Employee Manual

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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. 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. Any thing 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 the Community Relations Director 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 evidences 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.

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.

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.

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.

Evaluations

Please note, this is currently being modified. Since the introductory period is now twelve (12) months, three (3) month evaluations are not required. Six (6) month and twelve (12) month evaluations will be required.

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 three (3) 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.

Vacation

On completion of the introductory period, 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. Regular part time employees accrue 48 hours of sick leave per year.

Holidays

Regular employees shall be entitled to 12 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 Years 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 Community Care Employee Assistance Program (EAP) is a free service provided for employees and their dependents. The 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: 1-800-221-3976

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:

Years of Service	*Vesting Percentage*
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 tobacco use 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 results.

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. They 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:

- Employees 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 employee s 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:

- Employees 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 impost 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 relate 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 or 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

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 sued 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 o 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

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

Proper dress and personal grooming communicates 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.

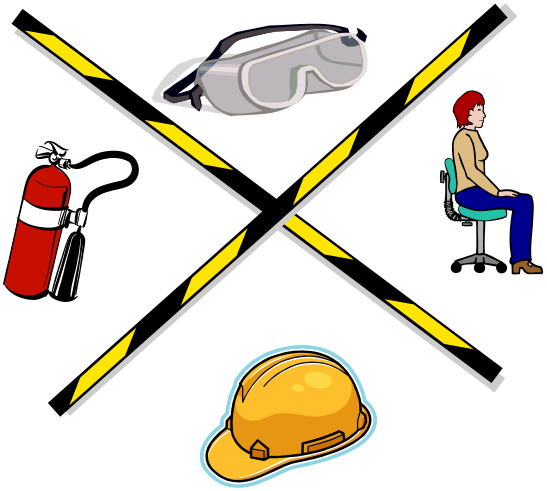
EFFECTIVE JAN 29, 2018

LEVEL	STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	%Increase		5%	5%	5%	3%	3%	3%	3%	3%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
GE01	HOURLY	9.38	9.84	10.32	10.84	11.17	11.51	11.85	12.21	12.58	12.89	13.22	13.56	13.88	14.23	14.59	14.96	15.33
	BIWEEKLY	749.00	787.44	825.79	867.41	893.52	920.45	948.10	976.75	1,006.13	1,031.42	1,057.54	1,083.66	1,110.58	1,138.32	1,166.86	1,196.26	1,226.45
	ANNUAL	19,478.29	20,473.44	21,470.59	22,552.61	23,231.52	23,931.65	24,652.96	25,395.55	26,159.33	26,817.02	27,495.94	28,174.85	28,874.98	29,596.32	30,338.88	31,102.66	31,887.65
GE02	HOURLY	10.08	10.57	11.10	11.65	12.00	12.35	12.72	13.10	13.49	13.82	14.17	14.52	14.90	15.27	15.65	16.03	16.43
	BIWEEKLY	806.21	845.38	887.81	931.87	959.62	988.18	1,017.55	1,047.74	1,079.57	1,105.88	1,133.42	1,161.98	1,192.18	1,221.55	1,251.74	1,282.75	1,314.58
	ANNUAL	20,961.41	21,979.78	23,083.01	24,228.67	24,950.02	25,692.58	26,456.35	27,241.34	28,068.77	28,747.68	29,469.02	30,211.58	30,996.58	31,760.35	32,545.34	33,351.55	34,178.98
GE03	HOURLY	10.82	11.37	11.93	12.54	12.91	13.30	13.70	14.11	14.52	14.90	15.27	15.65	16.03	16.43	16.84	17.26	17.70
	BIWEEKLY	865.78	909.84	954.72	1,002.86	1,033.06	1,064.06	1,095.89	1,128.53	1,161.98	1,192.18	1,221.55	1,251.74	1,282.75	1,314.58	1,347.22	1,380.67	1,415.76
	ANNUAL	22,510.18	23,655.84	24,822.72	26,074.46	26,859.46	27,665.56	28,493.09	29,341.73	30,211.58	30,996.58	31,760.35	32,545.34	33,351.55	34,178.98	35,027.62	35,897.47	36,809.76
GE04	HOURLY	11.63	12.23	12.85	13.45	13.86	14.28	14.71	15.15	15.61	16.00	16.39	16.80	17.22	17.65	18.09	18.54	19.00
	BIWEEKLY	931.87	978.38	1,028.16	1,076.30	1,108.94	1,142.40	1,176.67	1,211.76	1,248.48	1,279.49	1,311.31	1,343.95	1,377.41	1,411.68	1,447.58	1,483.49	1,520.21
	ANNUAL	24,228.07	25,437.98	26,732.16	27,983.90	28,832.54	29,702.40	30,593.47	31,805.76	32,460.48	33,266.69	34,094.11	34,942.75	35,812.61	36,703.68	37,637.18	38,570.69	39,525.41
GE05	HOURLY	12.52	13.16	13.81	14.49	14.92	15.37	15.83	16.31	16.80	17.22	17.65	18.09	18.54	19.00	19.48	19.96	20.46
	BIWEEKLY	1,001.23	1,052.84	1,104.88	1,159.54	1,193.61	1,229.71	1,266.43	1,304.78	1,343.96	1,377.41	1,411.68	1,447.58	1,483.49	1,520.21	1,558.56	1,596.91	1,636.90
	ANNUAL	26,032.00	27,388.84	28,726.48	30,147.94	31,039.01	31,972.51	32,927.23	33,924.38	34,942.75	35,812.81	36,703.68	37,637.18	38,570.69	39,525.41	40,522.56	41,519.71	42,569.30
GE06	HOURLY	13.44	14.12	14.84	15.58	16.02	16.50	17.00	17.51	18.04	18.49	18.95	19.42	19.91	20.40	20.92	21.44	21.98
	BIWEEKLY	1,075.48	1,129.34	1,187.28	1,244.40	1,281.94	1,320.29	1,360.27	1,401.07	1,443.50	1,479.41	1,516.13	1,553.66	1,592.83	1,632.00	1,673.82	1,715.23	1,758.48
	ANNUAL	27,962.66	29,362.94	30,869.28	32,354.40	33,330.34	34,327.46	35,367.07	36,427.87	37,531.10	38,464.61	39,419.33	40,395.26	41,413.63	42,432.00	43,514.02	44,596.03	45,720.48
GE07	HOURLY	14.45	15.18	15.96	16.73	17.23	17.75	18.28	18.83	19.39	19.88	20.37	20.88	21.40	21.94	22.48	23.05	23.62
	BIWEEKLY	1,156.27	1,214.21	1,277.04	1,338.24	1,378.22	1,419.84	1,462.27	1,506.34	1,551.22	1,590.38	1,629.55	1,670.35	1,711.97	1,755.22	1,798.46	1,844.16	1,889.88
	ANNUAL	30,063.07	31,569.41	33,203.04	34,794.24	35,833.82	36,915.84	38,019.07	39,164.74	40,331.82	41,349.98	42,368.35	43,428.15	44,511.17	45,635.02	46,760.06	47,948.16	49,136.26
GE08	HOURLY	15.52	16.31	17.13	17.98	18.52	19.07	19.65	20.24	20.85	21.37	21.91	22.45	23.01	23.58	24.17	24.79	25.41
	BIWEEKLY	1,241.95	1,304.78	1,370.00	1,438.61	1,481.86	1,525.92	1,571.62	1,618.94	1,667.90	1,709.52	1,752.77	1,796.02	1,840.90	1,886.59	1,933.92	1,982.88	2,032.85
	ANNUAL	32,290.75	33,924.38	35,621.66	37,403.81	38,528.26	39,673.92	40,862.02	42,092.54	43,365.50	44,447.52	45,571.97	46,696.42	47,863.30	49,051.39	50,281.92	51,554.88	52,849.06
GE09	HOURLY	16.70	17.52	18.40	19.32	19.90	20.50	21.11	21.75	22.40	22.96	23.53	24.12	24.72	25.34	25.97	26.62	27.29
	BIWEEKLY	1,335.79	1,401.89	1,472.08	1,545.50	1,592.02	1,640.16	1,689.12	1,739.71	1,791.94	1,836.82	1,882.51	1,929.84	1,977.98	2,028.94	2,077.54	2,129.76	2,182.80
	ANNUAL	34,730.59	36,449.09	38,273.68	40,183.10	41,392.42	42,644.16	43,917.12	45,232.51	46,590.34	47,757.22	48,945.31	50,175.84	51,427.58	52,760.54	54,015.04	55,373.76	56,752.80
GE10	HOURLY	17.96	18.87	19.83	20.77	21.39	22.03	22.70	23.38	24.08	24.67	25.30	25.93	26.58	27.24	27.93	28.62	29.34
	BIWEEKLY	1,436.98	1,509.60	1,586.30	1,661.38	1,711.15	1,762.56	1,815.60	1,870.27	1,926.58	1,973.50	2,023.68	2,074.27	2,126.50	2,179.54	2,234.21	2,289.70	2,346.82
	ANNUAL	37,361.38	39,249.66	41,243.90	43,195.78	44,489.05	45,826.56	47,205.60	48,627.07	50,090.98	51,321.50	52,615.68	53,931.07	55,288.90	56,687.94	58,089.41	59,532.10	61,017.22
GE11	HOURLY	19.29	20.26	21.27	22.33	23.00	23.69	24.41	25.14	25.90	26.55	27.21	27.90	28.59	29.30	30.04	30.78	31.55
	BIWEEKLY	1,543.06	1,620.56	1,701.36	1,786.22	1,840.08	1,895.57	1,952.69	2,011.44	2,071.82	2,124.05	2,177.09	2,231.76	2,287.26	2,344.37	2,403.12	2,462.60	2,523.89
	ANNUAL	40,119.46	42,134.56	44,235.36	46,441.82	47,842.08	49,284.77	50,769.89	52,297.44	53,867.42	55,225.25	56,604.29	58,025.76	59,468.45	60,953.57	62,481.12	64,029.89	65,621.09
GE12	HOURLY	20.74	21.78	22.87	24.02	24.75	25.49	26.25	27.04	27.86	28.55	29.26	30.00	30.74	31.51	32.29	33.11	33.94
	BIWEEKLY	1,658.93	1,742.16	1,829.47	1,921.66	1,979.62	2,039.18	2,100.38	2,163.22	2,228.60	2,283.98	2,341.10	2,399.66	2,459.42	2,520.62	2,583.46	2,648.74	2,714.83
	ANNUAL	43,132.13	45,295.16	47,566.27	49,963.66	51,470.02	53,018.78	54,609.98	56,243.62	57,940.00	59,383.58	60,868.70	62,396.26	63,945.02	65,536.22	67,169.98	68,867.14	70,585.63
GE13	HOURLY	22.30	23.41	24.57	25.81	26.58	27.38	28.20	29.05	29.92	30.67	31.44	32.22	33.03	33.86	34.71	35.59	36.49
	BIWEEKLY	1,783.78	1,872.72	1,965.74	2,064.48	2,126.50	2,190.14	2,256.24	2,323.97	2,393.33	2,453.71	2,514.91	2,577.74	2,642.21	2,709.12	2,778.85	2,847.02	2,918.02
	ANNUAL	46,378.18	48,690.72	51,109.34	53,676.48	55,289.90	56,943.74	58,662.24	60,423.17	62,226.53	63,795.51	65,387.71	67,021.34	68,697.41	70,437.12	72,198.05	74,022.62	75,868.42
GE14	HOURLY	23.08	25.16	26.42	27.74	28.58	29.44	30.32	31.23	32.17	32.98	33.80	34.64	35.50	36.38	37.30	38.23	39.19
	BIWEEKLY	1,916.78	2,013.67	2,113.44	2,219.52	2,288.43	2,354.98	2,425.97	2,498.59	2,573.66	2,636.13	2,704.22	2,771.14	2,839.68	2,910.07	2,984.11	3,058.37	3,135.07
	ANNUAL	49,836.38	52,339.87	54,949.44	57,707.52	59,447.23	61,229.38	63,075.17	64,983.39	66,915.26	68,591.33	70,309.82	72,049.54	73,831.68	75,677.47	77,586.91	79,517.57	81,511.87
GE15	HOURLY	25.77	27.05	28.41	29.82	30.72	31.64	32.59	33.57	34.58	35.43	36.32	37.22	38.16	39.12	40.09	41.09	42.12
	BIWEEKLY	2,061.22	2,164.03	2,272.58	2,385.98	2,457.79	2,531.23	2,607.12	2,685.46	2,766.24	2,834.78	2,905.78	2,977.58	3,052.68	3,129.38	3,208.88	3,288.85	3,369.26
	ANNUAL	53,591.82	56,264.83	59,086.58	62,035.58	63,902.59	65,812.03	67,785.12	69,821.86	71,922.24	73,704.38	75,550.18	77,417.18	79,369.06	81,363.38	83,378.88	85,458.05	87,600.86
GE16	HOURLY	27.86	29.08	30.53	32.00	33.02	34.01	35.03	36.08	37.16	38.09	39.04	40.01	41.01	42.04	43.10	44.18	45.28
	BIWEEKLY	2,215.44	2,328.42	2,442.29	2,564.69	2,641.39	2,720.54	2,802.14	2,886.19	2,972.69	3,046.94	3,122.83	3,201.17	3,281.14	3,363.55	3,447.60	3,534.10	3,622.22
	ANNUAL	57,601.44	60,488.82	63,499.49	66,681.89	68,678.19	70,734.14	72,855.74	75,040.99	77,289.89	79,220.54	81,193.63	83,230.37	85,309.54	87,452.35	89,637.60	91,886.50	94,177.82
GE17	HOURLY	29.77	31.26	32.83	34.47	35.50	36.56	37.66	38.79	39.95	40.95	41.97	43.02	44.09	45.20	46.33	47.49	48.67
	BIWEEKLY	2,381.90	2,501.04	2,626.70	2,757.26	2,839.68	2,924.54	3,012.67	3,103.35	3,196.27	3,276.24	3,357.84	3,441.80	3,527.57	3,615.70	3,706.27	3,799.30	3,893.95
	ANNUAL	61,929.50	65,027.04	68,294.30	71,688.88	73,831.68	76,038.14	78,329.47	80,684.45	83,103.07	85,182.24	87,303.84	89,489.00	91,716.77	94,008.10	96,363.07	98,781.70	101,242.75
GE18	HOURLY	32.01	33.61	35.29	37.06	38.17	39.31	40.49	41.71	42.96	44.03	45.14	46.26	47.41	48.60	49.82	51.07	52.35
	BIWEEKLY	2,560.61	2,688.72	2,823.36	2,964.53	3,053.47	3,144.80	3,239.52	3,336.62	3,436.89	3,522.67	3,610.80	3,700.58	3,792.77	3,888.24	3,985.34	4,085.71	4,187.81
	ANNUAL	66,575.81	69,906.72	73,407.36	77,077.73	79,390.27	81,760.40	84,227.52	86,752.22	89,361.79	91,589.47	93,880.80	96,214.58	98,611.97	101,094.24	103,618.94	106,228.51	108,882.50
GE19	HOURLY	34.41	36.14	37.94	39.85	41.04	42.29	43.54	44.85	46.20	47.35	48.54	49.78	51.00	52.26	53.57	54.91	56.28
	BIWEEKLY	2,753.18	2,891.09	3,035.52	3,188.11	3,283.58	3,382.32	3,483.50	3,587.95	3,695.68	3,787.87	3,883.34	3,980.45	4,080.00	4,181.18	4,285.63	4,392.53	4,502.69
	ANNUAL	71,582.78	75,158.29	78,923.52	82,890.91	85,373.18	87,940.32	90,571.10	93,286.75	96,087.28	98,484.67	100,986.94	103,491.65	106,080.00	108,710.78	111,426.43	114,205.73	117,089.99
GE20	HOURLY	37.01	38.85	40.79	42.83	44.12	45.44	46.81	48.22	49.66	50.90	52.17	53.48	54.81	56.17	57.58	59.03	60.50
	BIWEEKLY	2,960.45	3,108.14	3,263.18	3,426.38	3,529.20	3,635.28	3,744.62	3,857.23	3,973.10	4,071.84	4,173.84	4,278.29	4,385.18	4,493.71	4,606.32	4,722.19	4,839.70
	ANNUAL	76,971.65	80,811.74	84,842.78	89,085.98	91,759.20	94,517.28	97,360.22	100,297.60	103,300.70	105,867.84	108,519.84	111,235.49	114,014.78	116,836.51	119,764.32	122,776.99	125,832.10

Appendix A

Appendix A

NEW HIRE ORIENTATION
EMPLOYEE
SAFETY MANUAL



HUMAN RESOURCES DEPARTMENT

OFFICE OF SAFETY AND RISK

Appendix B

CITY SAFETY POLICIES

This manual summarizes safety related policies written as the City Managers' Administrative Polices, City Council Policies, or City Ordinances. If you would like further information on any of these policies, contact your supervisor or the City's Safety & Risk Manager.

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Office of the City Manager

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www.cityof.lawton.ok.us

MEMORANDUM

TO: All City of Lawton Employees

FROM: Michael Cleghorn, City Manager

DATE: February 11, 2019

RE: City of Lawton Safety Program

People are our most important asset, and their safety is our greatest responsibility. We can and must control City employee accidents and injuries. Safety is one of management's most important duties. Injuries cause emotional and financial hardship for injured employees and their families, loss of prestige for the City of Lawton as a community organization, and can seriously affect the friendliness and cooperativeness of our workforce. If we fully use the talents of all employees, we can achieve accident-free operations.

Injuries always cost employees and can be disastrous to their futures and family security. They also cost the community significantly with direct financial burdens and decreased efficiency of the workforce. The City of Lawton's management plans to reduce or eliminate accidents and injuries by providing the appropriate equipment, tools, materials, and personal protection for a safe working environment and by aggressively promoting and enforcing safe practices for City employees.

Each employee plays an important role in preventing accidents and is expected to cooperate fully with the safety program. Employee safety is to be the first consideration in the City's operation. Clean and orderly working conditions must be maintained for employee protection, safety, and health and to encourage efficient operations and satisfied employees.

FOREWORD

- This publication contains summaries of safety policies and is designed to assist employees and supervisors in carrying out the City of Lawton's Safety Program. But, in itself, this document does not provide all the guidance required to maintain a safe working environment. Federal OSHA (Occupational Safety and Health Administration) and Oklahoma Department of Labor (ODOL) safety regulations that pertain to general or specific job procedures also must be followed.

- Employees and supervisors must complete all safety training required by City policy, ODOL, and OSHA in order to know and enforce the regulations. Eligibility to participate in the general employee safety incentive program requires completion of all mandatory training and appropriate safety training no less than once per quarter.

- Many City employees must work independently or in small crews with little or no direct supervision. Further, work must be performed in hazardous work environments such as during severe weather and in or near heavy traffic. Thus, it is particularly important that all employees know and have the self-discipline to practice the safe operating procedures for the jobs they perform.

- I, as the City's Safety and Risk Manager, do not want you to work in any situation where an undue risk of injury exists. I solicit your help in identifying any unsafe conditions or practices and encourage your suggestions as to how to make your workplace safer for you and your co-workers. Hazards or suggestions may be reported to your supervisor, Safety Representative or directly to me.

Candy Brown

Candy Brown

Safety & Risk Manager

GENERAL SAFETY PROGRAM (ESTABLISHMENT OF SAFETY COMMITTEES)

Administrative Policy 3-23

The City of Lawton believes that safe working conditions for all its employees can and must be attained using proper protective equipment, proper safety and job training for supervisors and front-line employees, frequent reviews and improvement in job safety practices and procedures, and conscientious supervision. For these reasons, this policy is established.
The City Manager, Department heads and Division supervisors will consider it an essential part of their jobs to administer and actively support the safety program.

EMPLOYEE RIGHTS AND RESPONSIBILITIES: All employees are required as a condition of employment to follow established and generally accepted safety rules, to use prescribed safe job procedures, to properly wear or use appropriate personal protective equipment provided, and to otherwise help ensure their own safety, as well as the safety of co-workers and the public. Employees have the right to refuse to work in conditions that unnecessarily put them at a high risk of injury without fear of retribution for doing so. Although employees are encouraged to address their safety concerns to their immediate supervisor, they will not be penalized for reporting them directly to the Safety & Risk Officer, their Safety Representative or higher level supervisory personnel. They have the right to be provided with the appropriate personal protective equipment for the tasks they perform. Tools, equipment, and vehicles provided for employee use must be safe and serviceable and appropriate to the tasks being performed.

GENERAL EMPLOYEE SAFETY COMMITTEE: To assist in carrying out the safety program, The General Employee Safety Committee is hereby established. Safety or Safety and Health Committees for Police and Fire personnel will be established as may be required by their individual bargaining agreements. Each committee shall establish by-laws to assure efficient and effective participation in establishing and monitoring such programs as accident investigations, safety education, safety inspections, safety incentive programs and other such programs as may be necessary and desirable to enhance the safety of the employees it represents.

The sixteen-member committee shall be composed of safety representatives appointed by the Director of Public Works from the following divisions: Streets/Drainage Maintenance, Animal Welfare, Equipment Maintenance, Electronic Maintenance, Wastewater Collection/ Maintenance, Wastewater Treatment Plant, Solid Waste Collection, Solid Waste Disposal, Water Treatment Plant Water Distribution and Sewer Construction. Department directors will also appoint representatives from the Parks & Grounds Division, Recreation Services Division, the Finance Department and a general employee to represent the general employees in the Police Department. An at-large member is appointed by the Employee Advisory Committee to represent all other general employee work units. The Safety and Risk Officer shall act as a non-voting member and advisor to all committees unless appointed as a voting member.

All employees from the City Manager to the lowest man on the organizational chart have responsibilities that must be carried out for the City's safety program to be effective in reducing accidents. The City asks for your full support in achieving the goals of the safety program.

DRIVER IMPROVEMENT PROGRAM

Administrative Policy 3-12

The purpose of this policy is to reduce injury exposure for City employees and the public and to minimize the loss of City resources due to employee involvement in preventable vehicle accidents. These resources include man-hours, equipment and money. This policy contains provisions to insure all City vehicle operators are properly licensed, trained and qualified on safe driving procedures for the specific type(s) of equipment they operate while on the job; only properly qualified drivers are allowed to operate city-owned equipment; employee behavior that adversely affects the safe operation of equipment is either modified or appropriately penalized and accident-free drivers are recognized and rewarded for their efforts.

DRIVING AWARDS: Awards are based on the number of cumulative calendar years an employee completes without points being assessed against his/her driving record by one of the City's Vehicle Accident Review Boards. Separate Boards are established for Fire, Police and general employees. Any point assessment will disqualify the employee for any driving award for the calendar year in which the collision, incident or driving violation giving rise to the point assessment occurred. Awards will be presented to eligible employees for consecutive years without a point assessment according to the following:

1-4	Years	Certificate of Achievement
5-10	Years	Certificate and one-half working day of non-charged leave time
11+	Year	Certificate and one working day of non-charged leave time.

Eligible employees are those in positions where driving is a primary or major job requirement and have completed one or more consecutive accident-free years. Accident-free year is defined as one in which the employee was assessed no points by a Vehicle Accident Review Board. For award consideration, the accident-free years start at the first of the calendar year following hire, promotion or transfer into a position where driving is a primary or major job or the first of the calendar year following the date the employee was involved in a collision, damage incident or driving violation for which one or more points were assessed.

VEHICLE ACCIDENT REVIEW BOARDS: The Boards have final responsibility for assessing points against the driving records of employees who are involved in preventable collisions or who are otherwise guilty of driving violations. The Boards may assess points against employees who cause or contribute to a collision or other vehicle damage incident but are not operating the vehicle and do not have primary responsibility for the vehicle. These would include situations where a ground guide was negligent or the vehicle was damaged during loading or unloading. The City and Fire Vehicle Accident Review Boards may add or subtract a point from the scheduled point assessment based on the severity of the collision or other extenuating circumstances.

Points assessed by the City (general employee) and Fire Vehicle Accident Review Boards are in accordance with the following schedule. The point system used by the Police Vehicle Accident Review Board is slightly different.

Category	Points
Chargeable Collision	3
Preventable Collision	2
Chargeable Damage Incident	1

Driving Violation	1
Non-Preventable Collision	0
Non-Preventable Damage Incident	0

DISCIPLINARY ACTION: The appropriate level of disciplinary action for vehicle operators involved in preventable collisions, chargeable damage incidents, or guilty of driving infractions, or for non-operators who cause or contribute to collisions or other vehicle damage is determined by the cumulative number of points charged against their driving record for incidents occurring in the 24 months immediately preceding the date of the incident being reviewed plus points assessed for the incident. Department Directors are responsible for taking disciplinary actions. The City Manager must approve suspensions of ten or more days or termination. The disciplinary actions for the various levels of point accumulations are as follows:

0-1	Informal Conference
2-4	Written Warning Notice
5-6	Written reprimand and one day suspension without pay
7-8	Suspension of 40 working hours without pay
9+	Termination from City employment

The Board has the ability to increase/decrease by 1 point (explanation to be detailed by Safety & Risk Officer). Some violations are of such a serious nature that the point system may be preempted and the initial occurrence becomes cause for immediate termination of employment. Such as, operating a city-owned vehicle or piece of equipment while the employee's driving privileges have been revoked or suspended by the State of Oklahoma, Willful intent to injure or damage property, or reckless conduct resulting in injury or damage to property by a City employee, any property damage or injury caused by a City employee while using or under the influence of alcohol or any controlled substance as defined by the statutes and laws of the State of Oklahoma, and any injury or property damage caused by a City employee who is engaged in conduct outside the scope of his/her employment with the City of Lawton.

CELL PHONES: City of Lawton strictly prohibits the usage of cell phones while operating city owned vehicles.

SAFETY BELTS: Unless an exemption has been granted, any person operating or riding in a City-owned vehicle will be required to have safety belts buckled around them and properly adjusted at all times while the vehicle is in motion. This policy includes construction equipment, farm tractors and riding mowers equipped with rollover protection and vehicles equipped with air bags.

AUTHORIZED DRIVERS: Only City employees, who are properly licensed, trained and have driving records established in the City's Driver Program, should be allowed to operate City-owned vehicles. Persons not employed by the City of Lawton, including leased employees from a temporary services firm, should be prohibited from operating City-owned vehicles.

DEADLINING VEHICLES: All operators will take action to correct, or report to their immediate supervisor for correction, all vehicle discrepancies that could affect the safe operation of the vehicle. Unsafe vehicles will be immediately deadlined by the division/department to which they are assigned until repairs are completed. The Equipment Maintenance Superintendent has the authority to deadline any City-owned vehicle that he deems to be operationally unsafe.

DRIVING RECORDS: Individual records for all employees who are required to operate City-owned vehicles will be maintained on the City's mainframe computer. Periodically, records will be printed and forwarded to the employees' department or division supervisor. These are to be updated by the employee and the employee's supervisor and returned to the Safety & Risk Officer.

GENERAL EMPLOYEE INJURY PREVENTION PROGRAM
COUNCIL POLICY 3-2

This Program is to promote and publicize safety by providing positive incentives and rewards for employees who maintain a safe work record, and identify and discipline those employees with unsafe work performance.

The City of Lawton believes that safe working conditions for all its employees can and must be attained using proper protective equipment, proper safety and job training for supervisors and first-line employees, frequent reviews and improvement in job safety practices and procedures, and conscientious supervision. For these reasons this policy is established.

SAFETY INCENTIVE PROGRAM: This policy establishes a safety incentive program to encourage general employees to work safely and to reward those who do so. Eligibility to participate – All regular full-time general employees of the City of Lawton who are on duty for 1040 hours or more during the fiscal year are eligible to participate. The Safety Incentive Program awards will be based on an employee's incident/injury free record for one or more consecutive fiscal years. An incident/injury free year is defined as one in which no points were assessed against the employee's safety record by the General Employee Injury Review Board. Any incident/injury free years accumulated prior to July 1, 1992 will not be considered. Employees must also complete all safety training required by the Oklahoma Department of Labor (including some form of safety training each quarter of the fiscal year) and the City of Lawton and must not have been disciplined for any safety related infraction during the fiscal year to be eligible.

For award purposes, general employees are divided into two categories based on their risk of injury – high risk exposure employees and low risk exposure employees. Awards to be presented to each group are as follows:

High Risk Exposure Employees
1year -Certificate of Achievement
2-10 years - One (1) working day of non-charged leave time annually.
11+ years- Two (2) working days of non-charged leave time annually.

Low Risk Exposure Employees
1 year - Certificate of Achievement
2-10 years – One half (1/2) working day of non-charged leave time annually.
11+ years – One (1) working day of non-charged leave time annually.

Safety Incentive Leave Certificates must be used within one year after the date of issue. If not used during that period, the certificate becomes invalid and the leave time is lost without compensation.

POINT ASSESSMENT: This policy establishes a system by which points may be assessed against the incident/injury record of employees who are injured while on duty or employees who cause or contribute to the injury of other employees. The Safety and Risk Officer will maintain Incident/injury records. Points will be assessed against an employee's incident/injury record using the following schedule as a guide:

1. Chargeable incident/injury — 3 Points
2. Preventable Incident/Injury — 2 Points
3. Non-preventable Incident/Injury — 0 Points

If the Board rules an injury preventable, the Board has the discretion to add or subtract a point based on circumstances surrounding the injury. Thus, an injured employee may be assessed 1,2, or

3 points for a preventable injury. An employee who causes or contributes to the injury of another employee may be assessed no more than 2 points.

Violations for which the First Offense may Merit Immediate Termination: Some violations are of such a serious nature that the point system may be pre-empted and the initial occurrence becomes the cause for immediate termination of employment when recommended by the Department Director and Incident/Injury Review Board.

INJURY REVIEW BOARD: The Injury Review Board is composed of four members. The members include the City Manager or designed representative, the Safety and Risk Officer, the Chairman of the General Employee Safety Committee, or Vice Chairman if the Chairman is unable to attend, and the Safety Representative for the Department/Division of the employee whose injury is being reviewed or alternate safety representative should the designated representative not be able to serve in this capacity.

The Board has final responsibility for assessing points against the safety records of employees who are involved in or contribute to injury incidents. In determining points, the Board will consider all unusual or mitigating circumstances. The decision of the Board after formal hearing is final, subject to applicable provisions of the Lawton City Charter and state law.

The Board will review all injury incidents involving general City employees. However, only those incidents where the resulting injuries are severe enough that an employee must obtain professional medical treatment will be considered for the purpose of assessing points against an employee's safety record. Supervisory personnel should evaluate first-aid only injuries, near-miss accidents and any other instances where an employee may not have followed proper safety procedures or policies, and take action as appropriate.

DISCIPLINARY ACTIONS: The appropriate level of disciplinary action for general employees involved in chargeable/preventable incidents/injuries is determined by the cumulative number of points assessed against their safety records for injury incidents occurring in the 24 months immediately preceding the date of the injury being considered plus any points assessed for the current injury. Points assessed prior to that time will not be considered. The requisite disciplinary action for the various levels of point accumulation is as follows:

0-1	Informal Conference
2-3	Written Warning
4-5	Written Reprimand
6-8	Suspension for three days without pay
9+	Termination from City employment

SAFETY RECORDS: The Safety and Risk Officer will maintain safety records for each employee. Records for new employees will be added at the time they are hired. Information in each record will included the employee's name, social security number, birth date, job title, department, division, incident/injuries, and record of any actions taken by the department director as a result of a ruling by the Review Board.

WORKERS' COMPENSATION PROGRAM
ADMINISTRATIVE POLICY 2-3

This policy describes the City of Lawton Workers' Compensation Program. Included are procedures for obtaining medical treatment, injury reporting, contested and uncontested claims, returning employees to work on a limited or full duty basis, monitoring employees in "On-the-Job Injury Leave" status, and processing of medical bills.

NOTIFICATION OF RIGHTS AND RESPONSIBILITIES: A Workers' Compensation Court Form 1A, entitled "Oklahoma Workers' Compensation Notice and Instruction to Employers and Employees", this form describes employee rights to workers' compensation benefits and the responsibilities of employees and employers in reporting injuries or occupational diseases. The notice must be posted in one or more conspicuous places. The reverse side of the City's "Report of Injury" forms also contains notification to the injured employee of his/her rights and responsibilities under the Workers' Compensation Act.

INJURY REPORTS: After ensuring that the injured employee receives medical care as necessary, the supervisor will immediately begin investigating the incident that caused the injury. The result of this investigation will be documented in the appropriate sections of the City's *Report of Injury* form. Additional documentation may be generated as warranted.

The supervisor should provide the injured employee a completed *Authorization for Treatment* form that is to be presented to the medical provider selected to treat the employee. In most cases, the provider will still call the City Attorney's Office to verify that the injury is covered by workers' compensation.

As soon as practical after a compensable injury occurs (normally at the time the *Report of Injury* is initiated) the injured employee shall be informed by his/her supervisor of the rights, responsibilities and benefits prescribed by the Workers' Compensation Act. This information is printed on the reverse side of the *Report of Injury* form. The injured employee does not have to file a claim form in order to have relevant medical expenses paid and to receive temporary compensation for lost work days incurred due to the injury.

UNAUTHORIZED SECOND OPINIONS Treatment provided from sources to which the initial treating physician did not properly refer the injured employee is not a covered expense. Second opinions are not covered unless they are directed or authorized by the City. Injured employees not satisfied with the treatment they are being provided should seek authorization for a change in physicians from the City Attorney's Office.

TEMPORARY TOTAL DISABILITY BENEFITS (ON-THEJOB INJURY LEAVE): In general, all regular employees will be provided their full salary through the City's payroll system during the period of recovery from a valid workers' compensation injury. This benefit will be paid from the first day of lost time for up to a cumulative total of 26 weeks or until the employee is released to return to work in a limited or full duty status, released from medical treatment, or is rated for permanent disability by any qualified physician.

Upon being released by a physician to return to work on a limited duty basis, the injured employee will report to his division supervisor. The division supervisor will interview the employee to determine his/her physical restrictions and to determine his/her education, training, experience and skills. This information will be used in determining limited duty jobs for which the employee is qualified and physically capable of performing.

CHEMICAL HAZARD COMMUNICATION PROGRAM
ADMINISTRATIVE POLICY 3-24

City Employees are exposed to a variety of hazardous substances in the workplace. To minimize the adverse health affects of these chemicals, employee education and prescribed safe job procedures and personal protective equipment are required. In 1985 the Oklahoma Hazard Communication Standard was enacted under the authority of Title 40 O.S. and is enforced by the Oklahoma Department of Labor (ODOL). ODOL basically adopted the OSHA Hazard Communication Standard applying to private industry, extended it to cover public employees, and added provisions recognizing the unique requirements for firefighters and other public safety employees and the requirement for annual training.

The purpose of the program is to identify and properly label hazardous substances used or otherwise present in the workplace of City employees, to provide information to and educate employee on the chemicals that they or may be exposed to while on the job, and to record and make available to employees a summary of the exposure they have had to specific hazardous substances in the workplace.

SUBSTANCES TO WHICH THIS POLICY APPLIES: Most substances that are a hazardous chemical or contain hazardous chemicals as indicated in their Safety Data Sheets (SDS) fall under the provisions of this program. SDS will be obtained for all such products used or present in the work place that list a warning or hazard alert on their labels.

EXCLUSIONS: This policy does not apply to foods, drugs, cosmetics, or tobacco products intended for personal consumption by employees while in the workplace. Additionally, this policy does not apply to any consumer products and foodstuffs packaged for distribution to, and intended for use by the general public unless the employer purchases these products for the required use of employees in a manner different than how they would be used by the general public. Also not included in the program, are hazardous waste, wood products, molded plastic products, nuisance particles, radiation, and biological hazards.

EMPLOYEES TO WHICH THIS POLICY APPLIES: All employees are exposed to hazardous materials to one extent or the other and are covered by the provisions of this policy.

CHEMICAL INVENTORY LISTS:

1. A Chemical Inventory List (CIL) is a list of all chemicals used or present in a workplace.

2. A master list (CIL) of all chemical substances present in any City workplace will be maintained and updated annually by the Safety and Risk Officer. The CIL will list the chemical substances by their common or trade names of the substances. The list is cross-referenced to the applicable SDS and is in alphabetical order.

3. A CIL of chemicals used or present in each workplace will be prepared and maintained in the workplace. These lists will be filed in the binder with the SDS for all chemicals used or present in the workplace. The CIL will list each substance by its common or trade name. Each will be alphabetized and will be updated annually.

SAFETY DATA SHEETS:

1. No hazardous substance or agent will be used by City employees prior to receipt and review of a SDS for the substance or agent.

2. Financial Services Division buyers will specify that SDS's must precede or accompany all hazardous substance shipments received by the City. Such shipments will be accepted unless this requirement met. Manufacturers, importers, and distributors are required by law to provide SDS's to purchasers of their products.

3. A master file with copies of SDS's for all chemical substances present in the City workplaces will be maintained by the Safety and Risk Officer. Each SDS's will be assigned a unique identifying number, which will be referenced in the master CIL. SDS's are filed in loose-lead binders in alphabetical order by category.

4. Each workplace will have available copies of SDS's for all chemicals used or present in the workplace. These will be maintained in clearly marked, loose-leaf binders.

No less than once every twelve months, the HAZCOM Coordinator for the workplace will re-inventory chemicals in the workplace and check the SDS file to insure that SDS's are available for all chemicals on hand. A written record of the inventory and SDS review will be maintained in the SDS file (binder). The HAZCOM Coordinator will inform the Safety and Risk Officer of any needed SDS's. The Safety & Risk Officer will take action to procure the required material safety data sheets. The HAZCOM Coordinators will send to the Safety & Risk Officer copies of any new or revised SDS's that they obtain.

SAFE OPERATING PROCEDURES: Each work unit will prepare safe operating procedures for job tasks involving the use or storage of hazardous substances. A separate safe operating procedure is not required for each item listed in the workplace CIL. If the safe handling procedures are the same for two or more chemical substances, the chemicals may be grouped together and covered by one safe operating procedure. These procedures must be consistent with the SDS provisions for the substance. A copy of each operating procedure will be provided to the HAZCOM Coordinator for use in training division personnel. When these procedures are modified (to include use of different chemicals) updated standard safe operating procedures will be prepared. Copies of the procedures should be filed in the workplace SDS binder or otherwise be made readily accessible to employees performing the tasks.

EMPLOYEE TRAINING: All employees will receive chemical hazard communication training within 30 days of hire, whenever new chemicals are introduced into the workplace, and on an annual basis throughout their employment with the City. This training will include the nature of the hazards of specific chemicals with which they may be required to work; the precautions, procedures and the equipment that must be used to safely work with the chemical; and emergency and first aid procedures to use in case of spill or over-exposure. Prior to receiving this training, employees should be allowed to handle hazardous chemicals only under close, direct supervision of trained personnel.

EMPLOYEE ACCESS TO RECORDS: Employees or designated employee representatives have right of access to Exposure Reports or Exposure summaries maintained on them and to the SDS's for the hazardous substances covered by this policy. Requests for exposure reports or summaries must be made to the Safety and Risk Officer who will provide copies of the documents within 15 days of receipt of the request. SDS's and CIL's must be available at the workplace for review by the employees prior to working with the chemicals. Upon their request, employees are to receive a copy of the City's Hazard Communication Policy or copies of a specific safety data sheets.

BLOODBORNE DISEASES
ADMINISTRATIVE POLICY 3-14

The Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens Standard, Section 1910.1030,29 CFR Part 1910, was enacted to provide protection mainly for health care and emergency responder personnel. Police and Fire personnel have developed exposure control plans or their individual departments. However, potential exposure to blood and other body fluids may not be limited to Fire and Police emergency response personnel. Exposure may result from first-aid treatment or assistance provided to co-workers or other individuals who have been injured; or from a variety of other sources. This policy was written to provide guidance and procedures to minimize exposure of employees to blood borne diseases, such as the HIV (AIDS) virus and the HBV (Hepatitis B) virus.

UNIVERSAL PRECAUTIONS: Employees are to assume that all blood and other body fluids are contaminated (diseased), including the blood of fellow employees, and take precautions to protect themselves accordingly. Employees are to avoid, to the maximum extent possible, any situation that may result in contact with blood or other body fluids. Although the primary purpose of this policy is to prevent employees from contracting the HIV, HBV, HCV viruses, following the prescribed guidelines will prevent the transmission of other diseases as well.

HOW BLOOD BORNE DISEASES ARE TRANSMITTED: The Hepatitis B, Hepatitis C and AIDS viruses are transmitted in a similar manner. All are transmitted through sexual contact or contact with blood or certain other infectious materials from an individual infected with the virus. These materials included body fluids such as semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, pleural fluid, pericardial fluid, peritoneal fluid and any body fluid that is visibly contaminated with blood, and any unfixed organ or tissue from a human (living or dead). Saliva, vomit, urine and feces will not transmit these viruses unless contaminated with blood or other potentially infectious body fluids. Blood is the single most important source of HIV, HBV and HCV in the workplace setting. The contaminated blood must have a route of entry into the body for the virus to be transmitted. Possible routes of entry included eyes, mouth, nose and skin. Contaminated blood on the surface of the skin may enter the body through open wounds, or through cracked, chapped or abraded skin. Sharp objects contaminated with blood may introduce the disease into the body by puncturing the skin.

PERSONAL PROTECTIVE EQUIPMENT – GENERAL RULES:

A. Disposable gloves should be used wherever blood or A blood contaminated item is present to prevent direct contact with the hands.

B. Surgical masks, eyewear and appropriate protective clothing are recommended if there is massive bleeding, large amounts of blood present, or there is a chance of blood being spurted or splashed. Masks and eyewear, such as safety glasses, should be worn together or a full-face shield used instead. Protective clothing includes aprons, shoe covers, and full body suits.

C. Resuscitation equipment: CPR masks with one-way valves or other resuscitation devices that do not require direct contact with the mouth of the victim are to be used whenever CPR is to be given.

DISINFECTING, DECONTAMINATION AND DISPOSAL: Hand and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other potentially infectious body fluids. Even if gloves are worn, the hands should be washed. Wash skin surfaces with warm water and soap. When hand-washing facilities are not available, disposable antiseptic towelettes or alcohol wipes, that should be available in first-aid kits, are to be used. Floors, counters, vehicles and other areas that have potential surface contamination of blood or other body fluid may be decontaminated by cleaning with a bleach solution (one unit of bleach to ten units of water) or with other chemicals designed to destroy blood borne pathogens.

Contact the Safety and Risk Officer if assistance is needed in disposing of infectious waste. Where possible, waste should be decontaminated with bleach or other agents manufactured specifically for this purpose prior to disposal.

EXPOSURE INCIDENT REPORTS: Any employee, who comes into contact with potentially contaminated blood or other potentially infectious body fluid in such a manner conducive to transmission of a disease, will be referred immediately for medical evaluation by a licensed health care professional. The employee will be evaluated and monitored by the health care professional as necessary to determine if any disease was transmitted to the employee. Such risk exposures will be reported on the "Report of Injury" form and medical expenses will be paid under the City's Workers' Compensation Program.

POTENTIAL EXPOSURE INCIDENTS: Employees are to report any situation that could result in exposure incidents for City employees to their immediate supervisors. Employees should avoid situations where an exposure incident could result. No employee will be disciplined for refusal to work in a situation where an exposure incident could reasonably result.

TRAINING: Employees identified as at a significant risk for blood borne pathogen exposure will be required to attend the first available blood borne pathogens course after their dates of hire and annually thereafter. All other general employees will be scheduled to attend the first available blood borne pathogens training course. Follow-up training for these employees will be scheduled at the discretion of the employee and his/her supervisor. Training will include the contents of this policy; the hazards, modes of transmission, and symptoms of the HIV, HBV and HCV viruses, use of personal protective equipment and clothing, and on avoiding risk exposures.

FIRST-AID AND CPR: Employees who perform first-aid and CPR must wear vinyl or latex gloves to prevent direct contact with body fluids. If CPR is performed, masks with one-way valves must be used. If there is a possibility that blood or other body fluids will splash or spurt, surgical masks and goggles or a full-face shield should be worn. Other protective clothing such as sleeves, aprons, shoe covers may be needed depending upon the extent of possible exposure. The same procedures apply for employees at recreation or senior centers when assisting injured patrons.

HEPATITIS B VACCINATIONS: All City of Lawton regular employees may obtain Hepatitis B vaccinations at no cost. To arrange for the series of three vaccinations, employees are to contact the Human Resources Department

(Note: The above summarizes the policy for general employees. Fire and Police personnel, as First Responders, have comprehensive exposure control plans with more detailed and stringent requirements).

PRESCRIPTION SAFETY GLASS SERVICE
ADMINISTRATIVE POLICY 3-22

Safety glasses with protective lens are available through prescription safety glass service companies, at a cost lower than standard frames and lens from a retail optician. Thus, employees would be afforded eye protection with reduced cost for corrective lens. The service offers high quality frames in styles that are comparable to those available from local opticians. The bottom line is reduced eye injuries and reduced cost of replacing damaged glasses.

PROCEDURES

1. The employee must receive an eye examination and have a prescription signed by an eye doctor before the glasses can be ordered. The prescription must be less than one year old.

2. Pick up payroll deduction authorization form from the Safety and Risk Officer. The Safety and Risk Officer will sign and date the form indicating approval of glasses through payroll deduction. The Safety and Risk Office will make such approval after ascertaining that the requesting individual is a current City of Lawton employee.

3. The employee will complete the remainder of the payroll authorization form except for the payroll deduction amount (cost of glasses). Employee will indicate the number of payroll periods (1 to 4) over which the cost of the glasses is to be pro-rated and deducted from their paychecks. Amount of payroll deduction should not exceed a total of $300.00.

4. The employee will take the approved form to the selected vendor. With the assistance of the vendor's staff, the employee will select frame and lenses and will be fitted. Depending on frame availability, glasses will normally be completed in 1 to 3 days.

5. The employee will pick up completed glasses from the vendor. Once the cost of the glasses is determined, the amount will be entered on the payroll deduction authorization form. Vendor will then forward the payroll deduction authorization form, along with an invoice, to the Safety and Risk Officer for processing.

6. The monies collected from employee's payroll deduction will be transferred to an account from which the Human Resources Division will pay the invoice from the Vendor.

This is strictly a voluntary program, available as a convenience to employees. This City of Lawton will not be responsible for any portion of the cost of the glasses. Employees may also obtain prescription glasses for their dependents through this program.

SMOKEFREE PUBLIC PLACES AND WORKPLACES
Lawton City Code, Section 15-4

All properties owned or under the control of the City of Lawton and city-owned or leased vehicles are considered **non-smoking** places.

As defined in City Code 15-4-1, smoking mean the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking devices.

Any form of tobacco, including, but not limed to chewing, dipping, smoking or burning is prohibited. As well as any vapor products. Vapor products shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device with any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device.

The use, abuse, and dependence on alcohol and/or drugs can seriously affect the health of employees, jeopardize their own safety and that of the general public, as well as impair job performance. It is, accordingly, 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 this Policy, whether on or off duty, is subject to the full range of disciplinary action, which may include termination.**

The City's policy is written in accordance with state and federal law. Employees will be notified of any changes to the policy at least 30 days before they become effective. This will be done by posting the revised policy on employee bulletin boards or at other prominent locations. The Human Resources Department shall give a copy of the policy to each employee at time of hire.

REASONABLE SUSPICION TESTING: If an employee exhibits behaviors that are consistent with the use of illegal drugs or alcohol or there is other evidence to suggest that possibility, the employee's supervisor in coordination with the Human Resources Director may require that the employee submit to a drug or alcohol test. Only supervisors who have been trained to recognize the effects of use of the various illegal drugs and alcohol may refer an employee for testing.

RANDOM TESTING: Employees who are required to have a Commercial Driver's License (CDL) for the vehicles they operate while on duty, safety sensitive employees, Police and Fire personnel are subject to be tested on a random basis. A third party will use a computer program to randomly select employees to be tested. Random testing shall be unannounced and spread reasonably throughout the calendar year.

OFF-DUTY OFFENSES. Employees who are charged or arrested for off-the-job drug or alcohol related activity may be determined to be in violation of this Policy, whether or not a conviction results. The provision of Section 17-171 of the Lawton City Code will be followed in taking any administrative or disciplinary action while a charge(s) is pending.

POSITIVE TEST RESULTS: Employees who test positive for use of illegal drugs or abuse of alcohol will normally be given the opportunity to avoid termination of employment by getting help through the City's Employee Assistance Program and successfully completing a program of counseling or rehabilitation as determined by a Substance Abuse Specialist. Employees will be in leave-without-pay status until they complete the program and test negative for drugs or alcohol.

EMPLOYEE'S INABILITY OR REFUSAL TO TEST. If an employee identified for testing is unable to provide an adequate sample for testing due to valid medical reasons, a signed statement from the employee's treating physician must document the reasons. Failure of the employee to provide such documentation will be considered a refusal to submit to testing. Other conduct of the employee designed to obstruct the testing process will also be considered a refusal to submit to testing. Examples include failure to comply with a directive to undergo testing, attempts to delay the testing process, substitution of or an attempt to substitute an invalid sample, contamination or adulteration of a sample, etc. An employee's 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. In addition, failure to submit to testing when so ordered will subject the employee to disciplinary action for insubordination

LOCKOUT – TAGOUT PROGRAM POLICY
ADMINISTRATIVE POLICY 3-19

This policy applies directly only to a limited number of City employees who must use the prescribed lockout-tagout procedures when they maintain, repair, or service installed equipment or machinery. However, all employees should be aware of the program to recognize when equipment or machinery has been locked or tagged out and to know not to try to activate such equipment. The program does not apply to portable equipment or motor vehicles.

The purpose of the program is to provide procedures to be used by employees to prevent them from being injured due to inadvertent activation or start-up by other employees and to protect them from latent or stored energy that may remain in the machinery or equipment even after it is deactivated. Potential sources of energy include electrical, hydraulic, pneumatic, chemical, thermal, and gravitational pull. There may be a combination of energy sources in one piece of equipment or machinery.

Locking, tagging, and isolating devices must be procured by divisions as need to fully implement the Lockout-Tagout Program. A padlock system will normally be used with a padlock being assigned to each maintenance employee and the only key that fits the lock being retained by that employee. No one but the employee who installed the lock should be allowed to remove it after repairs or maintenance is completed. The locks will be used with isolating devices to securely lock switches or other controls in the "off" position. Warning tags may be used with the locks or instead of locks should lockout not be possible. Employees who must work in areas where installed equipment or machinery is being worked on are to be notified that it is out of services.

The Policy (Exhibit #1) contains standard lockout procedures for machinery and equipment that meet specific criteria. Exhibit #2 provides guidance for developing specific procedures for equipment and machinery that do not meet the criteria specified in Exhibit # 1.

PERSONAL PROTECTIVE EQUIPMENT POLICY
ADMINISTRATIVE POLICY 3-20

This policy implements a Federal Occupational Safety and Health Administration standard that requires hazard assessment of all jobs to determine what personal protective equipment is required in order for employees to safely perform their job duties. Included in the assessment are hazards requiring head protection, eye and face protection, hand protection, foot protection, and other protection that may be required for a particular job. Respiratory protection is not included in this policy as it is covered by a separate policy. Personal protective equipment (PPE) includes such items as hard hats, ear muffs or ear plugs, safety glasses, goggles, face shields, steel-toed boots, and high visibility clothing for employees who work in or near vehicle traffic.

HAZARD ASSESSMENT: The policy contains a checklist type form that is to be used in assessing the hazards of each City job. The form is to be completed by supervisory or other qualified personnel while conducting hazard assessment.

PPE QUALITY: Personal protective equipment purchased for City employee use must be certified as meeting ANSI standard or other nationally recognized standards for PPE.

SUPERVISORY RESPONSIBILITIES: Supervisors will be responsible for insuring that hazard assessments are performed on all positions under their supervision; for providing the appropriate PPE for employee use; for insuring that PPE is properly maintained and is serviceable and sanitary; enforcing use of the PPE as required, and taking disciplinary action against employees who fail to use or improperly use the PPE required for their jobs.

EMPLOYEE RESPONSIBILITIES: Employees are required to use, and use properly, all PPE determined appropriate for their jobs by the hazard assessment; notify their supervisors whenever PPE is damaged, defective, or at the end of its useful life, and properly maintain and clean PPE as directed.

PPE CERTIFICATION: After the hazard assessment has been completed for each position, department directors or division supervisors and the Safety & Risk Officer will review the assessments and determine the PPE required for the position. The supervisory personnel and supervisory personnel will certify what PPE must be used for employees working in the position. This information should be used in training employees and should be available for review in each work unit. A master file of all PPE certification forms for all City positions will be maintained by the Safety & Risk Officer.