policy of Rogers County to maintain normal business hours during inclement weather to provide the service the public requires and expects from us. The County has the sole discretion in determining if the Courthouse is to be closed in the event of inclement weather, power or other utility failure, or other emergencies. The County Official designated by the Board of County Commissioners will have the authority to close County offices during normal working hours. Employees will receive their regular pay in the event that the Courthouse is closed due to inclement weather.

Employees are expected to make reasonable efforts to get to work during inclement weather. The County realizes its obligation to employee's physical well-being and safety and each employee must use good judgment on their personal driving skills and road conditions. All employees who are unable to report to work must call their Elected Official or department supervisor and report their absence prior to the start of the work day or the absence will be considered unscheduled. Text messaging and/or email alone is not considered sufficient notice and must be followed up by telephone. If the Courthouse remains open during inclement weather, vacation hours will be charged to employees who elect not to report to work.

OKLA. STAT. Ann. tit. 74, § 840-2.20A; Okla. Admin. Code § 530:10-15-71

LONGEVITY

Longevity will begin on the employee's anniversary date. If employee's anniversary date falls after the first day of the pay period the longevity pay will begin on the next pay cycle.

When an employee ceases to work at Rogers County for any reason, that employee will have a period of ten (10) working days to be re-employed in order to retain longevity pay.

Longevity Increase Table

5 Consecutive Years of Service	\$25 per month increase
10 Consecutive Years of Service	\$25 per month increase (total of \$50)
15 Consecutive Years of Service	\$25 per month increase (total of \$75)
20 Consecutive Years of Service	\$75 per month increase (total of \$150)
25 Consecutive Years of Service	\$25 per month increase (total of \$175)
30 Consecutive Years of Service	\$25 per month increase (total of \$200)

EMPLOYEE BENEFITS

PLAN OVERVIEW DOCUMENTS

Benefits are a significant part of your total compensation at the County, and it is your responsibility to make sure you understand them and use them wisely. Although this Handbook provides a general description of the employee benefits offered by the County, the details and contractual obligations can be found in each of the benefit plan documents.

If you are a regular full-time employee who has completed the requisite eligibility period, you are entitled to participate in the County's benefit plans according to the terms and conditions of each plan. The cost of these benefits to you has been minimized with much of the expense being paid by the County. The County Reserves the right to terminate or amend any employee benefit plan at any time.

MEDICAL BENEFITS

For a detailed summary of employee benefits regarding health and dental insurance coverage and the other benefits listed below, please refer to the summary plan descriptions (SPD's) for each benefit. These SPD's and the applicable plans will take precedence if there are any inconsistencies between the information in those documents and in this Handbook. Contact the Benefits Coordinator for more details.

- A. **Health Insurance** benefit provides employees a PPO health plan. County pays 100% of the employee premium. The additional cost for dependent premiums is paid through pre-tax payroll deductions. Rogers County offers a High Deductible Health Plan with a Health Savings Account (HSA), to which the County contributes. Refer to your Summary Plan Documents for details. Questions can be directed to the Benefits Administrator in the County Clerk's office.
- B. **Vision Insurance** is paid by the County. The additional cost for dependent premiums is paid through pre-tax payroll deductions.
- C. **Dental Insurance** is provided and will cover most preventative dental care costs and a percentage of routine and major dental expenses. County pays the premium for single coverage. Dependent premiums are paid through pre-tax payroll deductions.
- D. **Life / AD&D** - Full time employees are provided \$20,000 life insurance and AD&D coverage in the amount of 2 ½ times annual income plus \$15,000 not to exceed \$315,000. This benefit is provided at no cost to the employee.
- E. **Pre-Paid Legal** is an optional benefit available to eligible employees. The employee is responsible for premium costs.
- F. **Employee Assistance Program** is available to eligible employees at the County's cost.
- G. **Section 125 Flexible Spending Account** -. Employees age 62 and over with a Health Restricted account are eligible for the FSA. Enrollment in the spending accounts occurs annually. Once employees have enrolled, they are locked in until the end of the plan year, unless they experience a change in family status.
- H. **OPERS** (Oklahoma Public Employees Retirement System) - Rogers County is a member of OPERS. Please refer to your OPERS handbook for details of this retirement system.

The information in this section is meant to be a general summary of our plan only, not a detailed summary or outline of benefits to which an employee may be entitled. Benefits may be affected by specific limitations and exclusions included in the County's contract with our insurance providers. For more information, refer to the SPD's provided to all covered employees or contact the Benefits Coordinator for more information.

WORKERS' COMPENSATION INSURANCE

The County carries Workers' Compensation Insurance. If it is determined that your injury or illness is due to your employment at the County, your compensation will be governed by, and will be subject to the terms and conditions of, the Workers' Compensation Act.

If you receive Workers' Compensation payments, you will be allowed to maintain medical and dental insurance coverage as long as you pay the County the amount that would have been deducted from your paychecks for such insurance. All payments for medical and dental insurance must be made monthly and must be received on or before the first day of the month.

If your injury or illness constitutes a "serious health condition" as defined in the Family and Medical Leave Act, your workers' compensation absence will be counted toward your FMLA leave entitlement.

If you experience a work-related injury, please report this immediately to your Elected Official or department supervisor.

SOCIAL SECURITY

The federal Social Security program provides benefits for you after you retire or otherwise qualify for benefits. Mandatory contributions are deducted each pay period from your earnings. The County contributes an equal amount to your account. The Social Security Administration recommends that you check your account with them at least once every four years. If you wish to do so, contact the Payroll Administrator in the County Clerk's office.

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

COBRA is an acronym for Consolidated Omnibus Budget Reconciliation Act. The main purpose of COBRA is to require employers maintaining group health plans to offer employees and their dependents the opportunity to continue their coverage in cases where they would otherwise lose coverage because of certain events. These events are called "qualifying events." Qualifying events are specific occurrences that cause an employee or dependent to lose coverage under the group health plan.

A qualified beneficiary is an individual (employee, spouse or child) that was covered under the group health plan the day before the qualifying event. A qualified beneficiary also includes a child born to or adopted by a covered employee during the period of COBRA coverage. A qualified beneficiary has the right to continue coverage under COBRA.

If you qualify to receive COBRA, you will receive a COBRA Rights Notification (CRN), delivered through the USPS mail. A CRN is a document provided to employees and/or employee spouses covered under an employer's benefit plan. This document explains the provisions available to

covered individuals to continue benefits coverage due to certain qualifying events. This document is also referred to as an Initial COBRA Rights Notification. If you elect COBRA continuation coverage, you must pay the premium payments of the coverage no later than the grace date. The County uses a third-party administrator for COBRA notifications and payments. Details about your rights and payment options can be found in the CRN. If you have questions about COBRA continuation coverage, contact Benefits Coordinator.

TIME OFF FROM WORK

PAID LEAVE -- VACATION

Based on months of service, all full-time eligible employees, will earn Vacation Leave each pay period based on the following schedule:

Months of Service	Vacation Hours Per Month	Vacation Maximum Accumulation (Bank)
0-60 months (Day 1- Year 5)	10.0	240
61-120 months (Yrs. 6-10)	12.0	288
121-240 months (Yrs. 11-20)	13.33	320
241 + months (Yrs. 21 and above)	16.67	400

The actual vacation an individual employee earns will sometimes be less than shown due to such things as unpaid absences reducing their eligible earning hours, or reaching their maximum accrual limit, and so forth.

- A. Vacation leave must be earned before it is taken. No vacation will be longer than 10 consecutive working days without permission of the appropriate Elected Official and/or manager. Vacation schedules are subject to approval by the Elected Official. Vacation leave may be taken in any increment at the discretion of the Elected Official approving the vacation leave. Vacation leave will be accrued on a monthly basis and pro-rated, as appropriate, for less than fulltime service.
- B. Upon separation, employees are not entitled to payment of accumulated vacation leave and such accumulated leave shall be forfeited. Retirees will be paid up to 120 hours of

their vacation bank upon retirement. Retirees must go through retirement process with OPERS to be considered retired.

- C. Employees using Vacation Leave will be paid straight time for the vacation leave and will not receive compensatory time if taking the vacation leave would place them in an overtime situation.
- D. Employees do not accumulate vacation leave during unpaid leaves of absence.
- E. Full-time employees will begin accruing vacation leave immediately upon being employed with the County. However, employees shall not be permitted to use vacation leave until after they have completed 90 consecutive days of full-time employment. Part-time employees who change to full-time employment status shall not begin to accrue vacation leave until they change to full-time status, and such employees must serve 90 consecutive days as full-time employees prior to being able to use vacation leave. Full-time employees who have completed 90 consecutive days as full-time employees and then subsequently change to part-time status shall forfeit their accrued vacation leave upon losing full-time status and shall cease accruing vacation leave upon the date they become part-time employees.
- F. Employees who have exhausted all leave and are not in a protected status due to FMLA, Workers Compensation, or on an approved Personal Leave of Absence may be dismissed from employment for any unapproved absence.
- G. Vacation cannot be used until after it is earned and credited to the employees Vacation Leave Bank. Vacation must be scheduled and approved in advance by the Supervisor. Approval of vacation may be based on seniority and workloads and may be denied at a particular time by Rogers County due to business reasons. Any employee who is denied vacation but later fails to report for work during the requested vacation period may be deemed to have abandoned their position.

Rehired employees will be treated the same as a new hire regarding vacation leave. Employees are not required to use vacation leave for bereavement pay, or compensation for jury duty or military duty.

PAID LEAVE – SICK LEAVE

All full-time eligible employees will earn Sick Leave each pay period based on the following schedule:

Accrual Rates	
Sick Leave	Accumulation Limits

10.00 hours per month	1040 hours
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The actual sick leave an individual employee earns will sometimes be less than shown due to such things as unpaid absences reducing their eligible earning hours, or reaching their maximum accrual limit, and so forth.

- A. Sick leave must be earned before it is taken. No sick leave shall be accumulated beyond the accumulation limits noted above. Sick leave will be accrued on a monthly basis and pro-rated, as appropriate, for less than full-time service.
- B. Upon separation unused sick leave will be submitted to OPERS for potential months of service credit. See OPERS manual for service credit table.
- C. Sick leave may be used only for intended and approved purposes and may not be used as an extension of or substitution for vacation periods.
- D. Abuse of sick leave, including but not limited to habitual tardiness, excessive absences, interference with quality or quantity of work product or other abuses may lead to disciplinary action up to and including discharge.
- E. Employees using sick leave will be paid straight time for the sick leave and will not receive compensatory time if taking the sick leave would place them in an overtime situation. Employees do not accumulate sick leave during unpaid leaves of absence.
- F. Full-time employees will begin accruing sick leave immediately upon being employed with the County. However, employees shall not be permitted to use sick leave until after they have completed 90 consecutive days of full-time employment. Part-time employees who change to full-time employment status shall not begin to accrue sick leave until they change to full-time status, and such employees must serve 90 consecutive days as full-time employees prior to being able to use sick leave.
- G. Full-time employees who have completed 90 consecutive days as full-time employees and then subsequently change to part-time status shall forfeit their accrued sick leave upon losing full-time status and shall cease accruing sick leave upon the date they become part-time employees.
- H. Employees who have exhausted all leave and are not in a protected status due to FMLA, Workers Compensation, or on an approved Sick Leave of Absence may be dismissed from employment for any unapproved absence.
- I. Rehired employees will be treated the same as a new hire regarding sick leave.
- J. An employee may utilize Sick Leave for the following reasons:
 - Sick or family illness or injuries.
 - Emergencies
 - Sick business that cannot be handled outside normal working hours.

- Medical and dental appointments
 - Work related disability of 7 days or less (may also be used in conjunction with temporary Disability to supplement Workers Compensation pay.)
 - Supervisors may require a signed doctor’s note or a prescription bearing the date of absence if an absence from work is for a medical or dental appointment.
 - Supervisors may require a signed doctor’s note statement if an employee is absent from work for three or more consecutive working days due to medical reasons.
- K. In the event the leave is due to your own serious health condition, or for the seriously ill condition of a family member, the sick leave will also constitute family/medical leave where appropriate. During an approved FMLA leave, Rogers County will maintain your health benefits, as if you continue to be actively employed (see Policy HR 3-20 Family and Medical Leave). If your need for sick leave is foreseeable, you must give Rogers County 30 days prior written notice. Where the need for sick leave is not foreseeable, you are expected to notify Rogers County within two (2) business days of learning of your need for sick leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for denial of the leave as sick leave.
- L. If you are requesting sick leave, you and the relevant health care provider may be asked to supply appropriate medical certification. Failure to provide requested medical certification in a timely manner may result in disciplinary action up to and including termination and/or denial of leave until the requested medical certification is provided. Rogers County, at its expense, may require an examination by a second health care provider designated by Rogers County, if it reasonably doubts the medical certification you initially provide. Rogers County may require subsequent medical certification on a reasonable basis.

Employees will not be required to use sick leave for bereavement pay, or compensation for jury duty or military duty.

Ref. Family Medical Leave Act

FUNERAL LEAVE

At the discretion of the Elected Official, employees may be granted up to three (3) days off with pay upon the death of the employee’s parent, child, spouse, sibling, grandparent, grandchild, great grandparent, great grandchild, uncle, aunt, nephew, or niece. Any additional time off shall be charged to sick leave.

LEAVE SHARING

Rogers County has adopted a Leave Sharing Policy which is similar to, but is not totally consistent with, the Leave Sharing Program for State employees. A county employee may donate annual or sick leave time to another county employee only pursuant to the following conditions.

- The receiving employee has exhausted, or will exhaust, all annual leave, sick leave and compensatory time (if applicable) due to illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature;
- The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment; and
- The supervising officials of both the Recipient Employee and the Donor Employee approve the leave sharing arrangement.

The maximum amount of shared leave an employee may receive during their employment with the county is two hundred sixty-one (261) days of shared leave.

Donating employee must retain a minimum of 80 hours sick leave to cover their own personal situations. Exceptions to this requirement will be considered on a case by case basis.

HOLIDAYS

The Board of County Commissioners of Rogers County shall designate and publish between the 1st and 20th of January of each year which holidays the County offices will be closed.

This policy applies to all full-time employees of Rogers County.

Any employee who is on leave without pay status, and who does not work the working day immediately preceding and the working day immediately following a holiday shall not be paid for that holiday.

Holiday pay is equivalent to the employees' regular day's work. For example, if an employee works 10-hour shifts and the holiday falls on a regular working day the day will be paid at 10 hours of pay.

Temporary, part-time employees, and other limited term employees are not eligible for paid holiday leave.

RELIGIOUS HOLIDAYS

The County respects your right to worship as your faith dictates but does not observe religious holidays other than Christmas. If you are a full-time regular employee, you may request from your Elected Official or supervisor that leave be applied toward other religious holidays you wish to observe. If you are in another employment classification, you may request unpaid time off for other religious holidays you wish to observe. Please make arrangements with your Elected Official or department supervisor as far in advance as possible.

FAMILY AND MEDICAL LEAVE (FMLA)

Rogers County will provide Family and Medical Leave to its eligible employees. The mandatory FMLA Notice is posted and all new employees are provided with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in common employee areas, such as break rooms.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions

Under this policy, Rogers County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition of the employee.

If you have any questions, concerns, or disputes with this policy, you must contact the Benefits Coordinator in the County Clerk's office.

MILITARY LEAVE

If you are a member of a military Reserve Component required to attend an annual two-week training session, you may attend that session without loss of income. The County will pay you the difference between your normal pay and the amount you receive in military pay, up to two weeks per year. Your military pay voucher will be required to compute the differential in pay. To request military leave, submit a Leave and Time-Off Benefit Request Form to your Elected Official or department supervisor at least four weeks in advance of the date your training is scheduled to commence.

If you are a member of a Reserve Component called to active duty, you will be allowed to return to your position or a comparable position at the County without loss of status or seniority, and the service and benefit eligibility will be granted according to the provisions of the Uniformed Service, Employment and Reemployment Rights Act.

JURY AND COURT DUTY

The following procedures shall regulate when an employee is called for jury duty or subpoenaed to court:

- Employees will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in federal, state or municipal court as a witness or juror. The employee will be required to provide satisfactory documentation requiring their appearance as a witness or juror.
- Employees may retain all compensation or fees which he/she received for serving as a juror. The employee will receive his/her regular compensation during the time he/she is serving on jury duty, less all compensation or fees received from serving as a juror. Alternatively, the employee may endorse or “sign-over” any checks for compensation or fees received for serving as a juror.
- If the employee is relieved from court or jury duty during working hours, the employee must report back to his/her worksite.
- The above provisions concerning compensation for time in court do not apply if the employee is involved in private litigation. On these occasions, the employee must take annual leave, compensatory time, or leave without pay.

OKLA. STAT. Ann. Tit. 38, §§ 34-35

SERVICE OF SUBPOENA AND COURT LEAVE

From time to time, the County may be involved in litigation. If you are served with a subpoena or legal process that relates, or may relate, in any way to the County, (1) do not discuss the legal proceeding or answer any questions posed by the person serving the subpoena or court order other than to identify yourself, and (2) immediately notify your supervisor, Elected Official or, in his or her absence, the Assistant District Attorney, Civil Division.

VOTING

The County encourages employees to vote in local, state, and federal elections. You should arrange to vote before or after work hours or during your meal break to avoid disruptions to the business of the County. If, however, you must miss work in order to vote, you should obtain advance approval from your Elected Official or department supervisor.

UNPAID/PERSONAL LEAVE

In an effort to recognize and accommodate the needs of employees who require time off in addition to other types of leave, the County may consider granting an unpaid personal leave of absence. If you are a regular full-time or regular part-time employee, you may request an unpaid/personal leave. To request unpaid/personal leave, submit a Leave and Time-Off Benefit Request Form to your supervisor at least 30 days prior, if possible, to the date the requested leave is to commence. Your supervisor will, in turn, deliver the request to your Elected Official. Any leave requests over two weeks will require further review and may or may not be approved. If you are unable to submit the request prior to leaving work, you or a member of your immediate family must notify HR and verbally request unpaid/personal leave as soon as possible.

You must use all earned compensatory time, vacation, and sick time before requesting unpaid/personal leave for any purpose.

If you are on Family Medical Leave, or are receiving Workers' Compensation payments, you are ineligible for an unpaid/personal leave of absence.

You will not accrue vacation or sick leave during an unpaid/personal leave, and all contributions to your 457 plan will be discontinued during unpaid/personal leave.

During an unpaid/personal leave, you will be allowed to maintain medical and dental insurance as long as you pay the County the amount that would have been deducted from your paychecks for such insurance. All payments for medical and dental insurance must be made monthly and must be received on or before the first day of the month. Thereafter, you may maintain medical and dental insurance pursuant to COBRA provisions.

Given that the County has a duty to care for the participants of the program, employees cannot be guaranteed a grant of unpaid/personal leave nor are you guaranteed reinstatement upon returning from unpaid/personal leave. The County will attempt, but is not obligated, to place you in your former position or a comparable position in terms of responsibility, compensation, and benefits, subject to the County's employment needs.

If you do not return to work upon the expiration of your unpaid/personal leave, your employment will be terminated and will be ineligible to receive benefits of any kind other than those available pursuant to COBRA provisions.

PERSONAL AND CAREER DEVELOPMENT

PERFORMANCE EXPECTATIONS

Annual performance reviews are an important part of the employee and manager relationship at The County and Elected Officials, supervisors and employees are encouraged to discuss job performance together. These discussions can provide an opportunity for you and your supervisor to:

- Review and clarify job responsibilities.
- Consider your accomplishments and how well you have performed your job during the year.
- Discuss any aspect of your performance that need improvement.
- Identify departmental and personal goals for the upcoming year.

Each Elected Official is responsible for providing feedback to their employees at their sole discretion and will follow procedures specific to their district and department. If you have questions about your performance, you are encouraged to reach out to your Elected Official or department manager.

TRAINING AND EMPLOYEE DEVELOPMENT

You and the County share a joint responsibility to ensure that your skills, knowledge, and abilities are fully developed to maximize your performance and prepare you for advancement. Accordingly, the Board of County Commissioners and Elected Officials are responsible for an employee's education and training for job specific duties and the enhancement of organizational or individual performance. All training and/or education must be approved and shall be at the discretion of the employee's Elected Official and/or department supervisor Please contact your Elected Official or supervisor for details of training opportunities.

LICENSED AND CERTIFIED PERSONNEL

If you are required to be licensed or certified by governmental agencies and/or professional associations in order to perform your job at the County, you are responsible for maintaining your license or certification in an active status. Each time you receive a new or updated license or certificate, provide a copy to your Elected Official and/or department supervisor for inclusion in your personnel file. If a certification is required in order to perform your job, a lapse in certification will result in a temporary suspension without pay and/or termination.

WORKPLACE EXPECTATIONS

PROHIBITED BEHAVIOR

The County is responsible for providing a safe and secure workplace and visitor experience and strives to ensure that all individuals associated with the County and the general public are treated in a respectful and fair manner. The Board of County Commissioners, Elected Officials and supervisors are responsible for implementing standards of performance and expectations appropriate to their district or department. Please refer to your Elected Official or supervisor if you have any questions on standards and expectations.

ATTENDANCE AND PUNCTUALITY

To consistently serve the public with excellence, it is imperative that every employee be present when scheduled, in order to fulfill the expectations of our community.

Employees should report for work punctually and be available to work all scheduled hours and any required overtime. Since most of our employees work in a team or “open to the public” environment, irregular or poor attendance can adversely affect productivity and disrupt workflow and customer service. Additionally, it can create a burden for those employees without attendance problems and negatively impact employee morale. Refer to your Elected Official or supervisor for their department’s absence and tardiness policy for additional details and guidelines.

TRAVEL

OFFICIAL COUNTY BUSINESS

The County may pay traveling expenses or reimburse traveling expenses for certain individuals as described in this policy for travel related to official County business:

- Elected officials.
- County employees.
- Volunteers performing substantial services for the County.
- The County will not pay travel related expenses for guests accompanying the County official or employees that are not employed by the county (spouse, children, etc.)

TRAVEL EXPENSES RELATED TO OFFICIAL COUNTY BUSINESS INCLUDE THE FOLLOWING:

- Mileage rate (as set annually by the Board of County Commissioners) for use of a personal vehicle while conducting official County business.
 - Elected officials opting to receive the monthly travel allowance as allowed by OKLA. STAT. tit. 19, § 165 will only be eligible for mileage reimbursement for travel in a personal vehicle outside of the county. Such mileage will begin at the point in which the official leaves for the out of county travel.
- Hotel expenses for overnight travel when overnight travel is necessary.
 - If the travel on official county business can be conducted within the hours of a normal work day, the county will not be responsible for overnight lodging.
- Meals
 - In lieu of reimbursing for meals and incidental expenses associated with overnight and certain single-day/non-overnight travel, the County has adopted a per diem policy. See below.
 - Note: Meal receipts are not necessary for per diem travel claims.
- Tolls – with proper documentation:
 - Receipts
 - Printout from Oklahoma Turnpike Authority detailing tolls associated with a particular route.
- Airfare.
- Parking fees.
- Other means of travel as deemed necessary by the County.

TRAVEL IN A COUNTY-OWNED VEHICLE

- Upon approval of the department head, county employees may drive a county-owned vehicle for travel on official county business.
 - No mileage reimbursement may be claimed by an individual for travel in a county-owned vehicle.
- Commuting: when it is necessary for the employee or County Official to drive a county owned vehicle to and from work, the county will account for the taxable fringe benefit as required by current IRS regulations. See IRS Publication 15-B related to the following:
 - Commuting Rule for employees.
 - Lease-value Rule for elected officials.

This does not apply to deputies driving patrol cars.

- When an elected official opts to receive the monthly travel allowance in accordance with 19 O.S. § 165, he or she is not be eligible to drive a county-owned vehicle.

PER DIEM

- In lieu of reimbursing for meals and incidental expenses associated with overnight and certain single-day/non-overnight travel the County has adopted a per diem policy.
 - Only travel that exceeds 70 miles from the County (as measured from the Courthouse in Claremore, OK) will be eligible for overnight travel.
 - Single-day/Non-overnight travel eligible for per diem reimbursement is defined as County business that can be conducted within the hours of a normal work day and requires the employee to attend a site or location that is not the employees regular working location.
 - The County will reimburse per diem costs in accordance with the current per diem rates published on the GSA website at www.gsa.gov. Single-day/Non-overnight travel shall be reimbursed at the “lunch” rate identified by the GSA (or prorated if no such rate is published).

Note: Meal receipts are not necessary for per diem travel claims.

LODGING TAX/SALES TAX

- When the County pays for in-state lodging directly, no lodging tax may be charged.
- If an individual pays personally for lodging and claims reimbursement, lodging tax may apply.
- This is also applicable for in-state sales tax; the county is exempt but an individual paying personally is not. The employee/official may include sales tax on their travel claim for reimbursement.

TRAVEL CLAIMS

- Individuals must submit OSAI form #1117 for reimbursement of travel expenses related to official County business.
 - Form #1117 is available on OSAI website: <https://www.sai.ok.gov>

- The travel claim must have the following documentation attached:
 - For toll roads the employee may obtain receipts or print and attach documentation from the Oklahoma Turnpike Authority at <https://www.pikepass.com/toll/TollCalculator.aspx>
 - For overnight travel - documentation of official county business (meeting agenda, class certification letter, etc).
- The map mileage will be figured using the statewide mileage table on the Oklahoma Department of Transportation Website:
 - <http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm>
- Vicinity mileage is the mileage incurred in addition to the map mileage available on the statewide mileage table. For example, business miles traveled to location not listed in the table, miles traveled around a metro location to conduct official business, business miles traveled from an individual's residence which is not located in or near the cities listed in the mileage table. Vicinity miles will be figured using:
 - MapQuest
 - Odometer readings
 - Other mapping program approved by the Board of County Commissioners

CONFIDENTIALITY

All County records and information relating to the County are confidential and employees must, therefore, treat all matters accordingly. No County or County-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the County) may be removed from County's premises without permission from the County.

Additionally, the contents of the County's records or information otherwise obtained regarding business may not be disclosed to anyone, except where required for a business purpose such as an Open Records Request. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the County. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

Each Elected Official will develop a policy for providing records pursuant to the Oklahoma Open Records Act. Employees responsible for responding to Open Records Act requests shall discuss with their Elected Official the procedure for identifying information subject to public disclosure and the method for responding to all such requests. Any questions relating to an Open Records

Act request should be addressed with the Assistant District Attorney, Civil Division.

CONFLICTS OF INTEREST

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his/her Elected Official or supervisor. If an employee has any question whether an action would create a conflict of interest, he/she should immediately contact their supervisor or Elected Official to obtain advice on the issue.

Acceptance of Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

OUTSIDE EMPLOYMENT

Employees are required to disclose any outside employment obligations. Outside employment is acceptable unless the activity conflicts with the County's interest. In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed by the County;
- Involve organizations that are doing or seek to do business with the County, including actual or potential vendors or customers; or
- Violate provisions of law or the County's policies or rules.

From time to time, employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the County must be given priority. Employees are hired and continue in the County's employ with the understanding that the County is their primary employer and that other employment or commercial involvement which conflicts with the business interests of the County is strictly prohibited.

Depending on the nature of the secondary employment, Rogers County may require the employee to submit time sheets from all other employers and/or jobs to ensure the employee is appropriately allocating their time to the appropriate employer.

DRUG AND ALCOHOL USE AND TESTING

In compliance with the Drug-Free Workplace Act of 1988, the County is committed to providing

a safe, quality-oriented, and productive work environment. The County strictly prohibits the unlawful possession or use of drugs or alcohol by employees or non-employees doing business with our employees, in our workplace, or on County property.

All County employees and applicants for employment will be subject to testing for drugs and alcohol. Employees are subject to the following testing:

- Pre-employment testing
- For cause testing
- Random testing
- Post-rehabilitation testing
- Post-accident testing

Employees are expected to be in suitable mental and physical condition while at work and are expected to perform their jobs satisfactorily and behave appropriately for the benefit of others. Rogers County has a zero-tolerance policy concerning:

- a. the use, consumption, selling, dispensing, manufacturing, and possession of alcohol and substances regulated as Schedule 1 Substances under the Controlled Substances Act (“Unlawful Substances”);
- b. employees under the influence of alcohol and/or Unlawful Substances at the workplace; and
- c. employees with a presence of any detectable amount of Unlawful Substances while performing work for the County.

The County intends to take swift action to correct performance, attendance, or other work-related problems resulting from prohibited alcohol or drug abuse, which can include termination.

Employees observed in the possession of, using, or impaired by, alcohol and/or Unlawful Substances at the workplace or while performing duties for the County are subject to disciplinary action, including immediate termination.

Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the County within five days of such conviction or plea. At its discretion, the County may require employees who violate policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

MEDICAL MARIJUANA LICENSED USER POLICY

Employees shall always ensure that their off-duty uses of medications or Unlawful Substances prescribed for medical purposes, if lawfully being used under the laws of the State of Oklahoma and authorized by a qualified medical professional:

- a. do not interfere with employee's duties for the County, County's business, or County's employees, the general public, vendors, and other business relationships; and
- b. do not pose a threat or danger to the employee, co-workers, or any third parties.

Rogers County does not permit or accommodate the use of medical marijuana on County property, in County owned equipment, or any other location during hours of employment. County maintains written policies regarding drug testing and impairment in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, Section 551 et seq. of Title 40 of the Oklahoma Statutes, as well as all applicable federal guidelines.

Unless otherwise required by federal law or required to obtain federal funding, Rogers County will not:

- refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of such applicant or employee's status as a medical marijuana licensee
- refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites, unless:
 - the applicant or employee is not in possession of a valid medical marijuana license,
 - the licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations, or
 - the position is one involving safety-sensitive job duties

Safety Sensitive means any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others including, but not limited to, any of the following:

- the handling, packaging, processing, storage, disposal or transport of hazardous materials
- the operation of a motor vehicle, other vehicle, equipment, machinery or power tools

- repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage
- performing firefighting duties
- the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution
- the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component
- dispensing pharmaceuticals
- carrying a firearm, or
- direct patient care or direct child care

See Oklahoma Medical Marijuana and Patient Protection Act, OKLA. STAT. tit. 63, § 427.1, *et seq.*

POLITICAL ACTIVITY

You are encouraged to exercise your right to vote and belong to political parties. However, during normal working time or while in a County uniform or vehicle, you will not circulate petitions or campaign literature for or against candidates, including Elected Officials, or for initiative or referendum petitions, nor be in any way concerned with soliciting, receiving subscriptions, or participating in political services or activities.

An employee may be subject to discipline up to and including immediate discharge for violation of these provisions.

PROFESSIONAL APPEARANCE

All employees are expected to behave and dress in a professional, businesslike manner. Style of dress, grooming, and behavior is at the discretion of the Elected Official but should at all times be appropriate to the job at hand and safety standards should be observed.

You are required to keep your work environment clean and orderly and to secure assets of The County (i.e., tools, equipment, vehicles, and confidential materials).

SMOKING, VAPOR AND OTHER TOBACCO USE

All County buildings, grounds and other properties of county, including vehicles, trucks and heavy equipment are designated as **nonsmoking**. **There are no designated smoking areas on County property**. It is County policy to prohibit the use of all tobacco products, including electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) on county property as designated above.

Failure to comply with this provision may subject an employee to disciplinary action, including immediate termination.

SOLICITATIONS AND DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, County employees shall not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on County premises at any time.

USE OF COUNTY PROPERTY

The County invests significant sums of capital to provide employees the various supplies, equipment, tools, and materials necessary for satisfactory job performance. These items are to be used for County purposes. Employees are expected to exercise care in the use of County equipment and property and use such property only for authorized purposes.

The County owns all equipment, tools, vehicles; the systems and all data that is stored on or passes through our equipment or systems, including but not limited to the computer system, the phone system, the intranet and email and voicemail systems. The County's equipment, including electronics such as cell phones, radios, telephones, postage, facsimile and copier machines, and all other tools, vehicles, and equipment, is intended for business use only.

It is a violation of County policy to remove any equipment, tools, County vehicles, or other materials or property from the County premises without prior approval from the Board of

Commissioners or the appropriate Elected Official. You must also have permission to remove any scrapped or rejected materials. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Loss, damages or theft of County property should be reported at once. If County property is damaged, lost, or broken because of the intentional or negligent acts of the employee, the responsible employee may be required to reimburse the County for the cost of repairing or replacing the item. There could be HIPAA and other security violations as result of lost or stolen property such as thumb drives and laptops. Intentional misuse or negligence in the care and use of County property may be considered grounds for discipline, up to and including termination.

Upon termination of employment, an employee must return all County property, equipment, work product, and documents.

CELL AND OFFICE PHONE USE

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity, and be distracting to others.

Employees are asked to make personal calls (including text messaging) on non-work time (i.e. breaks and meal periods) and to ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate attention.

The County will not be liable for any financial responsibility concerning the loss of or damage to personal phones nor any financial responsibility for the use of personal cell phones brought into the workplace.

All employees are strongly encouraged to refrain from using their cell phone while driving on County business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

TECHNOLOGY

ELECTRONIC COMMUNICATION – INTERNET AND EMAIL

Rogers County has provided its employees with electronic communications equipment such as facsimile machines, electronic mail, internet services and voice mail systems. The County has a no-nonsense electronic communications policy. **Facsimile machines, voice-mail, personal computer networks, Internet, e-mail systems and all other communications systems are to be used for County business communications only.**

- A. All hardware and software used at the County is the property of Rogers County. No additions, deletions, changes, etc. may be made without the approval of the Computer Network Systems Administrator.
- B. All files, messages, and electronic communications of any kind created, sent or received using these systems remains the property of the County.
- C. E-mail communications are not private and may be accessed and disclosed to management at any time.
- D. Rogers County has the right to review, audit, access and disclose any business or personal information stored on file servers, hard drives, and diskettes or by any other electronic means. All activity is logged and can be monitored as necessary.
- E. Deleted files, messages and electronic communications may be stored somewhere in the system for an indefinite duration. The use of passwords does not indicate that information is confidential and “deleting” information does not mean it is gone from the system.
- F. Information stored on equipment purchased by employees but used on County premises or connected to the County network may also be accessed, reviewed and disclosed.

E-Mail

- A. All electronic communication should be composed in a courteous and professional manner.
- B. Any e-mail that is offensive, discriminatory, defamatory, insulting, romantic, pornographic, or breaches confidentiality, or is harassment – including race, color, religion, national origin, gender, age, disability or sexual harassment – may be grounds for discharge.
- C. Employees should not install any unauthorized software or hardware of any kind on the electronic devices provided to them by the County.

- D. Employees should not make any attempts to thwart any electronic security, auditing or monitoring methods in use at the County. Furthermore, employees are responsible for reporting any known breaches of these systems to their supervisor.
- E. No e-mails will be opened from someone who is not known to the employee or the content of the e-mail is not known in advance.
- F. Employees will not send or participate in e-mail jokes, stories, chain distributions, or distribution lists of any sort, except where there are business communications that are distributed for strictly business purposes.

Internet

The County provides authorized employees access to on-line services such as the Internet. It is expected that employees will use these services in a responsible way and for business-related purposes only.

- A. Do not click on links within e-mails that connect to the internet unless they are for a work-related purpose and the content of the link is known.
- B. Do not surf the internet unless it is for a work-related purpose with a particular goal in mind.
- C. Do not download files for anything other than a work-related purpose.
- D. Do not accept anything other than work-related documents or files either on the Internet or any portable storage devices.
- E. **Additionally, under no circumstances are employees permitted to use the County's Internet to access, download, or contribute to the following: sports sites; job-search sites; gross, indecent, or sexually-oriented materials; entertainment sites; gambling sites; personal pages of individuals; or politically-oriented sites.**

COMPUTER ANTI-VIRUS POLICY

Rogers County computers are equipped with network cards and/or modems to allow access to the County network and the Internet. This greatly increases the potential risk of spreading a dangerous virus. The vital electronic information contained on these systems and the network servers is to be protected at all times from risk of virus infection.

PROCEDURE

- A. The Information Technology Department will install, configure, and troubleshoot anti-virus software on all personal computers and servers in use by employees of Rogers County.
- B. The Information Technology Department will configure all computers connected directly to the local area network to automatically update its virus definition files at least once a week. Employees should not interfere with this process.
- C. Employees that work from home or travel with desktop or laptop computers should manually initiate an update of their virus definition files at least once per week. The Information Technology Department will provide instructions on how to do this.
- D. The Information Technology Department will check a randomly selected group of personal computers on a monthly basis to ensure the anti-virus software is operational and up-to-date.
- E. Rogers County will strongly encourage all business partners connected to the network to install and maintain anti-virus software on their computers.
- F. Employees must report any suspected virus incidents and/or problems with the anti-virus software to the Information Technology Department immediately. Any delay could result in infection and potential loss of data.
- G. Employees will not install any unauthorized software of any kind on the electronic devices provided to them by the County. The Information Technology Department should approve any software before it is loaded.
- H. Employees should not make any attempts to thwart any anti-virus methods in use at the County. Furthermore, employees are responsible for reporting any known breaches of these systems to the Information Technology Department or to their supervisor.
- I. Employees should exercise reasonable precautions to help protect against the risk of infection. Such precautions include:
 - Scanning portable storage drives prior to use in County computers.
 - Not leaving portable storage devices in drives when computer is turned off. This is how boot sector viruses are spread.
 - Not opening e-mail attachments that are unexpected or are from an unrecognized sender. Many of today's viruses are spread through e-mail.
 - Only use computer for business purposes.
 - Knowingly infecting a computer with a virus or violating any part of this policy may result in discharge of employment and legal action against the employee.

USE OF COUNTY TELEPHONES AND POSTAGE

Personal use of County telephones for long-distance and toll calls is not permitted. Employees are required to practice discretion in using County telephones when making local personal calls. Personal phone calls are to be made only when necessary and restricted to a brief conversation.

PROCEDURE

- A. Frequent and extended personal phone calls result in critical business calls not getting through, extra expense to the County through lower employee productivity, extra expense to the County for additional phone lines, and increased pressure on the switchboard.
- B. Our telephones are for business use. Discourage family members and friends from calling unless it is urgent. **Excessive personal cell telephone use is not acceptable and may result in disciplinary action, including termination.** When personal phone calls are necessary they should be very brief. Use of personal cell phones will be limited to breaks and lunch time.
- C. Employees may be required to reimburse the County for any charges resulting from their personal use of the telephone.
- D. The use of County-paid postage for personal correspondence is not permitted.
- E. Use of personal cell phones is limited to breaks or meal periods and away from the employee's workstation.

USE OF COUNTY EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

PROCEDURE

- A. Please notify your supervisor or Elected Official if any equipment, machines, or tools appear to be damaged, defective, or in need of repair.
- B. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.
- C. The Elected Official and/or department supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

SAFETY AND SECURITY

SAFETY POLICY

The County will make every effort to comply with all federal, state and local laws pertaining to occupational health and safety. Each County Commissioner and Elected Official is charged with oversight in this area and may maintain a safety manual outlining specific practices and requirements for staff.

Employees are expected to always work in a safe manner with respect to their own safety and that of fellow workers and our visitors. Each employee is expected to obey all safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate member of management. Since safety is a cornerstone of the County's employment philosophy, employees who violate safety rules and practices, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

DISASTER PREPAREDNESS

Employees are expected to become familiar with escape routes and the locations of fire extinguishers, hoses and alarms. In case of an emergency, every employee should follow the safety evacuation route and vacate the premises and remain at the designated meeting place until officials declare the premises safe. Exits and areas around the fire extinguishers must be kept clear at all times. In case of a severe weather warning, departmental designees will help get all employees and visitors to designated areas. Once the warning has expired, all employees must return to their workstation.

REPORTING AN INJURY OR ACCIDENT

Employees must immediately report all accidents or injuries, no matter how minor, to their Elected Official or department supervisor. In the event of a serious injury, call 911 immediately and then notify your Elected Official or department supervisor. In the event of a minor injury, the Elected Official or department supervisor will determine the need for medical assistance and may require the employee to seek medical attention at an approved medical facility. In the event

of all other accidents or injuries, the Elected Official or department supervisor must promptly take appropriate steps.

Failure to immediately report an injury can result in a loss of benefits or compensation.

PARKING AREA SAFETY

Employees should use caution when going to and from County parking areas and should immediately report any suspicious behavior or persons in the parking areas. To ensure parking area safety, employees should lock their vehicles and secure any personal items in the trunk of their vehicle prior to arriving on the County' premises. Employees who arrive or depart in darkness should take extra steps to ensure their personal safety.

VISITORS

To provide for the safety and security of employees and the facilities at the County, only authorized visitors are allowed in areas that require an access code to gain entry. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Approval of a County Commissioner, Elected Official or department supervisor is required before visitors are authorized to enter restricted areas. Authorized visitors shall be escorted to their destination by a County employee. Employees are responsible for the conduct and safety of their visitors.

You may not have personal visitors during working time.

WORKPLACE VIOLENCE PREVENTION

Given the increasing violence in society in general, the County has adopted a **Non-Discrimination & Anti-Harassment Policy** to protect our employees and deal with intimidation, harassment, or other threats of, or actual, violence that may occur in the workplace or while on County business. All County Commissioners, Elected Officials, department supervisors and employees share the mutual responsibility of preventing workplace violence by strictly adhering to this policy.

In addition to the guidelines stated in the Non-Discrimination & Anti-Harassment Policy, indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to an Elected Official, department supervisor, and/or the Rogers County Sheriff's Office. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. ***Employees should not place themselves in peril, nor should they attempt to intercede during an incident.***

Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual but contact law enforcement via 911. Make every effort to flee the situation as soon as possible. If a County Commissioner, Elected Official or department supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given by law enforcement.

POSSESSION OF FIREARMS/WEAPONS

Rogers County wishes to maintain a work environment that is free of firearms, weapons ammunition, explosives, illegal drugs, or other improper material. Where this policy is in conflict with state or federal law, the County will comply with the law to the extent required.

For purposes of this policy, a “weapon” is any item or object that is either designed to cause injury or is carried and intended for use as a weapon. The County recognizes that certain tools and other objects have legitimate uses and are not considered weapons when used for their intended purpose. Rogers County prohibits (except by authorized Sheriff’s office employees, law enforcement personnel, or by other specific authorization) the possession, transfer, sale, or use of the following items on County premises: switchblade knives and knives with a blade longer than four inches, dangerous chemical, explosives and ammunition, and firearms. Other objects carried for the purpose of injuring or intimidating other people may be considered dangerous items.

This prohibition includes all handguns even if the individual has a valid license to carry a concealed handgun. Firearms may be present in an employee's vehicle on County property only if the vehicle is locked at all times. Employees violating this policy will be subject to disciplinary action, up to and including discharge. If any employee observes any dangerous items in violation of this policy on County property, the employee is under a duty to report such item to the appropriate Elected Official.

OKLA. STAT. Ann. tit. 21 sec. 1290.22

INTERNAL INVESTIGATIONS AND SEARCHES

From time to time, the County may conduct internal investigations for security, auditing, misconduct, or other business purposes. Employees must cooperate fully with and assist in these investigations if requested to do so.

When necessary in the County’ discretion, work areas (*i.e.*, desks, file cabinets, lockers, etc.) may be subject to a search without notice. The County will generally try to obtain an employee's consent before conducting a search of work areas but may not always be able to do so.

RIGHT OF INSPECTION

It is the right of the County to inspect all County property (including file cabinets, employees' computers, lockers, desks, and other areas) at any given time. Searches of personal property may be conducted from time to time (i.e., at exits of County premises). However, searches are conducted only when there is a legitimate business reason to do so; they will be undertaken in a nondiscriminatory manner and only when there is a reasonable suspicion of a violation of County rules. Please cooperate on this matter, as it may be done for your safety and protection. Refusal to cooperate in any authorized search may result in discipline, up to and including discharge.

ACCESS CODES/ PASSWORDS/PROXIMITY CARDS

Access codes are required for certain positions within the County. This enables employees to access the building and different areas inside the building. These are confidential codes and employees are prohibited from allowing anyone else to know and/or use their code. Employees are also responsible for their computer passwords, passcodes, and login information. Under no circumstance should you share this information with your co-workers.

CORRECTIVE AND DISCIPLINARY ACTIONS

DISCIPLINARY PROCESS

All employees are employed on an at-will basis and at the discretion of their Elected Official. Corrective and/or Disciplinary Actions can include but are not limited to: verbal reminders, counseling, written reminders (Notice of Concern), suspension, discharge, or any other form of discipline that the County Commissioners, Elected Officials and/or department supervisors choose to impose based on an employee's violation of County policies, procedures, or practices and within limitations of federal and state labor regulations. Each Elected Official will establish their own policy and procedure relating to the disciplinary actions. The County Commissioners and Elected Officials in their sole discretion may impose discipline up to and including discharge based on a single violation of County policies, procedures, and practices.

No policy shall interfere in prohibiting disciplinary action of any employee who discloses information that the employee knows to be false, knowingly and willingly discloses with reckless disregard for its truth or falsity or knows to be confidential pursuant to law.

LEAVING EMPLOYMENT WITH THE COUNTY

SEPARATION OF EMPLOYMENT

Separation of employment within the County can occur for several different reasons. Your employment may end as a result of resignation, retirement, release (end of assignment or project), reduction in workforce, or discharge/termination.

- **Resignation** occurs when an employee voluntarily ceases employment with the County by providing written or verbal notice of the intent to resign. The employee is requested to provide a letter of resignation to his or her department head, providing a minimum two weeks' advance notice. If you hold a supervisory position, the County asks you to give additional notice commensurate with your position. The supervisor will then forward a copy of the letter to the County Clerk's Office.
- **Job Abandonment** occurs when an employee fails to appear for work and fails to report the absence. After two consecutive days of "no call, no show" an employee can be considered to have abandoned the job without notice.
- **Retirement** describes a situation in which the employee is at the end of their career and wishes to leave the workforce. Employees who are planning their retirement timeline should notify their supervisor and the Benefits Coordinator at least one month in advance of their retirement date.
- **Reduction in Force** arises due to a business-necessitated need and results in an involuntary, non-disciplinary termination of employment by the County.
- **Release** follows the conclusion of a temporary or project driven employment.
- **Termination** is an involuntary cessation of employment by the County with or without cause and usually is, but need not be, disciplinary in nature.

The County may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, benefits conversion privileges, repayment of outstanding debts to the County, or return of County-owned property.

REDUCTIONS IN FORCE

While the County hopes to continue growing and providing employment opportunities, business conditions, tax revenues, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed at a particular location. In light of these uncertainties, it may become necessary to conduct layoffs or furloughs at some point in the future. In the event that the County determines to lay off or furlough any Employee or a number of Employees, the County retains full discretion to select which Employee(s) will be laid off. While the County retains full discretion, some of the relevant

factors might include the County's operational requirements and the skill, productivity, ability, past performance, and length of service of those involved.

RETURN OF COUNTY PROPERTY

Employees are responsible for all County property, materials, or written information issued to them or in their possession or control. All property issued to an employee must be accounted for and returned on or before the employee's last day of work. Where permitted by applicable laws, the County may withhold from the employee's final paycheck the cost of any items that are not returned when required and may take all other action deemed appropriate to recover or protect its property.

FINAL PAYCHECKS

Final paychecks will be available on the next regularly scheduled payday following separation from employment. Final paychecks will be mailed unless otherwise requested by the exiting employee. Paper checks will be mailed to the last known mailing address, unless prior arrangements have been made with the County. Unused compensatory time will be paid out at time of termination; however, any unused vacation or sick leave will be forfeited. If there is a vacation balance owed to the County the amount will be deducted from the final paycheck. If there are any questions regarding the final paycheck, please reach out to Payroll in the County Clerk's office.

Retiring employees should meet with the Benefits Coordinator to discuss their OPERS benefits.

STATE UNEMPLOYMENT INSURANCE

If your employment with the County ends by termination or job elimination, you may be entitled to State Unemployment Insurance benefits. If you have questions about, or wish to apply for, unemployment benefits, contact the Benefits Coordinator.

Your employment with the County shall terminate when you (i) have received long-term disability payments covering a period of 12 months, or you (ii) are determined to be permanently unable to return to work, whichever occurs first. Thereafter, you may be eligible to maintain medical and dental insurance pursuant to COBRA continuation coverage provisions.

REHIRE

Former employees who left the County in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted online or to the specific County Commissioner or Elected Official. The applicant must meet all minimum qualifications and requirements of the position. The applicant's past association with the County is not a guarantee of employment.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits, except in a situation where the employee has been separated less than 90 days.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

ADDENDUM

POLICY ON ANIMALS

Employees of Rogers County are generally prohibited from bringing animals into the Courthouse and other County buildings and/or property except as hereinafter proscribed. Service Animals (as defined below) are allowed in the Courthouse and other County buildings and/or property when the animal is accompanied by an individual with a disability who indicates the service animal is trained, and provides, a specific service to them that is directly related to their disability.

Rogers County reserves the right to prevent employees and members of the public from bringing Service Animals into the Courthouse and other County buildings and/or property when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the employee's job. Rogers County will make those determinations on a case-by-case basis.

A "Service Animal" is defined as Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA") regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual's disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

An emotional support animal may provide physical assistance, emotional support, calming, and other kinds of assistance. Emotional support animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act. The District Attorney's Office for the 12th District operates a Therapy Dog Program designed to provide emotional and physical support for witnesses and victims. Rogers County endorses and

cooperates with the District Attorney's Therapy Dog Program. Any employee or other individual wishing to bring an animal into the Courthouse or other County buildings and/or property must receive prior approval from the District Attorney's Office and must operate under the District Attorney's Office's Therapy Dog Program.

EMPLOYEE ACKNOWLEDGEMENT

ROGERS COUNTY EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Amended by the Board of Commissioners and Elected Officials [Date mm/dd/yyyy]

This edition of the Employee Handbook supersedes all previous editions.

I understand that the information contained in the Rogers County's *Employee Handbook* is not a contract and does not create contractual obligations or property right in employment of any kind. This Handbook represents guidelines only and is intended to provide employees with a general understanding of the County's personnel policies. The County reserves the right to modify this *Employee Handbook* or amend or terminate any policies, procedures, or employee benefit programs at any time, or to require and/or increase contributions toward these benefit programs.

I understand that no supervisor or representative of the County, other than the Board of Commissioners and/or Elected Officials has any authority to enter into any agreement guaranteeing employment for any specified period of time.

I understand and agree that my employment is terminable-at-will so that both the Rogers County and I remain free to choose to end our work relationship at any time and for any reason or for no reason at all without incurring any liability.

I have received a copy of the *Employee Handbook* and understand it is my responsibility to become familiar with its contents and any amendments promulgated. I agree to abide by all its rules, policies, terms and conditions, realizing that failure to do so may result in disciplinary action, up to and including termination. Should I have any questions about the content, I understand it is my responsibility to discover the answers by contacting a member of management.

(Print Name of Employee)

(Employee's Signature)

Date

(Print Name of Witness)

(Witness' Signature)

Date

COMPENSATORY TIME OFF AGREEMENT

READ CAREFULLY BEFORE SIGNING BELOW

COMPENSATORY TIME OFF FOR OVERTIME AGREEMENT

I, _____, have read, understand and have in my possession Rogers County’s Employee Personnel Policy Handbook. I agree as a condition of employment to follow the policies in this Handbook, and if there is at any time something that I do not understand, I agree to ask a County representative.

I further understand that if I am an employee who is entitled to overtime pursuant to the Fair Labor Standards Act, I will be paid compensatory time off in lieu of cash overtime payment according to the Fair Labor Standards Act and as provided in the County’s Employee Personnel Policy Handbook.

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

Employee’s Signature Date

Employer’s Signature Date

PERSONAL USE OF COUNTY-OWNED VEHICLE AGREEMENT

PLACE SIGNED COPY IN EMPLOYEE’S PERSONNEL FILE

READ CAREFULLY BEFORE SIGNING BELOW

**ROGERS COUNTY PERSONAL USE OF COUNTY-OWNED
VEHICLE AGREEMENT**

Employee Name: _____ Date: _____

Department: _____

Regularly assigned vehicle: _____

I agree that Rogers County may conduct an annual driving record check and background check and that such checks are required for my continued use of a County-owned vehicle.

Employees operating a County-owned vehicle will be subject to annual driving record and background checks to maintain their ability to operate County-owned vehicles.

I have read and understand Rogers County's policy on the use of county-owned vehicles. I have been instructed by (Elected Official) _____ to use a county-owned vehicle for limited personal use solely for the benefit of the county. Based on my regular use of a county-owned vehicle for personal use (such as in commuting), I understand the valuation of the amount of taxable fringe benefits attributed to me will be calculated by: (mark one)

The Cents Per Mile Rule _____

The Commuting Rule _____

The Annual Lease Value Rule _____

Note: Some employees may not qualify for all three of these valuation methods – see IRS Publication 15B).

AND, I agree to provide the information and documentation necessary to make this calculation.

The amount so calculated in each calendar year will be included in my taxable wages as a fringe benefit. Falsification of statements concerning vehicle usage, use of the county-owned vehicle beyond the specific instructions of the Elected Official, or failure to provide required documentation may result in discipline up to and including discharge.

Employee’s Signature

Date

Witness

Date

RESOLUTION OF ELECTED OFFICIALS

RESOLUTION OF THE ELECTED OFFICIALS OF ROGERS COUNTY

Rogers County has determined there exists a need for an Employee Personnel Policy Handbook which is uniformly applied to all employees of Rogers County, and

WHEREAS the Elected Officials of Rogers County have determined that an Employee Personnel Policy Handbook will significantly improve communications between the County and its employees, and

WHEREAS the Elected Officials of Rogers County have determined that a written Employee Personnel Policy Handbook promotes fairness in employment and assists in the prevention of discrimination in employment of any nature.

NOW, THEREFORE, BE IT RESOLVED that pursuant to **Okla. Stat. Ann. tit. 19, Section 339**, Rogers County, by a majority vote of the Elected Officials, does hereby adopt the "Employee Personnel Policy Handbook - Rogers County."

Dated this _____ Day of _____, 20____

Board of County Commissioners of Rogers County

ATTEST: _____

County Clerk

IT EMPLOYEE ACKNOWLEDGEMENT

**TELEPHONE, E-MAIL, INTERNET, AND
VOICE-MAIL EMPLOYEE ACKNOWLEDGEMENT FORM.**

I read and understand the County’s Electronic Communication Policy included in the Employee Handbook. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of Rogers County. I also understand that these systems, including facsimile, telecopier, telephone, voice-mail, copy machine, computer, Internet, E-mail, and telephone systems, are to be used primarily for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Rogers County monitoring my use of this equipment at any time, at its discretion. Such monitoring may include monitoring telephone communication, printing up and reading all E-mail entering, leaving, or stored in these systems as well as listening to my voice-mail messages. Rogers County reserves and may exercise the right to review, audit, intercept, access, disclose, delete, and purge all messages or content created, received or sent over the Internet or E-mail access systems for any purpose. An employee’s use of the Internet and E-mail systems grants management permission to review any and all transactions or sites.

I understand that unauthorized, excessive or inappropriate use of any of the electronic communication systems may be grounds for discipline, up to and including discharge.

Name of Employee (Please print)

Employee Signature and Date

Name of Elected Official/Witness
(Please print)

Witness Signature and Date

**Rogers County Employee Handbook
Revision Log**

Revision Number	Nature of Revision	Approved By Majority of Elected Officials on:
1	Paid Leave – Vacation: Amended to add Vacation Maximum Accumulation (Bank)	7/6/2020
2	Holidays: Amended to exclude part-time and limited term employees from receiving holiday pay.	7/6/2020
3	Paid Leave – Sick Leave: Amended to authorize up to 3 paid days off for funeral at the discretion of Elected Official.	7/6/2020
4	Longevity Pay: Amended to add longevity pay	7/6/2020