



# Employee Manual

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City of  
**Lawton**

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## **Introductory Statement**

This manual is designed to serve as a guide and provide basic information to help acquaint you with the City. This manual is not intended to be all inclusive or reflect any policy and/or procedure in its entirety. For a full listing of policies/procedures, please visit the City's website at [www.lawtonok.gov](http://www.lawtonok.gov). Lawton City Code, Administrative Policies and Council Policies can be found on the home screen under the City Code Section. Any department specific policies/procedures will be provided by the individual departments. To access City forms, please use the p: drive and the forms folder. For questions or clarification, please contact the Human Resources Department (580-581-3392). Welcome!

NOTE: Employees who are members of a collective bargaining unit should refer to their collective bargaining agreement.

***\*The Employee Manual is not intended to be all inclusive or reflect any policy and/or procedure in its entirety. Policies and Procedures are ever changing. Please refer to each Administrative Policy, council Policy or City Code Section for the most recent version in its entirety.***

## **ETHICS**

The sections of code listed below have all been established to set forth standards of conduct.

### **Conflict of interests (C-8-14)**

Neither the mayor, any councilmember, nor the city manager shall sell or barter anything to the city or to a contractor to be supplied to the city; or make any contract with the city; or purchase anything from the city other than those things which the city offers generally to the public (as for example, utility services), and then only on the same terms as are offered to the public. Any such official found to be in violation, upon conviction thereof, shall thereby forfeit office. Any violation of this section, with the knowledge, express or implied, of the person or corporation contracting with the city, shall render the contract voidable by the city manager or the council. This shall not apply in cases in which the city acquires property by condemnation.

Any member of the council or of any board, commission, or other plural authority, shall abstain from voting on any matter in which he has a financial or personal interest and may participate in discussion on that matter only to the extent permitted by law.

The council by ordinance or personnel rules may further regulate conflict of interests and ethics of officials and employees of the city.

### **Gifts and Favors (10-1-122)**

No person shall offer or give to an elected or appointed official or employee and no elected or appointed official or employee shall accept, directly or indirectly, any gift, favor or thing of value, whether in the form of a service, loan, thing or promise, from any person who to his knowledge is interested, directly or indirectly, in any manner whatsoever in any business, transaction or other relationship with the city, where such is given or received with the intention of affecting the action or judgment of the receiving party or where the value of such is a magnitude sufficient likely to influence the officer or employee concerned. Anything or combination thereof given during any calendar year in excess of one hundred dollars (\$100.00) of value shall be presumed in violation of this article.

No person shall offer, give or pay to an elected official or the city manager, and no elected official or the city manager shall solicit or receive, directly or indirectly, any money, gift or favor or thing of value, in addition to that received by the elected official or the city manager in his official capacity, for legislative advice or assistance, or for advice or assistance given in the course of his office.

### **Acceptance of Bribe by City Officer or Contractor with City (10-1-123)**

No person holding any public office in the city or standing in any contractual relationship with the city shall accept or agree to accept any favors or anything of value offered to pervert his judgment, corrupt his conduct, or influence his behavior with respect to his office or relationship.

No person shall offer any favors or anything of value in the circumstances described above.

This provision shall be construed to include the accepting of any gifts or anything of value which might be reasonably construed as influencing the public office holder's judgment, conduct or acts

### **Declaration of Policy (17-2-13-261)**

The council declares that elected, appointed officials and city employees operate under a public trust; and any effort to realize personal gain through official conduct is a violation of that trust. Elected, appointed officials, and city employees shall not only be impartial and devoted to the best interests of the City, but also shall so act and conduct themselves, both inside and outside the City's service, as not to give occasion for distrust of their impartiality or of their devotion to the City's best interests.

### **Disclosure of Interest (17-2-13-263)**

No elected official, appointed official or employee who has a direct or indirect financial or personal interest in any matter before the council or agency shall use his office or position to exert influence on such matter.

To the extent that he knows thereof, any elected official, appointed official or employee who participates in the discussion or expresses an opinion to the council or agency on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest he has in such matter to the council or agency.

Any elected official, appointed official or employee who has a direct financial or personal interest in any question before the body of which he is a member shall disclose the fact to it and shall not discuss the matter with other elected officials, appointed officials or employees nor vote thereon.

Within ten (10) days after the end of the filing period, each candidate for a city office shall file with the clerk a statement of economic interest as provided for herein. Such statement shall be kept current and up-to-date at all times the person holds an office.

Not less than ten (10) days before taking office, the city manager shall file with the clerk a statement of economic interest as provided for herein. Such statement shall be kept current and up-to-date at all times he holds the office of city manager.

**Incompatible employment (17-2-13-270)**

No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties.

**Use of City Property – Special Advantages and Treatment (17-2-13-269)**

No elected official appointed official or employee shall request or permit the unauthorized use of city-owned vehicles, equipment, materials or property for personal convenience or profit.

No elected official appointed official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

**Nepotism (17-2-11-232)**

Neither the city manager, the mayor, the council, nor any department head of the city government, may appoint or elect any person related to the mayor or any councilmember, to the city manager, or to himself, or, in the case of a plural authority, to one of its members, by affinity or consanguinity within the third degree, to any office or position of profit in the city government; but this shall not prohibit an employee already in the service of the city from continuing and being promoted therein.

For purposes of clarification of relationships specified in Section 8-6 of the Charter, the following relatives shall be considered as within the third degree of affinity or consanguinity (marriage or blood): Sons; daughters; grandsons; granddaughters; great-grandsons; great-granddaughters; brothers; sisters; nephews; nieces, aunts; uncles; primary cousins; grandfathers; grandmothers; granduncles; grandaunts; great-grandfathers; great-grandmothers; son-in-law; daughter-in-law; grandson-in-law; granddaughter-in-law; great grandson-in-law; great granddaughter-in-law; brother-in-law; sister-in-law; nephew-in-law; niece-in-law; aunt-in-law; uncle-in-law; primary cousins-in-law; grandfather-in-law; grandmother-in-law; granduncle-in-law; grandaunt-in-law; great-grandfather-in-law; great-grandmother-in-law; grandnephew; grandniece; grandnephew-in-law; grandniece-in-law; stepson; stepdaughter; stepfather; stepmother; husbands; and wives. For clarification, a divorce decree shall be deemed to dissolve all relationships arising by that marriage.



## **Standard of Communication**

City of Lawton staff members are expected to perform job duties and responsibilities in a manner that reflects the highest ethical and professional standards of conduct, to include communicating information to coworkers, supervisors, Council members, trustees, and citizens. Staff members should strive to deliver such information in a timely, accurate and verifiable fashion so as to allow for productive work environments and knowledgeable decision-makers, and to maintain the confidence of community members and credibility of the City of Lawton.

### ***Responsibilities***

It is the responsibility of employees to be familiar with personnel policies, and Chapter 17 of the Lawton City Code, which sets forth other rules and regulations governing City employees unless specifically excepted by contract. It is the responsibility of employees to make known any questions or need for clarification through their supervisors to their department director or, if necessary, the City Manager's Office.

### ***Staff Information***

The City Manager's Office shall be made aware of any uncommon informational requests to staff. Information relayed by City staff will be evaluated to the extent possible in terms of accuracy, completeness, and legitimacy. Information relayed will be done so in a straightforward and comprehensible manner.

Information relayed by City staff to any inquiring individual, especially those with key decision-making responsibilities, will be relayed to the fullest extent when possible. Staff members will work diligently to adhere to reasonable deadlines on all informational requests, especially those of key-decision makers.

Staff members are to respond to information inquiries of the governing body but are prohibited by Section C-2-5 of the Lawton City Charter from being assigned tasks or duties directly by the governing body or its members.

In accordance with Council Policy 1-9, requests from City Council/Mayor to staff members for information that may take more than one hour to gather, shall be made through the City Manager. All efforts, within reason, will be made to find requested information, but it shall be disclosed to key decision makers if staff members are unable to find needed information or complete information. When warranted, staff members relaying pertinent information should do so by incorporating applicable/relevant City code provision, policies, or procedures. Staff members responding to requests for information will provide factual information, not opinions.

### ***Media Information***

With the exception of Lawton Police Department matters, Legal matters, or on-the-scene emergency response involving City of Lawton first responders, all media requests concerning City of Lawton happenings or business should be directed or redirected to the Community Relations Director. In the

event that the Community Relations Administrator is not available to oversee a media request, the request will be handled by the City Manager, Assistant City Manager or person appointed by either.

Only designated spokespersons for the City of Lawton shall grant official interviews or make statements on behalf of the City to the media or general public, unless a staff interview or statement falls under the protections of the City of Lawton's Whistleblower Protection Policy.

### **Discrimination Prohibited**

No applicant or employee of the City shall be discriminated against on account of race, color, religion, age, sex, national origin, or qualified disability.

### **Whistleblower Protection**

The purpose of the whistleblower protection is to encourage and protect the reporting of wrongful governmental activities and to deter retaliation against employees for reporting those activities.

No official or employee of the city shall prohibit or take disciplinary or other action against employees of the city for:

- Disclosing public information to correct what the employee reasonable believes evidence a violation of the federal, state, or local law or a rule promulgated pursuant to law;
- Reporting a violation of the federal, state, or local laws, rules or policies; mismanagement; a gross waste of public funds; an abuse of authority; or a substantial and specific danger to public health or safety
- Discussing the operations and functions of the city, either specifically or generally, with members of the governing body, supervisors, the print or electronic media or other persons in a position to investigate or initiate corrective action; or
- Taking any of the above actions without giving prior notice to the employee's supervisor or anyone else in the employee's chain of command.

For full details on whistleblower protection, see Lawton City Code 17-2-14, Whistleblower Protection.

## **Introductory Period**

Every new employee shall be in an introductory period for the employee's first twelve months of work, starting from their date of hire. Introductory employees may have their employment rescinded by the city manager at any time during the introductory period without any right of appeal.

Prior to the close of the introductory period, the department director shall recommend to the city manager that either:

1. The employee be made a regular employee upon completion of the introductory period.
2. The employment of the introductory employee be rescinded.

A new or existing employee in an introductory status is not eligible to apply for a vacant position in another department until the completion of six months in their current position. If approved by the department director, an employee may apply for a vacant position within the same department in which they are employed prior to completion of six months.

## **Rehire of Former Employees**

Employees separating from the City of Lawton due to unsatisfactory job performance, employees involuntarily terminated for work, and employees providing less than two (2) weeks' notice will not be hired or considered for hire for a period of five (5) years from termination date.

## **Pay**

The City of Lawton pay plan consists of pay grades, within each grade are steps. See [Appendix A](#) for a copy of the pay plan.

Shift differential pay is established at a premium rate of five percent (5%) over the hourly rate paid to qualifying shift employees, who work a shift provided that at least fifty percent (50%) of the work is performed prior to 5:00 a.m. or after 5:00 p.m. Standby pay differential may be paid in accordance with specified conditions at a rate of ten percent (10%) of the daily pay rate.

Period pay increases shall normally be granted only on or after the employee's annual anniversary date, and only for an employee who has received a rating of standard or higher on the employee's most recent performance evaluation.

## **Overtime/Compensatory Time**

The budgetary head has the discretionary authority to arrange the work schedule of an exempt employee. Overtime, when approved by the appropriate supervisor, will either be paid or given as compensatory time in accordance with federal and state regulations for all positions classified as non-exempt. Compensatory time may accrue up to 200 hours.

\*Employees who maintain a minimum balance of 100 compensatory time hours, will have the opportunity to cash out up to 40 hours in January, April, July and October of each year.

Overtime may occasionally be necessary. Overtime shall only be worked with specific authorization of the supervisor. For non-exempt employees, all time worked in excess of forty (40) hours each established work week shall be paid at the rate of time and a half of the employee's regular hourly rate. At the request of the employee and with approval of the division supervisor, an employee may receive compensatory time in lieu or overtime pay.

## **Evaluations**

The purpose of the Employee Performance Appraisal (evaluation) is to provide management the means to effectively communicate the employee's job performance as it relates to the employee's current position. Appraisals will be completed on the following occasions:

- After every six (6) month period of time during the introductory periods for a new or promoted employee.
- Annually, during the month in which the position anniversary dates falls. There are two exceptions to the anniversary date definition. One exception is if an employee receives a below standard evaluation which results in the need for a re-rating. If upon re-rating, the employee receives a standard or above, the re-rating date becomes the new anniversary date for evaluation purposes.
- Management may perform supplemental performance appraisals at any time.

For the full policy, please see Administrative Policy 3-03 Employee Evaluations.

## **Leave**

Full-time introductory employees are entitled to vacation, sick leave, and holiday as set out in these rules.

### **Military Leave**

Full-time and part-time employees are allowed to attend military duties if they are ordered to do so by proper authority.

### ***Vacation***

On completion of 6 months, a regular full-time employee shall be eligible to begin using vacation benefits. Accrual rates for full time employees are listed below:

1-4 years: 80 hours

5-8 years: 100 hours

9-12 years: 120 hours

13-16 years: 140 hours

17-20 years: 160 hours

21-24 years: 180 hours

25 years or more: 200 hours

A regular part-time employee must have satisfactorily completed the introductory period during which the employee was employed continuously and worked a minimum of five hundred and twenty (520) hours before the employee is eligible for any benefits. Vacation accrual rate for part time employees are listed below:

1-4 years: 40 hours

5-8 years: 50 hours

9-12 years: 60 hours

13-16 years: 70 hours

17-20 years: 80 hours

21-24 years: 90 hours

25 years or more: 100 hours

### ***Sick Leave***

Full time employees accrue 96 hours of sick leave per year at the rate of 3.6923 hours per biweekly payroll period. Regular part time employees accrue 48 hours of sick leave per year.

Sick Leave is available to the extent that it is earned for personal illness or incapacity of the employee, to attend to any other member of the immediate family who is ill, or in the case of a death in the immediate family. A regular employee may accrue a maximum of 576 sick leave hours.

\*New sick leave accrued in excess of 576 shall be redeemed in the form of additional compensation. The payment will be computed on the basis of 2080 hours divided into the annual salary of each employee times the number of new sick leave hours in excess of the maximum credit. Payment will be made in June

### ***Holidays/ Flex Holidays***

Regular employees shall be entitled to 13 holidays per year, with the exception being when Christmas Eve falls on a Monday, Tuesday, Wednesday, or Thursday. In years when Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, regular employees shall then be entitled 13 holidays for that year. The holidays shall consist of the below listed fixed holidays and **5 flexible holidays**.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve (when this day falls on a Monday, Tuesday, Wednesday, or Thursday)
- Christmas

### ***Other***

For details on all other leave (FMLA, On the Job Injury, Bereavement, Military, Administrative and other), please refer to Lawton City Code 17-1-6-Leave.

For employees who have been affected by a serious health condition, who have been employed by the City for at least twelve (12) consecutive months and performed at least 1,250 hours or service during that time, may be eligible for leave transfer hours. Please see Administrative Policy 3-13.

## **Benefits**

### ***Health Insurance***

*Please note, benefit providers for Fire Union Employees may vary from that of Police and General Employees.*

The City of Lawton provides health insurance coverage through Blue Cross Blue Shield of Oklahoma. In order to suit the benefits needs of our employees we offer various health plans through BSBS. Premium amounts vary based on the plan selection and the number of dependents covered.

The City of Lawton pays a portion of the employee's health insurance premium. The employee portion of the premium is paid through payroll deduction.

*BCBS of Oklahoma: <http://www.bcbsok.com>*

### ***Dental***

Dental insurance is employee paid. The City of Lawton's coverage is provided by Blue Cross Blue Shield of Oklahoma. There are three (3) voluntary dental plans available, allowing employees to select a plan that best suits their coverage needs and budget.

Premium amounts vary based upon the plan selected. All dental premiums are paid through payroll deduction.

*BCBS of Oklahoma: <http://www.bcbsok.com>*

### ***Vision***

Vision insurance is employee paid. The City of Lawton's coverage is provided by Blue Cross Blue Shield and utilizes the EYEMED network. There are three (3) voluntary vision plans to choose from, allowing employees to select a plan that best suits their coverage needs and budget.

Premium amounts vary based upon the plan selected. All vision premiums are paid through payroll deduction.

### ***Life Insurance***

The City of Lawton provides life insurance to full and part time employees who work at least thirty (30) hours a week in the amount of thirty-five thousand dollars (\$35,000). Employees who wish to supplement their basic life insurance coverage may purchase additional coverage through Blue Cross Blue Shield or Colonial with the convenience of payroll deduction.

### ***Employee Assistance Program***

The City of Lawton has an Employee Assistance Program (EAP) in place, which is a free service provided for employees and their dependents. The Aetna Resources For Living Program offers a variety of counseling, referral and consultation services which are designed to assist employees and their families in resolving work/life issues in order to live happier, healthier, more balanced lives. The services are confidential and can easily be accessed by calling the following toll-free number: 1-888-238-6232, TTY: 711. To access services via web, please type in your URL resourcesforliving.com, Username: Lawton and Password: EAP.

### ***Other***

The City offers a variety of other employee paid options that include the following:

- Short Term Disability
- Long Term Disability
- Hospital Indemnity
- Accident Insurance
- Critical Illness Insurance
- Health Savings Account
- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account
- Legal Plans
- Identity Theft Protection

Providers of these various options are Blue Cross Blue Shield, Colonial, Higginbotham, and Legal Shield.

### **Retirement**

General employees hired on or after July 1, 2017, shall, upon hire, become a member of the City's Defined Contribution Plan through Oklahoma Municipal Retirement Fund (OKMRF). Employees are required to make pre-tax contributions of 3.50% of their salary. Voluntary after-tax contributions are also allowed. The City contributes 3.50% of the employee's salary. Please see below for vesting information:

<u>Years of Service</u>	<u>Vesting Percentage</u>
Less than 3	0%
3 but less than 4	20%
4 but less than 5	40%
5 but less than 6	60%
6 but less than 7	80%
7 or more	100%

OKMRF: <https://okmrf.org/>



The City of Lawton offers 457 deferred compensation plans that enable all employees to defer a portion of their current income. The advantage of the voluntary 457 plan is that your taxable income is reduced by the amount you contribute into the plan. The current 457 providers are ICMA Retirement Corporation and Nationwide.

ICMA Retirement Corporation: <https://www.icmarc.org/>

Nationwide: <https://www.nrsforu.com>

## **Discipline**

There is conduct, misconduct, action, and inaction, both passive and active which may subject any employee to disciplinary-to-disciplinary action for the good of the service. The following acts or failure to act, although not all inclusive, are representative of the types of activities or inactivities, which may result in disciplinary action:

- Willful violations of these personnel rules.
- Repeated and habitual tardiness or early departure from work.
- Unauthorized absence from duty.
- Abuse of sick leave.
- Unsatisfactory performance of the quantity or quality of work considered standard for the position.
- Failure to carry out a lawful direct instruction by a supervisor.
- Negligent or willful destruction of property while on or off duty.
- Misappropriation or unauthorized use of city funds, equipment, tools, machines, or supplies.
- Use of the employee's city position for private gain.
- Acceptance of a gratuity or gift in violation of the other provisions of these personnel rules.
- Discourtesy to the public.
- Aggravated and habitual inability to get along with fellow workers.
- Unauthorized use of controlled dangerous substance or intoxicants while on duty.
- Arrest for or conviction of a felony or a misdemeanor involving moral turpitude or otherwise bearing directly upon the suitability of the employee for performance of the duties of the position.
- Conduct prejudicial to the reputation of the city government or conduct that otherwise bears directly upon the suitability of the employee for performance of the duties of the position.
- Inciting or engaging in strikes or riots.
- Intentional falsification of material facts in an application for employment or promotion, or in any official investigation involving misconduct under these rules, or in preparing any report or document required by the employee's duties.
- Violations of the city code, council and administrative policies and department rules or regulations.

- Repeated and habitual smoking in designated nonsmoking areas.
- Assaulting a fellow employee or citizen.
- Sexual harassment as defined in City Council Policy 3-1.
- Other forms of harassment as defined in City Council Policy 3-3.

The following are the various forms of corrective action that may be taken. Warning (written record), Reprimand (written record), Suspension (temporary removal from duty without pay, for a specific period), Demotion (reduction in grade and/or step), and Termination.

No disciplinary action other than a warning shall be taken by anyone below the rank of a division supervisor. Only a department director or the city manager may levy a disciplinary suspension of ten (10) days or less. Only the city manager may levy a suspension of more than ten (10) days or an involuntary demotion or termination.

Prior to issuing a potential suspension, demotion and/or termination, there is to be a (predetermination) meeting with the employee, the employee's supervisors, and the employee's department director. The purpose of the meeting is to review facts, discover any additional information, inform the employee of the specific violation, conduct or misconduct alleged and to provide a general overview of the evidence. Any disciplinary action will be issued after considering the information presented during the meeting.

### **Grievance Procedures**

Any disciplinary action in which a predetermination hearing was held may be immediately appealed to either the employee advisory committee or the personnel board, whichever is appropriate, based on the nature of the disciplinary action.

Employees shall have the right of appeal to the personnel board on matters of layoff, suspension of more than ten (10) working days, demotion, or removal.

For full details on appeal procedures, see Lawton City Code 17-1-7-174, Administrative grievance procedures.

### **Tobacco Use**

All buildings and real property owned or operated by the City of Lawton shall be designated as both tobacco-free and vapor-free. The use of tobacco in any form in said buildings or on such real property is prohibited. Furthermore, the use of vapor products in said buildings or on such real property is also prohibited.

The possession of lighted tobacco in any form is prohibited when such possession is in any indoor place used or open to the public, any city owned parks or playgrounds, public transportation, or any indoor workplace, except where specifically allowed by law.

Both the use of tobacco and the use of vapor products shall be prohibited in all City owned or leased vehicles.

## **Drug Free Workplace**

It is the policy of the City that the unlawful manufacture, distribution, dispensing, possession, or use of drugs or being under the influence of drugs or alcohol in circumstances that directly or indirectly affect job safety or performance, will not be tolerated. Any employee determined to be in violation of the Policy, whether on or off duty, is subject to the full range of disciplinary action, which may include termination. For the full policy (Administrative Policy 3-02), please review the copy you were given upon hire or visit the City's website.

### ***Prohibited Activities***

Prohibited drug and alcohol related activities include, but are not limited to:

- Controlled Substance or Alcohol Possession
- Controlled Substance or Alcohol Use
- Controlled Substance or Alcohol Impairment
- The sale, dispensing, distribution or manufacture of illegal drugs and narcotics or unauthorized alcoholic beverages at any City of Lawton facility or work site is prohibited.

Employees who are charged or arrested for off-the-job drug or alcohol related activity may be determined to be in violation of the Policy, whether or not a conviction result.

It is not the intent of the City's Policy to prevent the legitimate use of prescription and over-the-counter (non-prescription) medication. An employee who is taking prescription or over-the-counter medications, that may cause impairment, is responsible for informing his/her supervisor or the medication being taken and the possible side effects. Supervisors are responsible for keeping this information confidential and for determining whether the employee can safely perform regular duties, should be assigned other duties temporarily, or if the employee cannot safely perform any job duties and should be placed on leave. The use of prescription and over-the-counter medication in a manner not directed or intended may constitute drug abuse and is a violation of the Policy. This may include using the medication in dosages greater than prescribed or continued use of the medication after there is no longer a legitimate medical reason to do so.

### ***Testing***

Employees of the City of Lawton and all applicants for employment are subject to drug and alcohol testing under the following circumstances:

- Applicant Testing
- For-Cause Testing
- Post- Accident Testing

- Random Testing
- Post-Rehabilitation Testing

A refusal to submit to testing will be considered a positive test result and will subject the employee to the same disciplinary action as would a confirmed positive test.

## **Sexual Harassment**

Sexual harassment is absolutely prohibited. Some forms of sexual harassment, including certain kinds of unwelcome physical contact, may also be criminal offenses. The City will not tolerate the sexual harassment of any of its employees, and will take immediate, positive steps to stop it when it occurs.

Any employee who feels he/she is being subjected to sexual harassment should immediately contact one of the persons below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- The employee's immediate supervisor
- The employee's department head
- The City's Human Resources Director
- The City Manager
- The City Attorney or Deputy/Assistant City Attorneys
- The Mayor (only in case of a complaint against a Council Member, other City officials or employees hired by Council)

Employees have the right to circumvent the employee chain of command in selecting which person to whom to make a complaint of sexual harassment. Regardless of to which of the above persons the employee makes a complaint, the employee should be prepared to provide the following information:

- Employee's name, department and title
- The name of the person(s) committing the sexual harassment, including their title (if known)
- The specific nature of the sexual harassment, how long it has gone on, where it has occurred, and any employment action (demotion, transfer etc.) taken against you as a result of the harassment, or any other threats made against you in connection with the harassment
- Witnesses to the harassment
- Whether you have previously reported such harassment and, if so, when and to whom

Upon receiving the report of the complaint, the City Manager or assigned investigator shall begin the investigation as soon as practicable. The investigator shall prepare and submit a confidential written record of the investigation. Based upon the report, the City Manager shall determine whether the conduct of the person against whom a complaint of sexual harassment has been made constitutes sexual harassment. If the City Manager determines that the complaint of sexual harassment is

founded, he shall take immediate steps to impose appropriate disciplinary action against the employee guilty of sexual harassment. For the full policy (Council Policy 3-1), please visit the City's website.

## **Harassment Policy**

It is the policy of the City of Lawton to maintain a working environment for employees free from harassment because of an employee's color, religious belief, sex, age, race, national origin, disability, sexual orientation or other prohibited criteria. This type of harassment in any form or manner expressly prohibited.

All employees have a duty to report prohibited harassment whether they feel they are a victim of harassment or they believe they have observed harassment. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated.

Any employee who feels he/she is being subjected to harassment of any type should immediately contact one of the persons below with whom the employee feels the most comfortable. Complaints may be orally or in writing to:

- The employee's immediate supervisor
- The employee's department head
- The City's Human Resources Director
- The City Manager
- The City Attorney or Deputy Assistant City Attorneys
- The Mayor (only in case of a complaint against a Council Member, other City officials or employees hired by the Council)

Employees have the right to circumvent the chain of command when selecting which person to whom to make a complaint of harassment. Regardless of to which of the persons the employee makes a complaint of harassment, the employee should be prepared to provide the following information:

- Employee's name, department, and position title
- The name of the person(s) committing the harassment, including their title/s, if known
- The specific nature of the harassment, how long it has gone on, where it has occurred, and any employment action (demotion, transfer etc.) taken against you as a result of the harassment, or any other threats made against you in connection with the harassment
- Witnesses to the harassment
- Whether you have previously reported such harassment and, if so, when, and to whom

Upon receiving the report of the complaint, the City Manager or assigned investigator shall begin the investigation as soon as practicable. The investigator shall prepare and submit a confidential written record

of the investigation. Based upon the report the City Manager shall determine whether the conduct of the person against whom a complaint of harassment has been made constitutes harassment. If the City Manager determines that the complaint of harassment is founded, he shall take immediate steps to impose appropriate disciplinary action against the employee guilty of harassment. For the full policy (Council Policy 3-3), please visit the City's website.

## **Personnel Files**

### ***Records***

The official personnel records and personnel files of the City of Lawton are those maintained by the Human Resources Department. All data relating to employee status, history, performance, commendations, disciplinary actions, and qualifications shall be kept in the employee's personnel file at the Human Resources Department.

Any employee may view their personnel records, unless a portion of the record is otherwise confidential by City Code, City Policy, or State Statute, at any time during normal working hours at the Human Resources Department in the presence of a staff member.

### ***Inquiries***

Any inquiries concerning personnel matters shall be directed to the Human Resources Department. The Human Resources Department policy is to only telephonically verify information the employee provides to a creditor/employer and is limited to dates of service, job title, gross income, and eligibility for re-employment. Additional data may be released only with written authorization of the employee.

The following information shall be released in accordance with the Oklahoma Open Records Act:

- Original application of an employee who is hired.
- Gross amount of public funds paid.
- Dates of employment
- Title or position
- Final disciplinary action resulting in loss of pay.

Records kept confidential under the Oklahoma Open Records Act:

- Material that relates to internal personnel investigations
- Testing exam or selection materials for employment
- Documents relating to hiring, appointment, or promotion.
- Documents relating to demotion, discipline, or resignation.

- Evaluations
- Payroll deductions
- Employment applications of persons not hired by the City of Lawton Home address of employees and former employees.
- Telephone number of employees and former employees
- Social Security numbers of employees and former employees

Any records not listed are subject to being released or withheld in accordance with the Oklahoma Open Records Act. For the full policy (Administrative Policy 3-11), please see the City's website.

### ***Removal of Records***

Employees may make a written request for any disciplinary record up to a written reprimand to be removed after three (3) years, provided no further disciplinary action has been received. As a general rule, department directors shall approve said request provided the employee has corrected and/or demonstrated improvement concerning the disciplinary record being requested for removal. Once Human Resources receives the request, the Human Resources Director, with the approval of the City Manager, may remove said record from the personnel file. The Human Resources Director shall remove records when required by contract or other legally binding documents.

### **City Bucks**

City Bucks is an incentive program established to reward employees for continuous years of service with a certificate that can be used toward the payment of activities listed in the recreations fee schedule of the City of Lawton.

Regular full time and regular part time general employees, not eligible for longevity pay who were hired on or after July 1, 2003, who are on duty for 1040 hours or more during the fiscal year (July 1 – June 30), are eligible to participate. Accrual of City Bucks shall commence upon completion of twelve, (12) months of continuous service.

Regular full-time employees accrue the following:

- \$25 City Bucks – 1-4 years
- \$50 City Bucks – 5-10 years
- \$75 City Bucks – 11-15 years
- \$100 City Bucks – 16-20 years
- \$125 City Bucks – 21-25 years
- \$150 City Bucks – 26-30+ years

Regular part time employees accrue the following:

\$15 City Bucks – 1-4 years

\$25 City Bucks – 5-10 years

\$35 City Bucks – 11-15 years

\$50 City Bucks – 16-20 years

\$60 City Bucks – 21-25 years

\$75 City Bucks – 26-30+ years

### **Social Media Admin Policy 3-27**

The City of Lawton recognizes that the appropriate use of social media improves transparency in conducting City business; encourages civic engagement in City projects, programs and initiatives; fosters effective dissemination of information; and promotes the City and its services and programs. All official City social media platforms will be managed by the Community Relations Director through the City Manager's Office.

Social media sites shall be used for the purpose of notifying platform users about City information and events that are of general interest to the public. They shall not be routinely used as a means to resolve issues, report emergencies or report time-sensitive issues.

All use of social media sites on official City platforms by employees shall be in compliance with Oklahoma's Open Records Meetings Acts.

#### ***Prohibited Uses***

The following types of postings by employees are strictly prohibited at all times. This list is not all inclusive:

- Postings of a sexual nature, involving racial slurs, the making of intentionally false or malicious statement, the endorsement of any political candidates or ballot propositions, the promotion of illegal activity, the posting of threats, or containing solicitations, general spam, or the use of profanity.
- Postings that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Postings of information with the potential to compromise the safety or security of the public or public systems.
- Postings of copyright material without proper consent.
- Postings of off-topic comments, arguments or postings meant to incite arguments; an entire thread of comments including postings from individuals not associated with the argument itself may be removed in order to restore an air of civility.



- Postings of personal attacks of any kind.
- Postings of confidential information to which the employee has access as part of the employee's role or duties, i.e. health information, billing information, bank accounts, etc.
- Postings of legally protected personal information to which the employee has access or has obtained from the City, i.e. addresses, date of birth, driver's license number, social security number, etc.
- Postings otherwise in violation of Council Policy 1-12, Social Media User Policy.
- Postings in violation of the Administrative Policy 1-5, Use of E-mail/Internet.

### ***Non-Official/Personal Use Standards***

An employee's use and comments made on social media sites are subject to limited First Amendment protections. As a public employee, use of social media is considered an extension of the workplace as it relates to employee conduct. As a City of Lawton employee, personal use of social media is subject to the following:

- Where personal use is related to a matter of public concern, it must be conducted in such a manner that a reader would not think the employee is speaking for or on behalf of the City. When speaking on matters of public concern, employees' interests in doing so must be weighed against the City's interest in providing effective and efficient services to the public.
- Employees should be mindful of blurring their personal and professional lives when administering or participating in social media. Employees must conduct themselves in ways that do not distract from or disrupt the governmental process or create conflicts of interest for themselves or their employer.
- All employees, especially those with public-facing positions for which their association is known to the general public, should ensure the content that is shared on non-official social media profiles and platforms is consistent with how such employees wish to present themselves as City of Lawton representatives.
- Personal use of social media may not violate or infringe upon the right of any other person or entity or constitute a criminal offense or create civil liability.
- Because the internet is public domain, only designated spokespersons or appointed social media platform managers for the City of Lawton may make any online postings about City policies or procedures at any time.
- Employees may not publish false, vicious, or malicious statements concerning any employee or City department at any time.
- City of Lawton employees must never use their work email account in conjunction with a personal social networking account.

- Publicly displayed personal employee statements in violation of applicable law or City policies that are posted to social platforms will be removed or requested to be removed. These statements will also be documented and reported to department supervisors as grounds for disciplinary action.
- Employees are not permitted to answer any digital inquiries posted to official City media from personal pages.

### ***Official Use Standards***

- Use of social media sites shall meet best practices for maintaining social media such as, but not limited, to frequent updates and accurate information.
- All sites are subject to Oklahoma’s laws on public records and retention.
- All sites shall meet requirements for accessibility by the disabled.
- Social media sites may not be used for political activity.
- All sites shall comply with City policies and procedures for information security.
- Information created for or posted on social media sites by City employees shall comply with all privacy protection laws to protect the privacy of employees, privacy of citizens and the confidential information that the City maintains.

### ***Official Use Protocols***

- In responding to questions or comments of City-related matters on social media in one’s official capacity, each employee must identify himself/herself and their role at the City.
- Be mindful that information published in social media constitutes a public record and as such, will be retained to the extent required by Oklahoma law and/or City policy.
- Promptly admit to and correct mistakes, and do not enter into altercations. Present facts when correcting users who have made misrepresentations about the City, using only City sponsored social media sites to provide correct information.
- Always exercise sound judgment and discretion so as not to reflect adversely on the City in contributing to social media sites. When in doubt, consult with the Community Relations Director.

*\*Please also see Council Policy 1-12 Social Media User Policy for additional information.*

### **Use of Email/Internet Admin Policy 1-5**

Internet use is for official City of Lawton business only. Any personal use of the Internet during normal business hours is strictly forbidden. Employee use of the Internet during non-duty hours (breaks, lunch, after hours) is acceptable provided that all other provisions of Administrative Policy 1 - 5, Use of Email/Internet are followed. Any violation of the policy may be grounds for disciplinary action.

The City of Lawton has software and systems in place that monitor and record all Internet usage. City

of Lawton systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of City of Lawton internal networks. The City of Lawton reserves the right to examine and inspect these recordings at any time. No employee shall have any expectation of privacy as to his or her Internet usage. As a condition of initial and continued employment, all employees automatically consent to the City of Lawton's review and disclosure of Internet access records.

### **Dress Code** Admin Policy 3-31

Proper dress and personal grooming conveys a professional image to citizens, potential employees, and community visitor, while instilling confidence in the ability of City staff to provide high standard of quality service.

It is the responsibility of employees to communicate requests for workplace attire accommodations for religious beliefs, medical conditions or otherwise, through department directors.

Employees who do not meet attire or grooming standards will be subject to corrective action, including discipline.

It is necessary that all employees maintain a clean, presentable appearance by bathing regularly and practicing good oral hygiene. Hairstyles, facial hair, and makeup must be neat in appearance. Directors may require that visible body art or branding, which may be construed as contrary to organizational values or disruptive to the workplace, be covered by employees.

Depending upon the position, City work clothing may be issued. Employees issued City work clothing are expected to wear the clothing issued while on duty. For those not issued clothing business casual attire while on duty. Business casual attire includes khakis, corduroys, slacks, skirts, dresses, capri pants, polo or button-down shirts, gold shirts, City logo wear, and dress shirts.

Executive attire is required when attending Lawton City Council meetings or when making formal presentations on behalf of the City. Executive attire includes button-down dress shirts, sport coats, suit jackets, slacks, dress khakis, dress corduroys, polo shirts, dresses, coordinated dressy separates, blazers, and sweaters.

Special occasions may provide opportunities to deviate from standard work attire. Employees may wear casual attire on Fridays of each week. Casual attire examples include but are not limited to jeans and t-shirts without holes frays, rips, slits, or stains. For the full policy, please see Administrative Policy 3-31.

### **Safety Program and Policies**

Please see [Appendix B](#) for the Employee Safety Manual, which summarizes safety related policies and programs.

EFFECTIVE JAN 29, 2018

LEVEL	STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
GR01	HOURLY	0.36	0.84	10.32	11.17	11.51	11.85	12.19	12.53	12.87	13.21	13.55	13.89	14.23	14.57	14.91	15.25	15.59
	BIWEEKLY	740.00	805.74	865.74	887.41	903.52	920.45	938.19	956.54	975.54	995.13	1,015.32	1,036.14	1,057.59	1,079.68	1,102.40	1,125.76	1,149.76
GR02	HOURLY	10.47	21.47	31.52	32.37	33.22	34.07	34.92	35.77	36.62	37.47	38.32	39.17	40.02	40.87	41.72	42.57	43.42
	BIWEEKLY	800.21	1,045.30	1,280.39	1,312.07	1,343.75	1,375.43	1,407.11	1,438.79	1,470.47	1,502.15	1,533.83	1,565.51	1,597.19	1,628.87	1,660.55	1,692.23	1,723.91
GR03	HOURLY	10.47	11.32	12.17	12.51	12.85	13.19	13.53	13.87	14.21	14.55	14.89	15.23	15.57	15.91	16.25	16.59	16.93
	BIWEEKLY	800.21	845.30	890.39	921.07	951.75	982.43	1,013.11	1,043.79	1,074.47	1,105.15	1,135.83	1,166.51	1,197.19	1,227.87	1,258.55	1,289.23	1,319.91
GR04	HOURLY	11.02	12.87	14.72	15.16	15.60	16.04	16.48	16.92	17.36	17.80	18.24	18.68	19.12	19.56	20.00	20.44	20.88
	BIWEEKLY	845.30	1,090.39	1,335.39	1,367.07	1,398.75	1,430.43	1,462.11	1,493.79	1,525.47	1,557.15	1,588.83	1,620.51	1,652.19	1,683.87	1,715.55	1,747.23	1,778.91
GR05	HOURLY	12.87	13.72	14.57	14.91	15.25	15.59	15.93	16.27	16.61	16.95	17.29	17.63	17.97	18.31	18.65	18.99	19.33
	BIWEEKLY	1,045.30	1,090.39	1,135.39	1,166.07	1,196.75	1,227.43	1,258.11	1,288.79	1,319.47	1,350.15	1,380.83	1,411.51	1,442.19	1,472.87	1,503.55	1,534.23	1,564.91
GR06	HOURLY	13.44	14.29	15.14	15.48	15.82	16.16	16.50	16.84	17.18	17.52	17.86	18.20	18.54	18.88	19.22	19.56	19.90
	BIWEEKLY	1,090.39	1,135.39	1,180.39	1,211.07	1,241.75	1,272.43	1,303.11	1,333.79	1,364.47	1,395.15	1,425.83	1,456.51	1,487.19	1,517.87	1,548.55	1,579.23	1,609.91
GR07	HOURLY	14.45	15.30	16.15	16.49	16.83	17.17	17.51	17.85	18.19	18.53	18.87	19.21	19.55	19.89	20.23	20.57	20.91
	BIWEEKLY	1,135.39	1,180.39	1,225.39	1,256.07	1,286.75	1,317.43	1,348.11	1,378.79	1,409.47	1,440.15	1,470.83	1,501.51	1,532.19	1,562.87	1,593.55	1,624.23	1,654.91
GR08	HOURLY	15.02	15.87	16.72	17.06	17.40	17.74	18.08	18.42	18.76	19.10	19.44	19.78	20.12	20.46	20.80	21.14	21.48
	BIWEEKLY	1,180.39	1,225.39	1,270.39	1,301.07	1,331.75	1,362.43	1,393.11	1,423.79	1,454.47	1,485.15	1,515.83	1,546.51	1,577.19	1,607.87	1,638.55	1,669.23	1,700.00
GR09	HOURLY	16.72	17.57	18.42	18.76	19.10	19.44	19.78	20.12	20.46	20.80	21.14	21.48	21.82	22.16	22.50	22.84	23.18
	BIWEEKLY	1,225.39	1,270.39	1,315.39	1,346.07	1,376.75	1,407.43	1,438.11	1,468.79	1,499.47	1,530.15	1,560.83	1,591.51	1,622.19	1,652.87	1,683.55	1,714.23	1,745.00
GR10	HOURLY	17.36	18.21	19.06	19.40	19.74	20.08	20.42	20.76	21.10	21.44	21.78	22.12	22.46	22.80	23.14	23.48	23.82
	BIWEEKLY	1,270.39	1,315.39	1,360.39	1,391.07	1,421.75	1,452.43	1,483.11	1,513.79	1,544.47	1,575.15	1,605.83	1,636.51	1,667.19	1,697.87	1,728.55	1,759.23	1,790.00
GR11	HOURLY	18.21	19.06	19.91	20.25	20.59	20.93	21.27	21.61	21.95	22.29	22.63	22.97	23.31	23.65	23.99	24.33	24.67
	BIWEEKLY	1,315.39	1,360.39	1,405.39	1,436.07	1,466.75	1,497.43	1,528.11	1,558.79	1,589.47	1,620.15	1,650.83	1,681.51	1,712.19	1,742.87	1,773.55	1,804.23	1,835.00
GR12	HOURLY	19.06	19.91	20.76	21.10	21.44	21.78	22.12	22.46	22.80	23.14	23.48	23.82	24.16	24.50	24.84	25.18	25.52
	BIWEEKLY	1,360.39	1,405.39	1,450.39	1,481.07	1,511.75	1,542.43	1,573.11	1,603.79	1,634.47	1,665.15	1,695.83	1,726.51	1,757.19	1,787.87	1,818.55	1,849.23	1,880.00
GR13	HOURLY	20.74	21.59	22.44	22.78	23.12	23.46	23.80	24.14	24.48	24.82	25.16	25.50	25.84	26.18	26.52	26.86	27.20
	BIWEEKLY	1,405.39	1,450.39	1,495.39	1,526.07	1,556.75	1,587.43	1,618.11	1,648.79	1,679.47	1,710.15	1,740.83	1,771.51	1,802.19	1,832.87	1,863.55	1,894.23	1,925.00
GR14	HOURLY	21.59	22.44	23.29	23.63	23.97	24.31	24.65	24.99	25.33	25.67	26.01	26.35	26.69	27.03	27.37	27.71	28.05
	BIWEEKLY	1,450.39	1,495.39	1,540.39	1,571.07	1,601.75	1,632.43	1,663.11	1,693.79	1,724.47	1,755.15	1,785.83	1,816.51	1,847.19	1,877.87	1,908.55	1,939.23	1,970.00
GR15	HOURLY	22.44	23.29	24.14	24.48	24.82	25.16	25.50	25.84	26.18	26.52	26.86	27.20	27.54	27.88	28.22	28.56	28.90
	BIWEEKLY	1,495.39	1,540.39	1,585.39	1,616.07	1,646.75	1,677.43	1,708.11	1,738.79	1,769.47	1,800.15	1,830.83	1,861.51	1,892.19	1,922.87	1,953.55	1,984.23	2,015.00
GR16	HOURLY	23.29	24.14	24.99	25.33	25.67	26.01	26.35	26.69	27.03	27.37	27.71	28.05	28.39	28.73	29.07	29.41	29.75
	BIWEEKLY	1,540.39	1,585.39	1,630.39	1,661.07	1,691.75	1,722.43	1,753.11	1,783.79	1,814.47	1,845.15	1,875.83	1,906.51	1,937.19	1,967.87	1,998.55	2,029.23	2,060.00
GR17	HOURLY	24.14	24.99	25.84	26.18	26.52	26.86	27.20	27.54	27.88	28.22	28.56	28.90	29.24	29.58	29.92	30.26	30.60
	BIWEEKLY	1,585.39	1,630.39	1,675.39	1,706.07	1,736.75	1,767.43	1,798.11	1,828.79	1,859.47	1,890.15	1,920.83	1,951.51	1,982.19	2,012.87	2,043.55	2,074.23	2,105.00
GR18	HOURLY	24.99	25.84	26.69	27.03	27.37	27.71	28.05	28.39	28.73	29.07	29.41	29.75	30.09	30.43	30.77	31.11	31.45
	BIWEEKLY	1,630.39	1,675.39	1,720.39	1,751.07	1,781.75	1,812.43	1,843.11	1,873.79	1,904.47	1,935.15	1,965.83	1,996.51	2,027.19	2,057.87	2,088.55	2,119.23	2,150.00
GR19	HOURLY	25.84	26.69	27.54	27.88	28.22	28.56	28.90	29.24	29.58	29.92	30.26	30.60	30.94	31.28	31.62	31.96	32.30
	BIWEEKLY	1,675.39	1,720.39	1,765.39	1,796.07	1,826.75	1,857.43	1,888.11	1,918.79	1,949.47	1,980.15	2,010.83	2,041.51	2,072.19	2,102.87	2,133.55	2,164.23	2,195.00
GR20	HOURLY	26.69	27.54	28.39	28.73	29.07	29.41	29.75	30.09	30.43	30.77	31.11	31.45	31.79	32.13	32.47	32.81	33.15
	BIWEEKLY	1,720.39	1,765.39	1,810.39	1,841.07	1,871.75	1,902.43	1,933.11	1,963.79	1,994.47	2,025.15	2,055.83	2,086.51	2,117.19	2,147.87	2,178.55	2,209.23	2,240.00

Appendix A

