



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING
COWETA CITY COUNCIL

COWETA CITY HALL, 310 S. BROADWAY
MONDAY, December 4, 2023 6:00 P.M.

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Mayor and keep your comments as brief as possible. Individuals addressing the City Council must identify themselves by name prior to making any comments. The City Council will consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda after comments from staff and the City Council have been heard.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

NAOMI HOGUE_____

LOGAN BROWN_____

HAROLD CHANCE_____

CAROLINE MARTIN_____

RANDY WOODWARD_____

IV. GENERAL CITY COUNCIL COMMENTS

(During the General City Council Comments section of the agenda, the City Council shall make no decision or take any action except as to request the City Manager to schedule the matter for Council discussion at a later date.)

V. PROCLAMATIONS/PRESENTATIONS

1. FBI AWARDS

RECOGNITION OF OFFICERS WHO RECEIVED A CERTIFICATE FOR EXCEPTIONAL SERVICE IN THE PUBLIC INTEREST FROM THE FBI.

VI. CONSENT

(All matters under the "Consent Calendar" are considered by the City Council to be routine and will be enacted by one motion. Any Councilmember may, however, remove an item from consent by request.)

1. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON NOVEMBER 6, 2023. (MARCY KILGORE, CITY CLERK).

Documents:

2. 2024 HOLIDAY SCHEDULE

APPROVAL OF THE CITY OF COWETA REVISED 2024 HOLIDAY SCHEDULE THAT WAS PREVIOUSLY APPROVED ON NOVEMBER 6, 2023.

Documents:

[HOLIDAY SCHEDULE 2024.PDF](#)

3. RATIFICATION OF CONTRACT

RATIFICATION OF THE EXECUTION OF A CONTRACT WITH ENVISION CIVIL CONTRACTORS, LLC, IN THE AMOUNT OF \$379,512.50, FOR THE NORTH EUFAULA AVENUE BRIDGE PROJECT.

4. MUSCOGEE (CREEK) NATION MOU

APPROVAL OF A PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF COWETA AND MUSCOGEE (CREEK) NATION CONCERNING A ROAD THAT THE MUSCOGEE (CREEK) NATION PROPOSES TO ADD TO THE NATIONAL TRIBAL TRANSPORTATION FACILITY INVENTORY.

Documents:

[MOU PACKAGE FOR COWETA CITY.PDF](#)

VII. CONSIDER ITEMS REMOVED FROM CONSENT

VIII. ADMINISTRATION

1. BRIDGE INSPECTION RESOLUTION

DISCUSS AND CONSIDER APPROVAL OF A RESOLUTION CONCERNING BRIDGE INSPECTION RESPONSIBILITY BY LOCAL GOVERNMENT FOR COMPLIANCE WITH NATIONAL BRIDGE INSPECTION STANDARDS (BRIDGE INSPECTION CONTRACTS FOR APRIL 1, 2024 TO MARCH 31, 2026).

Documents:

[RESOLUTION 23-121 WAGONER COUNTY.PDF](#)

[2023 BRIDGE INSPECTION INFORMATION.PDF](#)

[CITY_CI-2458_2021 BRIDGE INSPECTION RESOLUTION.PDF](#)

2. EMPLOYEE POLICY

DISCUSSION REGARDING PROPOSED EMPLOYEE HANDBOOK (VERSION 2023)

Documents:

[CITY OF COWETA EMPLOYEE HANDBOOK 2023.PDF](#)

[PERSONNEL MANUAL DATED MAY 2015 \(FINAL\).PDF](#)

3. BODY CAMERA UPGRADE AND STORAGE

DISCUSS AND CONSIDER ACTION RELATED TO SOLICITATION OF BIDS FOR THE PURCHASE OF BODY CAMERAS AND DATA STORAGE

Documents:

[FY24 CIP PROJECT COST PLANNING SHEET BODY CAMERAS.PDF](#)

4. SELF CONTAINED BREATHING APPARATUS (SCBA) PURCHASE

DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF FOUR MSA SELF-CONTAINED BREATHING APPARATUS AND FOURTEEN CYLINDERS FROM CASCO INDUSTRIES, INC. IN THE AMOUNT OF \$43,188.00 UTILIZING OMES CONTRACT SW-241 PRICING. FUNDING WOULD BE UTILIZED FROM WAGONER COUNTY RURAL FIRE TAX. (BRIAN WOODWARD, INTERIM FIRE CHIEF)

Documents:

[STAFF REPORT MSA SCBA PURCHASE - \(FOUR\).DOCX](#)
[MSA QUOTE FOR 4 SCBAS AND 14 CYLINDERS.PDF](#)

5. RESOLUTION 2023-42 - ACCEPTING A SANITARY SEWER LINE

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-42, A RESOLUTION ACCEPTING AS DEDICATED PUBLIC IMPROVEMENTS CERTAIN SANITARY SEWER LINE LOCATED WITHIN SECTION 1, TOWNSHIP 17 NORTH, RANGE 15 EAST, OF THE INDIAN BASE AND MERIDIAN, WAGONER COUNTY, STATE OF OKLAHOMA. (TOM YOUNG, CITY PLANNER).

Documents:

[231204 CC STAFFREP.PDF](#)
[RESOLUTION 2023-42 PUBLIC IMPROVEMENTS- SANITARY SEWER LINE.PDF](#)
[8 INCH SANITARY SEWER EXT - DASH RANCH - RECORD DRAWINGS.PDF](#)
[APPROVAL LETTER DASH RANCH.PDF](#)
[MAINTENANCE BONDS.PDF](#)

6. COUNCIL VACANCY

DISCUSS AND CONSIDER ACTION RELATED TO APPOINTING A RESIDENT OF WARD 4 TO FILL THE VACANT CITY COUNCIL POSITION

7. EXECUTIVE SEARCH

DISCUSSION AND POSSIBLE ACTION RELATED TO CONDUCTING AN EXECUTIVE SEARCH FOR A CITY MANAGER

Documents:

[CITY MANAGER JOB DESCRIPTION 2023.PDF](#)

IX. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

X. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the City Council may enter into executive session for the purposes specifically provided in this section.)

1. EXECUTIVE SESSION

DISCUSS AND CONSIDER ACTION RELATED TO A PROPOSED EXECUTIVE SESSION TO DISCUSS THE PURCHASE OF REAL PROPERTY FOR A PUBLIC SAFETY COMPLEX SITE, PURSUANT TO 25 O.S. SECTION 307 (B) (3).

a. END EXECUTIVE SESSION

VOTE TO LEAVE EXECUTIVE SESSION

b. DISCUSSION AND POSSIBLE ACTION

DISCUSS AND CONSIDER ACTION AS A RESULT OF DISCUSSIONS HELD IN EXECUTIVE SESSION RELATED TO THE PURCHASE OF REAL PROPERTY FOR A PUBLIC SAFETY COMPLEX SITE

XI. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, November 6, 2023, at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Logan Brown, Harold Chance, Caroline Martin, Randy Woodward.

I. CALL TO ORDER

The meeting was called to order by Mayor Hogue.

II. Pledge of Allegiance given

III. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

IV. GENERAL CITY COUNCIL COMMENTS

Councilmembers discussed the upcoming Christmas parade on December 2, 2023, at 6:00 p.m. Mayor Hogue welcomed Interim City Manager, Lisa Taylor to her first meeting. Chief Bell reminded Councilmembers of the upcoming Veteran's Day parade.

V. CONSENT

Motion by Logan Brown, second by Harold Chance to approve the consent calendar items:

1. Approval of the 2024 Coweta Municipal Court calendar.
2. Approval of the 2024 Holiday schedule for the City of Coweta.
3. Approval of the 2024 Regular Meeting dates schedule of the Coweta City Council, Coweta Planning Commission, Coweta Board of Adjustment, and the Coweta Library Board.
4. Approval of the minutes of the regular meeting of the City Council held on October 2, 2023.
5. Approval of the minutes of the special meeting of the City Council held on October 6, 2023.

Aye: Logan Brown
Harold Chance
Naomi Hogue
Caroline Martin
Randy Woodward

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

VI. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

VII. ADMINISTRATION

1. EUFAULA BRIDGE BID AWARD

Review and discussion of bids received, and possible action to award a bid for the North Eufaula Avenue Bridge Project, including the base bid and alternate bid number 1 for the installation of a water line, subject to the execution of a contract and furnishing of all required bonds and insurance certificates. (Cannan Anthony, Cowan Group).

Motion by Harold Chance, second by Randy Woodward that the base bid in the amount of \$28,642.0, and the alternative one-waterline bid in the amount of \$94,870.40, be awarded to Envision Civil Contractors, LLC, the lowest responsible bidder, subject to the execution of a contract, and furnishing of all required bonds and insurance certificates.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown
Caroline Martin

2. CHANGE ORDER- VILLAGE SUBDIVISION WATER LINE IMPROVEMENTS

Ratification of the Assistant City Manager's approval of Change Order No. 2 in the favor of Stronghand, LLC related to the Village Subdivision Water Line Improvement Project, increasing the cost of that project from \$561,498.90 to \$574,205.41, an increase of \$12,706.51. (Ronny Dooling, Public Works Director).

Motion by Naomi Hogue, second by Logan Brown to approval of Change Order No. 2 in the favor of Stronghand, LLC related to the Village Subdivision Water Line Improvement Project, increasing the cost of that project from \$561,498.90 to \$574,205.41, an increase of \$12,706.51.

Aye: Naomi Hogue
Logan Brown
Harold Chance
Caroline Martin
Randy Woodward

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

3. VILLAGE SUBDIVISION WATERLINE PROGRESS PAYMENTS

Affirmation of the Assistant City Manager's approval of progress payment No. 4 in the amount of \$78,159.53 and the Assistant City Manager's approval of final payment No. 5 in the amount of \$134,031.49 for the Village Subdivision Waterline Project to Stronghand, LLC.

Motion by Namoi Hogue, second by Logan Brown to approve progress payment No. 4 in the amount of \$78,159.53 and the Assistant City Manager's approval of final payment No. 5 in the amount of \$134,031.49 for the Village Subdivision Waterline Project to Stronghand, LLC.

Aye: Naomi Hogue
Logan Brown
Harold Chance
Caroline Martin
Randy Woodward

4. RESOLUTION 2023-37, CDBG WATERLINE GRANT PROJECT CLOSEOUT

Discussion and possible action on the adoption of Resolution 2023-37, a Resolution of the City Council of the City of Coweta, Oklahoma, accepting the completed CDBG Village Subdivision Water Line Replacement Project (#18229 CDBG 21).

Motion by Namoi Hogue, second by Logan Brown to adopt Resolution 2023-37, a Resolution of the City Council of the City of Coweta, Oklahoma, accepting the completed CDBG Village Subdivision Water Line Replacement Project (#18229 CDBG 21).

Aye: Naomi Hogue
Logan Brown
Harold Chance
Caroline Martin
Randy Woodward

5. POLICE SERVICE DOG

Discussion and possible approval to purchase a police service dog from Shallow Creek Kennels at a cost not to exceed \$16,000.00. (Mike Bell, Police Chief).

Motion by Randy Woodward, second by Harold Chance to approve the purchase of purchase a police service dog from Shallow Creek Kennels at a cost not to exceed \$16,000.00.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

Aye: Randy Woodward
Harold Chance
Naomi Hogue
Logan Brown
Caroline Martin

6. FIRE CHIEF VEHICLE PURCHASE (FORD F-150)

Discussion and possible action on the purchase of a 2024 Ford F-150 Crew Cab truck from Vance County For in the amount of \$47,652.60. Purchase has been budgeted in FY24 while utilizing State Contract SW035 pricing. (Brian Woodward, Interim Fire Chief).

Motion by Harold Chance, second by Randy Woodward to approve the purchase of a 2024 Ford F-150 Crew Cab truck from Vance County For in the amount of \$47,652.60. Purchase has been budgeted in FY24 while utilizing State Contract SW035 pricing.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown
Caroline Martin

7. AUTHORIZE MAYOR TO EXECUTE ESCROW AGREEMENT

Discussion and possible action to authorize the Mayor to execute a certain escrow agreement with Retail Buildings, Inc., and FNB Coweta as escrow agent, in the amount of \$450,000.00 pertaining to the Eufaula Avenue Bridge development agreement with Retail Buildings, Inc. dated February 9, 2023. (Jeff Stephens, City Attorney).

Motion by logan Brown, second by Namoi Hogue to authorize the Mayor to execute a certain escrow agreement with Retail Buildings, Inc., and FNB Coweta as escrow agent, in the amount of \$450,000.00 pertaining to the Eufaula Avenue Bridge development agreement with Retail Buildings, Inc. dated February 9, 2023.

Aye: Logan Brown
Naomi Hogue
Harold Chance
Caroline Martin
Randy Woodward

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

8. CONTRACT FOR PROFESSIONAL PUBLIC RELATIONS COMMUNICATIONS SERVICES

Discussion and possible action to approve proposed contract for professional public relations consultation services between the City of Coweta and Crossroads Communications, LLC. (Mandy Vavrinak, Crossroads Communications).

Motion by Randy Woodward, second by Harold Chance to approve contract for professional public relations consultation services between the City of Coweta and Crossroads Communications, LLC.

Aye: Randy Woodward
Harold Chance
Naomi Hogue
Logan Brown
Caroline Martin

VIII. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the City Council may enter into executive session for the purposes specifically provided in this section.)

1. EXECUTIVE SESSION

Discussion and appropriate action related to a proposed executive session for the purpose of discussing a pending claim concerning severance claimed by Roger Kolman, former City Manager, following his resignation on September 11, 2023, and including discussion related to a proposed general release and separation agreement between Roger Kolman and the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Development Authority, pursuant to 25 O.S. Section 307 (B)(4), upon the advice of the City Attorney that disclosure will seriously impair the ability of the City Council to process the claim in the public interest.

Motion by Logan Brown, second by Naomi Hogue to enter into executive session at 6:20 p.m.

Aye: Naomi Hogue
Logan Brown
Harold Chance
Caroline Martin
Randy Woodward

a. END EXECUTIVE SESSION

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 06, 2023, 6:00 P.M.**

Vote to come out of executive session

Motion by Logan Brown, second by Naomi Hogue to come out of executive session at 6:41 p.m.

Aye: Logan Brown
Naomi Hogue
Harold Chance
Caroline Martin
Randy Woodward

b. DISCUSSION AND POSSIBLE ACTION

Discussion and possible action related to the discussion held in executive session related to a proposed general release and separation agreement between Roger, Kolman and the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Development Authority.

Motion by Logan Brown, second by Naomi Hogue to approve a general release and separation agreement between Roger, Kolman and the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Development Authority.

Aye: Logan Brown
Naomi Hogue
Harold Chance
Caroline Martin
Randy Woodward

IX. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

No new business.

X. ADJOURNMENT

Mayor Hogue adjourned the meeting at 6:42 p.m.

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
2024 HOLIDAY SCHEDULE**

January 1, 2024 (Monday)	New Year's Day
February 19, 2024 (Monday)	President's Day
March 29, 2024 (Friday)	Good Friday
May 27, 2024 (Monday)	Memorial Day
July 4, 2024 (Thursday)	Independence Day
September 2, 2024 (Monday)	Labor Day
November 11, 2024 (Monday)	Veteran's Day
November 28, 2024 (Thursday)	Thanksgiving Day
November 29, 2024 (Friday)	Day after Thanksgiving
December 24, 2025 (Tuesday)	Christmas Eve
December 25, 2024 (Wednesday)	Christmas Day

THERE WILL BE NO TRASH SERVICE ON THE ABOVE DATES



The Department of Transportation
P.O. Box 580 | Okmulgee, OK 74447
T. 918.549.2711

DAVID W. HILL
PRINCIPAL CHIEF

DEL BEAVER
SECOND CHIEF

November 13, 2023

City Mayor

Re: Memorandum of Understanding between the Muscogee (Creek) Nation and
Coweta City

Dear Mayor:

The Muscogee (Creek) Nation (MCN) wishes to add roads to the Nation's National Tribal Transportation Facility Inventory (NTTFI). To add these roads to the Nation's NTTFI there must be a Memorandum of Understanding (MOU) between the MCN and the City. Attached you will find a Tribal Resolution, maps, and MOU detailing which roads the Nation wishes to add to the NTTFI. The MOU basically states that the City is allowing the MCN to place these roads on the Nation's NTTFI and that the City will continue to own and maintain these roads. If the City agrees please sign the attached MOU and return it to the MCN Department of Transportation by email to trainer@MuscogeeNation.com or in person by December 13, 2023.

If you have any questions concerning this MOU, please contact Todd Reiner at 918-732-7910 or trainer@muscogeenation.com

Sincerely,

David Ford
Federal Roads Manager
918-732-7916
dford@muscogeenation.com
Muscogee (Creek) Nation



TR 23-103

CLASSIFICATION: #28. LANDS AND MINERALS

A TRIBAL RESOLUTION OF THE MUSCOGEE (CREEK) NATION AUTHORIZING THE PRINCIPAL CHIEF TO EXECUTE A SEPARATE MEMORANDUM OF UNDERSTANDING WITH NINE OKLAHOMA CITIES FOR THE MAINTENANCE OF ROADWAYS AND ASSOCIATED RIGHTS-OF-WAY CONSTRUCTED OR IMPROVED BY THE MUSCOGEE (CREEK) NATION TRIBAL TRANSPORTATION PROGRAM

Be it resolved by the National Council of the Muscogee (Creek) Nation:

WHEREAS, the Nation's Tribal Transportation Program has funds available to make improvements to various public roadways and associated rights-of-way designated as Tribal Transportation Program Routes located in Okemah, Clearview, Tulsa, Bixby, Weleetka, Okmulgee, Haskell, Taft and Coweta Cities in the State of Oklahoma; and

WHEREAS, the Nation's Tribal Transportation Program has an inventory of proposed public roadways and associated rights-of-way located in Okemah, Clearview, Tulsa, Bixby, Weleetka, Okmulgee, Haskell, Taft and Coweta Cities; and

WHEREAS, the Nation and Okemah, Clearview, Tulsa, Bixby, Weleetka, Okmulgee, Haskell, Taft and Coweta, Cities have memorialized their understanding that should the Nation construct Tribal Transportation Program Routes in an aforementioned City, each City agrees to maintain such routes and rights-of-way; and

WHEREAS, the Nation will enter into a separate Memorandum of Understanding with each City; and

WHEREAS, Article VI §7(b) of the Muscogee (Creek) Nation Constitution requires National Council approval of any government-to-government agreement with a federal, state or local government entity.

NOW THEREFORE BE IT RESOLVED THAT; the National Council hereby authorizes the Principal Chief to execute a separate Memorandum of Understanding with Okemah, Clearview, Tulsa, Bixby, Weleetka, Okmulgee, Haskell, Taft and Coweta Cities in the State of Oklahoma for the maintenance of public roadways and associated rights-of-way constructed by the Muscogee Nation Tribal Transportation Program.

ENACTED by the Muscogee (Creek) National Council on this 28th day of October, 2023.

IN WITNESS WHEREOF, the Speaker of the Muscogee (Creek) National Council has hereto attached his signature.



William Lowe, Speaker
National Council
Muscogee (Creek) Nation

CERTIFICATION

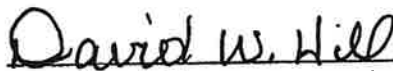
I, the undersigned, certify that the foregoing is a true extract from the minutes of the Muscogee (Creek) National Council comprised of Sixteen members with **Sixteen** members attending this meeting on the **28th** day of **October**, **2023** and that the above is in conformity with the provisions therein adopted by a vote of **15** in favor, **0** against and that said Resolution has not been rescinded or amended in any way and the above is the signature of the Speaker of the National Council.



April Lindsey, Recording Secretary
Muscogee (Creek) National Council

APPROVAL

I, the Principal Chief of the Muscogee (Creek) Nation, hereby affix my signature this **1st** day of **November**, **2023** to the above Resolution, **TR 23-103** authorizing it to become a Resolution under Article VI., Section VI., of the Constitution of the Muscogee (Creek) Nation.



David W. Hill, Principal Chief
Muscogee (Creek) Nation



MEMORANDUM OF UNDERSTANDING

BETWEEN

MUSCOGEE (CREEK) NATION

AND

CITY OF COWETA, OKLAHOMA

This memorandum sets forth an understanding between the MUSCOGEE (CREEK) NATION in Okmulgee, Oklahoma, hereinafter referred to as the TRIBE, and CITY OF COWETA, hereinafter referred to as the CITY.

This understanding relates to the maintenance responsibilities for sections of roadways, more specifically described as the improvement of routes listed in City of COWETA Attachment "A".

The CITY owns and maintains these sections of roadway and the associated rights-of way.

WHEREAS, the Tribal Transportation Program, formerly known as the Indian Reservation Roads Program, funded through the Federal Highway Administration, assists tribes in the improvement of the roads in their tribal areas; and

WHEREAS, the TRIBE administers these improvements under the Tribal Transportation Program (TPP); and

WHEREAS, the TRIBE identifies these sections of roadway as an integral part of the road system serving Tribal members; and

WHEREAS, the TRIBE wishes to incorporate these sections of roadway among a list of Tribal routes in the Tribal Transportation Program Facility Inventory identified for possible improvement; and

WHEREAS, the CITY and the TRIBE may enter into a cooperative agreement to improve these sections of road in the foreseeable future,

NOW THEREFORE, be it understood that the TRIBE and the CITY understand that the ownership and maintenance responsibilities shall continue to rest with the CITY and that the TRIBE may contribute to the improvement of routes listed in City of COWETA Attachment "A" at some point in the future.

IN WITNESS WHEREOF, the parties hereunto affix their hands and seals the day and year above written.
Sworn & subscribed to before me this

_____ day of _____, 20_____

CITY CLERK

CITY OF COWETA
310 S. BROADWAY
COWETA, OK 74429

MUSCOGEE CREEK NATION
P.O. BOX 580
OKMULGEE, OK 74447

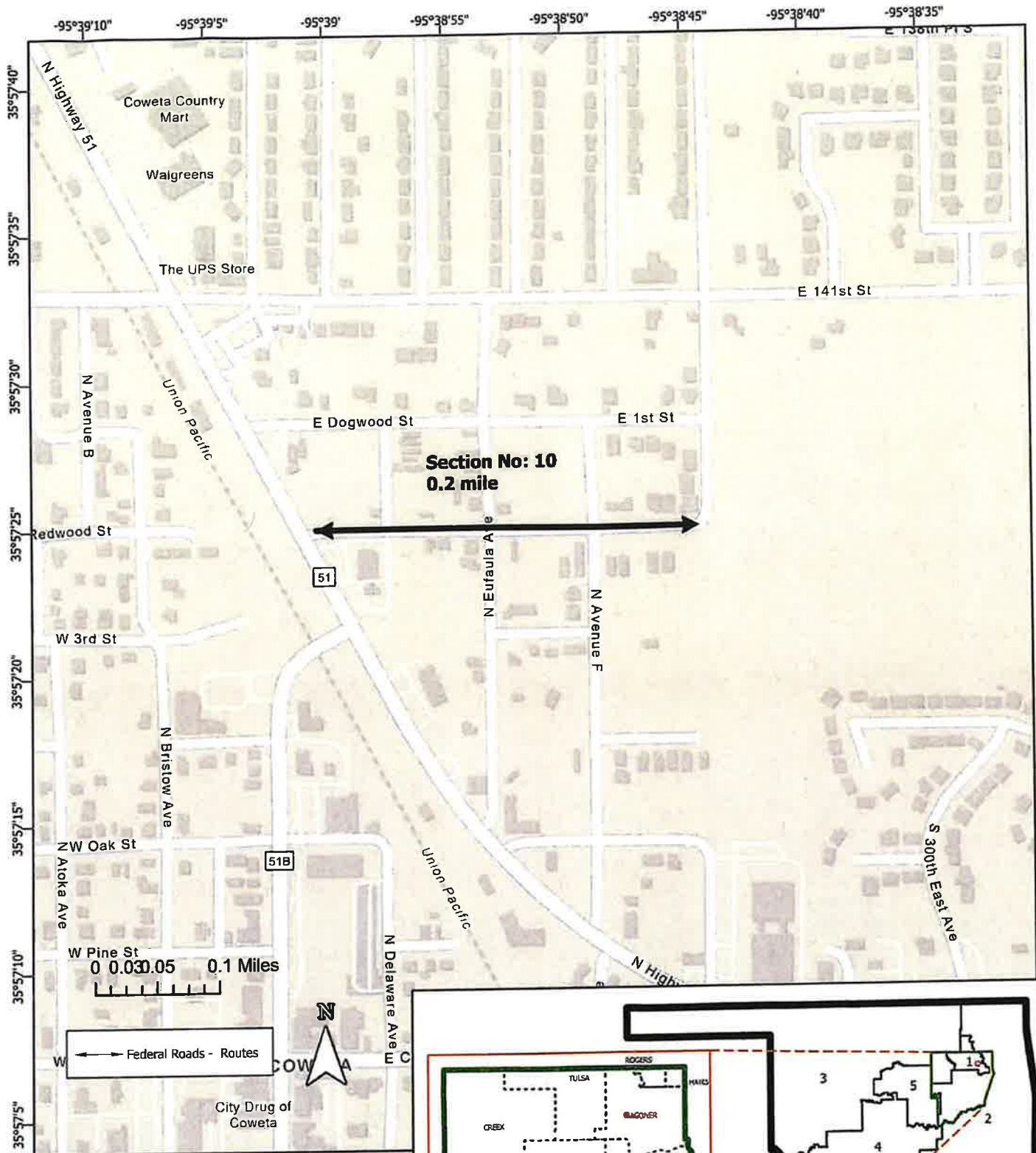
MAYOR - CITY OF COWETA

PRINCIPAL CHIEF

CITY OF COWETA

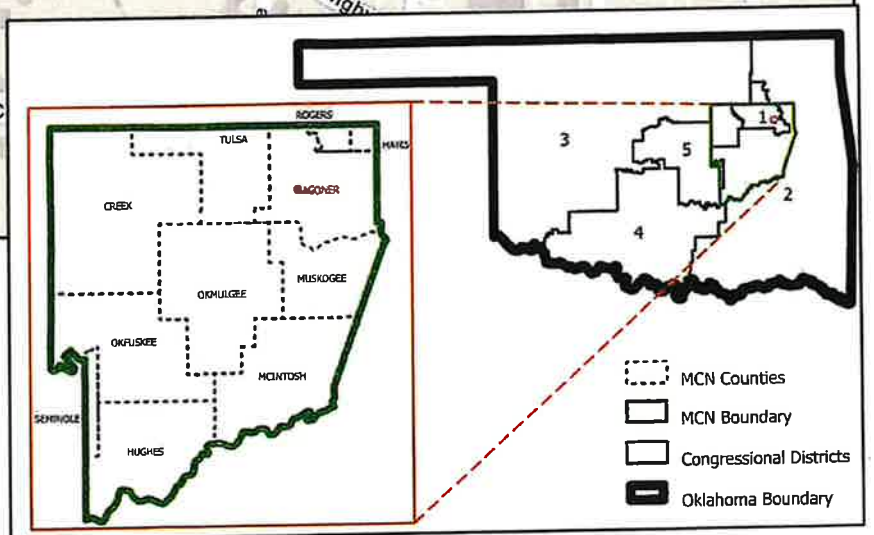
ATTACHMENT "A"

Route #	Route Name	County	Length	Construction Need	Ownership
1074	E Redwood ST	Wagoner	0.2	2	4 Urban



Route 1074
Muscogee (Creek) Nation

Route Name: E Redwood St
Functional Class: Community Streets
County: Wagoner
Ownership: Urban
Length: 0.2
Congressional District: 1



RESOLUTION #23-121 for CI-2458

**CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH
NATIONAL BRIDGE INSPECTION STANDARDS
Bridge Inspection Contracts for April 1, 2024 to March 31, 2026**

WHEREAS, the Board of Wagoner County Commissioners has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the Board of Wagoner County Commissioners have the following options:

- (1) Choose a Circuit Engineering District if there is one available in our area.
- (2) Select one of ODOT's prequalified engineering firms.
- (3) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).
- (4) Let ODOT make the selection.

Therefore, BE IT RESOLVED, by the Board of Wagoner COUNTY COMMISSIONERS that it is their desire to select option _____ and choose

Name Burgess & Niple, Inc
Address 141 NE 13th St., OKC, OK 73104

as the engineer responsible for county bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this 27 day of November, 2023

BOARD OF Wagoner COUNTY COMMISSIONERS

BY [Signature] CHAIRMAN

BY [Signature] MEMBER

BY [Signature] MEMBER

ATTEST:
County Clerk

[Signature]



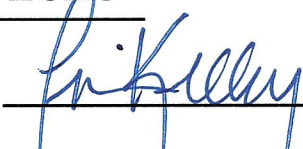
CI-2458, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES

INTERVIEW PROCESS FORM

COUNTY OF WAGONER

Date: NOV 27, 2023

SCORE QUESTIONS
RESPONSES FOR EACH
FIRM FROM 1 TO 10.

Interviewer Signature: 

Firm Name: <u>BURGES + NIPLE</u>		Firm Name: <u>CONSOR</u>		Firm Name: <u>GUY ENGINE</u>	
Ranking		Ranking		Ranking	
Q1	<u>10</u>		<u>8</u>		<u>8</u>
Q2	<u>10</u>		<u>8</u>		<u>8</u>
Q3	<u>10</u>		<u>9</u>		<u>7</u>
Q4	<u>10</u>		<u>8</u>		<u>8</u>
Q5	<u>9</u>		<u>8</u>		<u>10</u>
Q6	<u>10</u>		<u>7</u>		<u>7</u>
Q7	<u>9</u>		<u>8</u>		<u>8</u>
Q8	<u>10</u>		<u>8</u>		<u>9</u>
Total Points		<u>78</u>	<u>64</u>		<u>65</u>

Interview Committee Members: (print names)

(1) JAMES HANNING

(2) CHRIS EDWARDS

(3) TIM KELLEY

QUALIFIED Bridge Inspectors For CI-2458

Prequalified Consultants	Contact	Office Phone	Cell Phone	E-mail Contact
Burgess & Niple, Inc.	Shaun Fillmore	Please use cell phone number	(405) 434-6525	shaun.fillmore@burgessniple.com
CEC Corporation	Aaron Finley	(405) 753-4620	(405) 651-0490	aaron.finley@connectcec.com
Consor Engineers, LLC	Dylan Lewis	(405) 563-9068	(405) 315-0963	dlewis@consoreng.com
Garver	Brad Thompson	(918) 250-5922	(918) 740-6386	brthompson@garverusa.com
Guy Engineering	Aaron Peck	Please use cell phone number	(918) 808-6547	aaron@guyengr.com
Walter P. Moore	Brent Bolerjack	(405) 493-0500	(405) 394-0875	BBolerjack@walterpmoore.com

Prequalified Circuit Engineering Districts	Contact	Office Phone	Cell Phone	E-mail
Circuit Engineering District No. 2	Scott Brians	(918) 682-2125	(918) 857-6433	scott@eoced2.com
Circuit Engineering District No. 3	Jimmy Watson	(580) 326-9191	(580) 430-5078	jwatsonced3jwatson@oklahomaced3.gov@gmail.com
Circuit Engineering District No. 4	David Hendricks	(405) 214-0058	(580) 559-9280	davidh@okced4.us
Circuit Engineering District No. 7	John Northup	(580) 323-8685	(580) 309-0004	john.northup@ced-7.org
Circuit Engineering District No. 8	Donnie Head	(580) 327-2278	(580) 430-5057	dhead@ced8.org

Additional information pertaining to the consultants can be found at the following address:

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2023-2024/>

Note: Circuit Engineering Districts work for counties. In cases where the County selects a Circuit Engineering District, Cities will have the option of using the same selection as the County which would allow the City to use the Circuit District unless the County has objections.

CI-2458, OFF-SYSTEM BRIDGE INSPECTION SERVICES

Example Interview Questions

1. What experience does your firm have inspecting different types of bridges in your area.
2. What ability and resources does your firm have to perform this type of work?
3. What documents will your firm provide upon completion of the inspections?
4. What quality assurance does your firm have to provide consistent accurate results?
5. How accessible is your firm to get in touch with?
6. What is your firms current work load?
7. How will your firm react to critical findings?
8. Why should we pick your Consultant Firm above the others?

Interviewers Name: TIM KELLEY Co. Comm. Dist 3



Nondisclosure Statement for Evaluation Team

Instructions

This form is to be completed by all Evaluation Team Members when deemed necessary. All statements should be maintained in the ODOT contract file.

EC Number: 2458 – Off-System Bridge Inspection Services

I hereby certify that I will not disclose or release any confidential information prior to award of the contract. Confidential information includes, but is not limited to, the contents of all proposals submitted in response to the referenced Engineering Contract and any analysis or evaluation thereof. I agree to disclose to the Director of Transportation or designee all contacts I have had with the below listed consultants. I agree to disqualify myself from participation in the evaluation team should the Director of Transportation or designee find any of said contacts that may be perceived as compromising my independent judgment in the evaluation process. I further agree and understand that failure to abide by the terms of this statement may subject me to other adverse actions.

List of Consultants for Evaluation

1. Burgess & Niple, Inc.
2. Conсор Engineers, LLC
3. Guy Engineering Services, Inc.

Tim Kelley
Tim Kelley
Tim Kelley

Describe all current personal, business and/or government relationships between yourself or your family members and any of the consultants listed above. Include in your comments, the name of the consultant and a brief description of the nature of the relationship.

Tim Kelley
Evaluator Signature

Tim Kelley
Printed Name

11/27/23
Date

Co. Comm. Dist. 3
Printed Title

CI-2458, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES

INTERVIEW PROCESS FORM

COUNTY OF WAGONER

Date: NOV 27, 2023

SCORE QUESTIONS
RESPONSES FOR EACH
FIRM FROM 1 TO 10.

Interviewer Signature: [Signature]

Burgess & Niple

Conso

Guy

Firm Name:	Firm Name:	Firm Name:
Ranking	Ranking	Ranking
Q1	8	8
Q2	8	8
Q3	9	8
Q4	9	7
Q5	8	7
Q6	8	8
Q7	9	9
Q8	8	6
Total Points	67	65

Interview Committee Members: (print names)

(1) JAMES HANNING

(2) CHRIS EDWARDS

(3) TIM KELLEY

QUALIFIED Bridge Inspectors For CI-2458

Prequalified Consultants	Contact	Office Phone	Cell Phone	E-mail Contact
Burgess & Niple, Inc.	Shaun Fillmore	Please use cell phone number	(405) 434-6525	shaun.fillmore@burgessniple.com
CEC Corporation	Aaron Finley	(405) 753-4620	(405) 651-0490	aaron.finley@connectcec.com
Consor Engineers, LLC	Dylan Lewis	(405) 563-9068	(405) 315-0963	dlewis@consoreng.com
Garver	Brad Thompson	(918) 250-5922	(918) 740-6386	brthompson@garverusa.com
Guy Engineering	Aaron Peck	Please use cell phone number	(918) 808-6547	aaron@guyengr.com
Walter P. Moore	Brent Bolerjack	(405) 493-0500	(405) 394-0875	BBolerjack@walterpmoore.com

Prequalified Circuit Engineering Districts	Contact	Office Phone	Cell Phone	E-mail
Circuit Engineering District No. 2	Scott Brians	(918) 682-2125	(918) 857-6433	scott@eoced2.com
Circuit Engineering District No. 3	Jimmy Watson	(580) 326-9191	(580) 430-5078	jwatsonced3jwatson@oklahomaced3.gov@gmail.com
Circuit Engineering District No. 4	David Hendricks	(405) 214-0058	(580) 559-9280	davidh@okced4.us
Circuit Engineering District No. 7	John Northup	(580) 323-8685	(580) 309-0004	john.northup@ced-7.org
Circuit Engineering District No. 8	Donnie Head	(580) 327-2278	(580) 430-5057	dhead@ced8.org

Additional information pertaining to the consultants can be found at the following address:

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2023-2024/>

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CI-2458, OFF-SYSTEM BRIDGE INSPECTION SERVICES

Example Interview Questions

1. What experience does your firm have inspecting different types of bridges in your area.
2. What ability and resources does your firm have to perform this type of work?
3. What documents will your firm provide upon completion of the inspections?
4. What quality assurance does your firm have to provide consistent accurate results?
5. How accessible is your firm to get in touch with?
6. What is your firms current work load?
7. How will your firm react to critical findings?
8. Why should we pick your Consultant Firm above the others?

Interviewers Name. James Hanning

Nondisclosure Statement for Evaluation Team

Instructions

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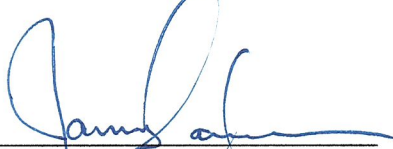
EC Number: 2458 – Off-System Bridge Inspection Services

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2. Conzor Engineers, LLC
3. Guy Engineering Services, Inc.

Describe all current personal, business and/or government relationships between yourself or your family members and any of the consultants listed above. Include in your comments, the name of the consultant and a brief description of the nature of the relationship.


Evaluator Signature11-27-23
DateJames Hanning
Printed Name
Printed Title

CI-2458, OFF-SYSTEM BRIDGE INSPECTIONS SERVICES

INTERVIEW PROCESS FORM

COUNTY OF WAGONER

Date: NOV 27, 2023

SCORE QUESTIONS
RESPONSES FOR EACH
FIRM FROM 1 TO 10.

Interviewer Signature: Chris Edwards

Firm Name: <u>Burgess & Pike / Techno</u>		Firm Name: <u>Condo Eng.</u>		Firm Name: <u>Gray Engineering</u>	
Ranking		Ranking		Ranking	
Q1	10	8	7		
Q2	10	10	9		
Q3	10	9	9		
Q4	9	8	10		
Q5	10	9	9		
Q6	9	9	9		
Q7	9	9	9		
Q8	10	9	8		
Total Points		77	71	70	

Interview Committee Members: (print names)

(1) JAMES HANNING

(2) CHRIS EDWARDS

(3) TIM KELLEY

QUALIFIED Bridge Inspectors For CI-2458

Prequalified Consultants	Contact	Office Phone	Cell Phone	E-mail Contact
Burgess & Niple, Inc.	Shaun Fillmore	Please use cell phone number	(405) 434-6525	shaun.fillmore@burgessniple.com
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Consor Engineers, LLC	Dylan Lewis	(405) 563-9068	(405) 315-0963	dlewis@consoreng.com
Garver	Brad Thompson	(918) 250-5922	(918) 740-6386	brthompson@garverusa.com
Guy Engineering	Aaron Peck	Please use cell phone number	(918) 808-6547	aaron@guyengr.com
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Circuit Engineering District No. 8	Donnie Head	(580) 327-2278	(580) 430-5057	dhead@ced8.org

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CI-2458, OFF-SYSTEM BRIDGE INSPECTION SERVICES

Example Interview Questions

1. What experience does your firm have inspecting different types of bridges in your area.
2. What ability and resources does your firm have to perform this type of work?
3. What documents will your firm provide upon completion of the inspections?
4. What quality assurance does your firm have to provide consistent accurate results?
5. How accessible is your firm to get in touch with?
6. What is your firms current work load?
7. How will your firm react to critical findings?
8. Why should we pick your Consultant Firm above the others?

Interviewers Name: Chris Edwards, Chairman - BOCC



200 N.E. 21st Street
Oklahoma City, OK 73105-3204
www.odot.org

Instructions

EC Number: 2458 – Off-System Bridge Inspection Services

List of Consultants for Evaluation

1. Burgess & Niple, Inc.
2. Conzor Engineers, LLC
3. Guy Engineering Services, Inc.


Evaluator Signature

Date 11/27/20

Chris Edwards
Printed Name

Commissioned
Printed Title

August 25, 2023

Dear City Official:

Re: Letter of Choice for City Bridge Inspection Contracts

The Oklahoma Department of Transportation (ODOT) has prequalified six consulting firms to perform Local Government bridge safety inspections based on qualifications mandated by the National Bridge Inspection Standards (NBIS). It is anticipated the new routine Local Government bridge inspection contracts will start April 1, 2024 and extend to March 31, 2026. This will be a two-year contract. A list of the prequalified inspection firms is provided. Funding will be 100% Federal funds. To comply with the National Bridge Inspection Standards and avoid federal-aid sanctions, all the Local Governments are required to do one of the following by **November 27, 2023**:

- (1) Select one of the consulting firms on the attached "Qualified Consultant List". You will be required to evaluate the Consultant's Letter of Interest (LOI) and the Consultant's response packet to determine which firms to interview. Please refer to the following web site:

<https://www.odot.org/projmgmt/off-system-bridge-inspection-consultants-2023-2024/>

You must interview a minimum of three (3) firms and make your selection from the attached list of qualified inspection consultants. Phone interviews are acceptable, but we must have documentation from the interviews including who was on the committee, interview questions, and the ranking matrix that you had for the three (3) or more Consulting firms with their final composite scores. The interview committee must have three or more persons on it. Each member of the interview committee will need to sign a nondisclosure form (Please refer to the enclosures for a copy of this form).

- (2) You may elect to do bridge safety inspections with your own forces provided the bridge inspection teams and program manager are fully qualified as mandated by the NBIS (National Bridge Inspection Standards - please refer to attached NBIS requirements) and as approved by ODOT Bridge Division. Payment will be based on actual rates and payroll additive for benefits, etc., and vehicle mileage rates.
- (3) Use the same firm that the County selects.
- (4) Let ODOT select for you.

*You are respectfully requested to make your choice before **November 27, 2023**, by Resolution stating your choice as noted above. In order to obtain the required contract signatures, our April time line is very tight. It is critical that we receive your resolution in a timely manner. If we do not hear from you by **November 27, 2023**, we will make the selection for you. **Please note that, once you select your bridge inspection team, no changes can be made until the next contractual period.***

Please send one copy of your resolution to the appropriate field district office and one copy to the following address: *e-mail is preferred*

Contract Administrator	Field Divisions	Contact/Email
Kristen Wallace Project Management Division Oklahoma Dept. of Transportation 200 NE 21 st Street Oklahoma City, OK 73105-3204 Phone: (405) 204-2864 kdwallace@odot.org	Dis 1: (918) 687-5407	Kevin Arnold kwarnold@odot.org
	Dis 2: (580) 298-3371	Shane Miller SHMILLER@odot.org
	Dis 3: (580) 332-1526	Matthew Blakeslee mblakeslee@odot.org
	Dis 4: (580) 336-7340	Steven Gauthé SGauthé@odot.org
	Dis 5: (580) 323-1431	Dan Forbes DFORBES@ODOT.ORG
	Dis 6: (580) 735-2561	Bryson Ridley BRidley@odot.org
	Dis 7: (580) 255-7586	Dustin Vaughan dvaughan@odot.org
	Dis 8: (918) 838-9933	Matt Casillas MCASILLAS@ODOT.ORG

Once we receive your choice as noted above, the Department will contract with the consultant to do the bridge inspections. Please feel free to contact the Oklahoma Department of Transportation District Office in your area or Matt Mitchell MMITCHELL@ODOT.ORG in Local Government Division at (405) 780-0038 or Walt Peters wpeters@odot.org or Wes Kellogg WKellogg@odot.org in the Bridge Division at (405) 521-2606 with any questions you may have. When contacting the District, ask for the County Bridge Coordinator.

Yours sincerely,



Justin C. Hernandez, P.E.
Bridge Engineer

JH/wp

Enclosures

cc: Director
Chief Engineer
Director of Operations
Director of Engineering
County Bridge Coordinators
Prequalified Inspection Consultants

Field District Engineers
Project Management Division
Local Government Division
FHWA
ACCO

RESOLUTION _____

**CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH
NATIONAL BRIDGE INSPECTION STANDARDS
Bridge Inspection Contracts for April 1, 2024 to March 31, 2026**

WHEREAS, the City of Coweta has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Coweta has the following options:

- (1) Select one of ODOT's prequalified engineering firms.**
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).**
- (3) Use the same consultant as Wagoner County.**
- (4) Let ODOT make your selection.**

Therefore, BE IT RESOLVED, by the City of Coweta that it is their desire to select option #3 and choose

Name _____
Address _____

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this _____ day of _____, 2023

BY _____ CHAIRMAN

BY _____ MEMBER

BY _____ MEMBER

ATTEST: _____
City Clerk

RESOLUTION 2023-43

**CONCERNING BRIDGE INSPECTION RESPONSIBILITY
BY LOCAL GOVERNMENT FOR COMPLIANCE WITH
NATIONAL BRIDGE INSPECTION STANDARDS
Bridge Inspection Contracts for April 1, 2024 to March 31, 2026**

WHEREAS, the City of Coweta has the responsibility of bridge maintenance and safety inspections.

WHEREAS, the City of Coweta has the following options:

- (1) Select one of ODOT's prequalified engineering firms.**
- (2) Elect to do bridge safety inspections with your own forces using inspection teams and an oversight engineer *fully qualified* as mandated by the NBIS (National Bridge Inspection Standards).**
- (3) Use the same consultant as Wagoner County.**
- (4) Let ODOT make your selection.**

Therefore, BE IT RESOLVED, by the City of Coweta that it is their desire to select option #3 and choose

<u>Name</u>	Burgess & Niple, LLC
<u>Address</u>	141 NE 13th Street OKC OK 73104

as the engineer responsible for city bridge inspections as approved by the Oklahoma Department of Transportation.

ADOPTED this 4th day of December, 2023

ATTEST:

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk

APPROVED AS TO FORM:

Jeff M. Stephens, City Attorney

EMPLOYEE HANDBOOK
City of Coweta
(Updated of New as of _____)

WELCOME TO CITY OF COWETA

We are very happy to welcome you to City of Coweta (“City of Coweta”). We want you to feel that your association with City of Coweta will be a mutually beneficial and a pleasant one.

You have joined an organization that has established an outstanding reputation for safe, quality services and efficient operations. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

As an employee of City of Coweta, the importance of your contribution to our workplace cannot be overstated. The City of Coweta is committed to providing a safe, enjoyable, and ethical workplace.

This Employee Handbook (“Handbook”) provides answers to most of the questions you may have about the City of Coweta’s benefit programs, as well as certain policies and procedures followed by the City. If anything is unclear, please discuss the matter with your manager or supervisor. You are responsible for reading and understanding this Handbook, and adhering to City of Coweta’s policies and procedures. In addition to clarifying responsibilities, we hope this Handbook also gives you an indication of our interest in the welfare and safety of all who work here.

From time to time, the information included in our Handbook may change. We will attempt to notify you of key changes, and the City will have a current version of the Handbook available for your review.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working — pleasant relationships and working conditions, career development and promotion opportunities are just a few. The City of Coweta is committed to doing its part to assure you a satisfying and safe work experience.

I extend to you my personal best wishes for your success and happiness at the City of Coweta.

Sincerely,

[NAME], [TITLE]

MISSION STATEMENT

THE MISSION OF THE CITY OF COWETA IS TO PROVIDE EFFICIENT AND EFFECTIVE SERVICES TO OUR CITIZENS.

A GROWING AND DIVERSIFYING COMMUNITY, COWETA PROMOTES ORDERLY GROWTH AND CITIZEN INVOLVEMENT WHILE MAINTAINING ITS TRADITIONS OF FISCAL RESPONSIBILITY AND COMMUNITY COOPERATION.

VISION & VALUES

Coweta is a progressive community that places strong emphasis on preserving family values and developing a cooperative spirit between public and private sectors. Coweta's rich history fosters community pride while consistently reminding us of the need for flexibility in matters of social and economic growth and change. Coweta is dedicated to accepting challenges by encouraging growth through innovative incentives and solutions and continued accessibility to social services for all of its residents.

INTRODUCTION

This Employee Handbook contains information about City of Coweta's employment policies and procedures and an overview of City of Coweta's benefits for employees in Oklahoma.

For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. City of Coweta reserves the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed by a separate written agreement between you and an authorized City of Coweta officer, City of Coweta has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with City of Coweta's policies or procedures may result in discipline, up to and including termination.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY AN City of Coweta REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT. UNLESS YOU HAVE A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED City of Coweta REPRESENTATIVE, YOU ARE EMPLOYED AT WILL AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT OR OTHERWISE AFFECT YOUR RIGHT OR CITY OF COWETA'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE.

This Handbook supersedes all prior versions published or distributed by City of Coweta and all inconsistent oral or written statements.

GENERAL POLICIES AND PROCEDURES

Authority (11 O.S. § 10-113)

The City Manager serves as the Chief Executive Officer and Head of the Administrative branch of the City and supervises and controls all departments, officers and agencies of the City, except those otherwise provided for in the City Charter.

The City Manager shall appoint, and when necessary for the good of the service, remove, demote, lay-off or suspend all heads of administrative departments and other administrative officers and employees of the City except as otherwise provided by law.

Scope

These policies apply to all employees. It is the expressed intent of the City Council that the City Manager shall administer and enforce all provisions of these policies with respect to all City employees.

These policies are not a contract of employment, nor are they intended to be and shall not be interpreted by an employee as a contract of employment.

Interpretation of Personnel Policies

The City Manager may confer with Human Resource regarding employment law yet shall provide administrative interpretation of the Personnel Policies to the various Department Directors.

Conflict

Should the interpretation, application, administration, or enforcement of any rule or regulation contained in the Personnel Policies conflict with any Charter provision, City ordinance or other law, such Charter provision, ordinance or other law shall prevail.

A Department Director may make department/division rules and regulations, consistent with the Personnel Policies, governing the conduct and performance of employees. The City Manager may review department rules for consistency with personnel policies. Department/Division rules and regulations may be published, and a copy furnished to each employee to whom they apply. Disciplinary action may be based upon breach of any such rules and regulations.

ORGANIZATIONAL CHART

CHAIN OF COMMAND

The City of Coweta uses the “vertical” chain of command management structure. This simply means that an employee has one immediate supervisor. If an employee is not satisfied with a response from his/her immediate supervisor, he/she is to talk to the next higher supervisor on duty. The employee must request permission from his/her immediate supervisor to talk to the next higher supervisor in the chain of command. Employees shall not communicate with the Mayor/Chairman and/or City Councilmember(s)/Trustee(s), concerning City/Authority business, unless it is through the City/Trust Manager’s Office.

EQUAL EMPLOYMENT OPPORTUNITY POLICY pg 9, 35, 37

The City of Coweta is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. City of Coweta strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All City of Coweta employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

The City of Coweta complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, the City of Coweta will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such requests to Human Resources. The City of Coweta will also, where appropriate, provide reasonable accommodation for an employee's religious beliefs or practices.

OATH OF OFFICE

State of Oklahoma)
) §
Wagoner County)

I, _____, do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution, the laws of the State of Oklahoma, the Coweta Code of Ordinances and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an employee of the City of Coweta. I further swear (or affirm) that I will follow all lawful directives and assignments given to me, that I will not knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my employment, other than the compensation allowed by law, and that I will faithfully discharge my duties as a _____ to the best of my ability.

Affiant's Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary

TABLE OF CONTENTS

[TO BE INSERTED]

ANTI-HARASSMENT POLICY listed 20+ pgs

All Unlawful Harassment Prohibited

The City of Coweta strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender, age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Sexual Harassment

All City of Coweta employees, other workers and representatives are prohibited from harassing employees and other covered persons based on that individual's sex or gender (including pregnancy) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

The City of Coweta will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

Other Types of Harassment

The City of Coweta's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

COMPLAINT AND ANTI-RETALIATION POLICY

Complaint Procedure

If you are subjected to any harassment, you believe violates the City's Equal Employment Opportunity Policy Anti-Harassment Policy, or Anti-Retaliation Policy you must promptly speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Human Resource Department as promptly as is practical. These individuals will ensure that an appropriate investigation is conducted in a timely fashion.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The City of Coweta will investigate the facts and circumstances of all perceived discrimination, harassment, or retaliation and will take prompt corrective action, if appropriate. The City of Coweta will strive to maintain the confidentiality of complaints and investigations as may be appropriate, but the City cannot guarantee that confidentiality can be maintained in all circumstances.

Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Human Resource Department so that an investigation can be made, and corrective action taken, if appropriate.

All Unlawful Retaliation Prohibited

pg. 14, 37, 72

City of Coweta strictly prohibits and does not tolerate unlawful retaliation against any employee or by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation, or other form of retaliation for participating in any activity protected by law.

DRUG AND ALCOHOL POLICY

Employees are not permitted to use, sell, transfer, possess, or be under the influence of alcohol or illegal drugs while anywhere on City premises, in or on City property, at any time on work duty or while doing City business, or on breaks.

The City recognizes that Oklahoma law legalized the use of certain amounts of marijuana for recreational and medical purposes. Marijuana is still an illegal substance under federal law. Employees are not permitted to use, sell, transfer, possess, or be under the influence of marijuana in any form, while anywhere on City premises, in or on City property, at any time on work duty or while doing City business, or on breaks. An employee may be presumed to be under the influence of marijuana if they have ingested marijuana in any form within four to six hours of starting work. Furthermore, employees must ensure that their persons and effects do not emit the odor of marijuana (or any other illegal drug or alcohol) in the workplace. Any employee using a prescription or over-the-counter medication that could interfere with job safety or job performance must notify Human Resources.

Use of any prescription medication in a manner that presents a substantial risk to the safety of the employee or any other persons or renders an employee unable to perform the essential functions of their job (with or without reasonable accommodation) is not permitted. Any employee suspected of violating this policy will be promptly removed from their work area and work duties, and the matter will be investigated by or on behalf of the City.

Any employee who suspects another employee of possessing, using, or being under the influence of alcohol or drugs in violation of this policy must immediately report to their Department Director or to Human Resources and cooperate in any subsequent investigation.

An employee who is determined to have violated the Drug and Alcohol Policy is subject to discipline, up to and including termination. An employee who uses drugs or alcohol off-duty in a way that adversely affects their job performance, including in a way that negatively undermines or affects their ability to function effectively with citizens or the public when that is a requirement or expectation of the employee's position, is subject to discipline up to and including termination.

MEDICAL MARIJUANA CARD Not listed

All employees who have a medical marijuana card are not eligible to operate any City machinery, vehicle, etc. For any questions or concerns, please contact the Department Head or Human Resources.

TOBACCO FREE ENVIRONMENT

Smoking, vaping, and the use of any other tobacco products (cigarettes, e-cigarettes, hookahs, pipes, cigars, water pipes, vape pens, personal vaporizers, electronic nicotine delivery systems, smokeless tobacco, etc.) are not permitted within City-owned or leased vehicles or buildings including offices, hallways, restrooms, lunchrooms, elevators, meeting rooms, community areas, and garage facility per state and federal laws. Failure to follow City's policies will result in disciplinary action up to and including termination.

OPEN RECORDS & OPEN RECORDS REQUEST

Certain records are open for public inspection, copying or mechanical reproduction, unless specifically exempt by law. The "request for record inspection and/or copy(s)" should be completed by the person requesting records and submitted to the City Clerk's Office at Coweta City Hall, located at 310 South Broadway, Coweta, Oklahoma. The City Clerk will review all requests for records prior to release. Employees should be aware that memorandums, emails created by them and other documents and electronic communications may fall under this section and, as such, subject to release to the general public.

CONFIDENTIAL INFORMATION

pg 18, 20-21, 32, 37, 53, 69, 73, 75

Employees may be provided access to confidential information, including protected, sensitive and privileged information, during the course of their employment. Such confidential information shall only be used for the express purpose of addressing work assignments and will not be discussed or disclosed with others unrelated to those work assignments. Employees shall hold confidential all confidential information accessible as an employee of the City and shall not use their position to access information unrelated to their work assignments. Confidential information includes, among other categories:

- personal information, including medical information, about any individual
- any confidential information of a prospective location of a business or industry we obtain through the City's economic development relationships prior to public disclosure of such information

- Certain law enforcement records as required by state and federal laws

Any inadvertent disclosure of confidential information through technological means, shall be reported immediately to a supervisor and shall be managed as set forth by State law. 24 O.S. §§ 161, *et seq.*

Employees will be subject to corrective action up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

PERSONNEL RECORDS

The City maintains a personnel file for each employee. Maintaining files with up-to-date information provides the City contact information for emergency, payroll, and information for benefits. All employees should promptly notify Human Resources of any change in:

- * Address *Telephone number * Emergency contact
- *Marital status, dependents for benefit plan, life insurance, beneficiary or tax purposes
- *Party to be notified in case of an emergency

Any changes in family status must be reported to the payroll clerk within 30 days of the event. A delay in filing the proper forms could result in lack of coverage.

Employees may inspect and receive copies of their own personnel records upon written request.

The City intends to protect the privacy of each employee and is committed to the confidential handling of every employee's personnel information. All individual records, computer generated employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the City Manager. However, information contained in personnel records and files may be revealed to municipal employees:

- (a) for the use of any report or record, when pertinent and necessary to an official function of the municipal service;
- (b) for the purpose of an official audit or investigation, when made under proper authority;
- (c) for any other purpose authorized by the City Manager.

IMMIGRATION COMPLIANCE

NOT LISTED

The City of Coweta is committed to employing only those individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

At-Will Employer

The City is an at-will employer. This means we recognize that you retain the option, as does the City, of ending your employment with us at any given time, with or without notice and with or without cause. As such, your employment with us is at-will and neither this handbook nor any other oral or written representations by any City official or employee may be considered a contract for any specific period of time.

AGE DISCRIMINATION IN EMPLOYMENT (ADEA)

The City of Coweta is supportive of the Age Discrimination in Employment Act of 1967 (ADEA). This act protects individuals who are 40 years of age or older from employment discrimination based on age. The ADEA's protections apply to both employees and job applicants. Under the ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment – including, but not limited to, hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training. It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on age or for filing an age discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under ADEA. If you feel you have been discriminated against under the ADEA or desire more information about ADEA you may contact the Human Resources Office.

EMPLOYMENT STANDARDS

1. Applicants being considered for employment by the City must:
 - a. Meet the age requirements under the Fair Labor Standards Act;
 - b. Meet the educational and experience standards established for the position;
 - c. Be able to perform the essential duties of the position;
 - d. Be legally entitled to work in the United States.
2. The City shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals, provided that any accommodations made do not impose an undue hardship on the City. Reasonable

accommodation shall be determined through consultation with the disabled individual and, where deemed necessary, through consultation with outside resources to assure compliance with the ADA.

PROBATION PERIOD

All employees hired by the City of Coweta shall serve a three (3) month probationary period. At the completion of the probation period, the employee may attain regular or temporary status. Such appointment shall be automatic unless the Department Head, upon approval of the City Manager, extends the probation period. The probationary period may be extended and/or created, as deemed necessary by the City Manager, for any reason necessary to protect the interests of the City of Coweta. Current employees who have transferred to another department or classification may be placed on a probationary period for a term up to three (3) months as well. Persons on probation may be removed, demoted, terminated, transferred, or disciplined at any time during the probationary period, by written notice to the employee by the appointing authority, indicating that his/her services are unsatisfactory. Such removal or demotion shall not be subject to a pre-determination hearing and/or appeal, and the City Manager's decision shall be deemed final and binding.

NEPOTISM

1. The hiring of employees shall not violate the nepotism laws. Generally, elected or appointed officials are prohibited from appointing, voting for, or confirming the appointment to any office, position, clerkship, employment, or duty of any person closely related to them through marriage or bloodline; "related by affinity or consanguinity within the third degree."

a. First-degree consanguinity is a parent or child of the employee.

b. Second-degree consanguinity is a grandparent, grandchild, brother, or sister of the employee.

c. Third-degree consanguinity is a great grandparent, great-grandchild, aunt, uncle, niece, or nephew of the employee.

d. First-degree affinity is a spouse or a parent or child of the spouse of an employee.

e. Second-degree affinity is a grandparent, grandchild, sister, or brother of the spouse of an employee.

f. Third-degree affinity is a great grandparent, great-grandchild, aunt, uncle, niece, or nephew of the spouse of an employee.

g. Step-relations will be considered the same as the relatives described above.

2. All other employees not affected by the preceding subsection shall not, directly or indirectly, hire or supervise, or be hired or supervised by a member of their family.

3. Employees who marry while working in the same department where one supervises the other will be given a reasonable amount of time for one of them to secure another position, either within the City in another department or outside City Government. For the purposes of this policy, a reasonable amount of time shall not typically exceed six (6) months.

4. No restrictions shall be placed on employee's benefits (except for health insurance and dependent coverage), salary, and/or opportunities for advancement because of family relationship except as provided in this section.

5. No person related to any elected or appointed official of the City shall be appointed to any office, position or clerkship, or other service to the City. This prohibition shall not apply, however, to any person who has been continuously employed by the City for a period of thirty (30) days prior to the appointment of a City official so related to them, or a period of six (6) months prior to the election of any City official so related.

TRANSFERS, SEPARATION, and DISCIPLINE

Transfers

Upon approval of Department Head and City Manager, an employee may request a transfer from one department to another. The employee must meet the qualifications of the vacant position prior to transfer and must be in good standing in their current department. Transferring to a different pay class may affect pay.

Demotion

Any employee may be demoted to a lower position for which he/she is qualified if their position is being abolished for lack of work or funds if the employee fails to possess the necessary qualifications to render adequate service in their present position, or by their request. Demotion may also be utilized for disciplinary purposes. The City Manager and Department Head must approve all demotions. Demotion may result in a change in pay classification.

Separation/Lay-off

All separations of employees from positions shall be designated as one of the following: resignation, lay off, disability, death, retirement, job abandonment, termination of appointment, or dismissal. Regular employees who separate shall on the pay date following the effective date of separation receive payment for all earned wages, all compensatory time accumulated and may receive pay for accumulated vacation leave.

1. Resignations may be tendered by informing the Department Head of the reason and the effective date. A minimum of two weeks' notice is preferred. If two weeks' notice is not given, the employee may be ineligible for rehire.

2. Lay off shall be made by the City Manager when it is deemed appropriate due to a shortage of work or funds or the abolition of a position. When situations warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period deemed reasonable by the City/Trust Manager, or refuses to return to work, that employee's name shall be removed from the re-employment lists. Any such employee removed shall be eligible to re-apply for an original appointment.

3. Separation by death shall be effective on the date of death, and all compensation due will be paid to the designated beneficiaries or the estate of the employee.

4. If an employee is absent from work for three consecutive working days/shifts without authorization, the employee will be deemed to have abandoned his or her job and resigned. The employee's records will indicate the conditions of termination and will show that the employee is not eligible for rehire,

5. Employees on a temporary or seasonal basis will be terminated when their job is completed. These employees are not eligible for accrued vacation time pay because of their temporary status but are eligible for rehire. Employees separated because of the reduction in force may be considered first in future hiring for up to one year following the reduction in force.

6. Before a Department Head makes a conditional offer of employment to a previously separated employee, he/she must first obtain approval from Human Resources and the City Manager.

DRUG TESTING IN THE WORKPLACE POLICY Pg. 10, 60

City of Coweta is committed to providing a safe, healthy, and productive workplace that is free from alcohol and unlawful drugs as classified under local, state, or federal laws while employees are working on the employer's premises (either on or off duty) and while operating employer-provided vehicles.

In furtherance of this commitment, the City of Coweta maintains a policy in which job applicants and current employees may be requested or required to submit to drug and alcohol testing in certain situations. This policy is intended to comply with applicable laws regarding drug and alcohol testing and current and prospective employee privacy rights.

All equipment operators must maintain a drug free status.

Pre-Employment Testing

All job applicants are subject to drug and alcohol testing. All offers of employment with the City of Coweta are conditioned on the applicant submitting to and successfully completing and passing a drug and alcohol test in accordance with the testing procedures described in this policy.

Testing Based on Reasonable Suspicion

Employees may be asked to submit to a drug and alcohol test if the City of Coweta has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs or alcohol. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their supervisors or Head of Department if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

Periodic/Random Testing

Employees in certain safety or security-sensitive positions are subject to drug and alcohol testing on a periodic or random basis.

Post-Incident Testing

pg. 15, 26, 28, 30, 36, 37, 54

Employees involved in any work-related accident or incident involving the violation of any safety or security procedures may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage.

Testing Procedures

All drug and alcohol testing under this policy will be conducted by an independent testing facility, which will obtain the individual's written consent prior to testing. The City of Coweta will pay for the full cost of the test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by the City of Coweta.

Employees suspected of working while under the influence of illegal drugs or alcohol may be suspended with or without pay until the City of Coweta receives the results of a drug and alcohol test from the testing facility and any other information City of Coweta may require to make an appropriate determination.

Confidentiality

pg 18, 20, 32, 37, 53, 69, 73, 75

All records relating to an employee or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

Consequences of a Positive Test

Employees who test positive will be subject to discipline, up to and including immediate termination of employment. Job applicants who test positive will have their conditional job offers withdrawn.

Consequences for Refusing or Failing to Complete the Test NOT LISTED

Employees who refuse to submit to testing as required by the City of Coweta or who fail to complete the test will be subject to discipline, up to and including immediate termination of employment. Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.

STANDARDS OF CONDUCT POLICY

pg. 22, 35, 36, 39, 50, 60, 61-63, 65, 71-73

To function effectively, every organization must develop policies and procedures to protect everyone and the City's rights are respected. The City of Coweta is no exception. Generally, conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated.

Violation of this Standards of Conduct Policy may lead to corrective or disciplinary action, up to and including discharge, depending on the circumstances of the individual case. The following are a few examples of conduct that may violate this Policy:

- Falsifying records.
- Engaging in fraud.
- Removing, theft, or attempting to steal employee or employer property.
- Being habitually tardy or absent, or engaging in poor timekeeping.
- Fighting on employer property at any time.
- Being under the influence of intoxicating substances on employer property at any time.
- Being insubordinate.
- Using or abusing employer time, property, materials, or equipment without authorization.
- Gambling on employer premises at any time.
- Sleeping on the job.
- Using offensive or profane language on City premises.
- Bringing dangerous or unauthorized weapons onto employer premises.
- Defacing employer property.
- Engaging in criminal activity.
- Violating or abusing employer policies.
- Neglecting job duties.
- Bringing the organization into serious disrepute.
- Fragrances, cologne, and perfume cannot be offensive.
- Lack of confidentiality that violates the employees rights or causes undue hardship
- Your demeanor not only involves sincere respect for the rights and feeling of others but also demands that, in both your job and personal life, you refrain from any behavior that might be harmful or bring discredit to you, your co-workers, the City of Coweta/Coweta Public Works Authority, or the citizens of Coweta.

The City may consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee. It is up to the employee's supervisor and the City's management in their discretion to decide whether corrective action, up to and including dismissal, is appropriate.

DISCIPLINARY ACTION

This Disciplinary Actions Policy applies to all employees. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination of your employment:

1. Violation of any City policy or rule.
2. Violation of safety rules, practices or failure to wear safety equipment.
3. Careless actions which endanger the life or safety of others.
4. Being intoxicated or under the influence of a controlled substance while at work, except for medications prescribed by a physician.
5. Possession of firearms, weapons or explosives while on City property unless permitted by law.
6. Engaging in criminal conduct or acts or threats of violence toward any other employee or official.
7. Insubordination or refusing to follow any lawful instructions of your supervisor, Department Head and/or City/Trust Manager.
8. Destruction or theft of City property, whether intentional or otherwise.
9. Dishonesty, falsification or misrepresentation of facts regarding your employment application, or any other action of deemed to bring discredit to the City of Coweta
10. Immoral or indecent conduct while on or off duty.
11. Unsatisfactory work performance.
12. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job.
13. Violation of the City's e-mail, computer and/or internet policy.

Discipline Procedure Unacceptable behavior that does not lead to immediate dismissal may be dealt with by any of the following interventions, taken in any order, as your supervisor, Department Head and/or City/Trust Manager determines is appropriate.

Verbal Counseling

Your supervisor and/or Department Head may meet with you to discuss the problem(s) or violation(s), to make sure that you understand the nature of the problem(s) or violation(s) and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to remind you that it is your responsibility to meet these expectations. Your supervisor and/or Department Head may document the verbal counseling, which may remain in effect for a permanent time frame.

Written Warning

If you are in violation of the City practices, rules or standards of conduct, your supervisor and/or Department Head may discuss the problem with you, emphasizing the seriousness of the issue(s) and the need for you to immediately remedy the problem(s). During the

meeting, your supervisor and/or Department Head will issue a memorandum to you summarizing the discussion and your agreement to change. A copy of the memorandum may be placed in your personnel file. The written warning may remain in effect for a permanent time frame.

Final Warning/Probation

If the violation continues, a final warning will be issued. You will be given a final warning, or you may receive a probationary period not to exceed 90 days. Should the violation continue, further disciplinary action will take place.

Termination

Failure to adhere to the performance or behavior standards set forth in either the verbal, written, or final warning, or some other form of behavior problem(s) which was not proceeded by warning, may lead to termination of your employment.

The provision of this Disciplinary Policy is not a guarantee of its use. The City reserves the right to terminate employment at any time, with or without reason.

GRIEVANCE POLICY

Employees who have complaints or problems related to department issues that do not fall within the definition of grievance as outlined in this section are encouraged to first discuss the issue with their immediate supervisor. If the nature of the problem is such that the employee feels they cannot discuss it with their supervisor or Department Head, the employee may bring the matter directly to the Human Resources Director or City Administrator for further guidance.

The term “grievance” under this section means any dispute between an employee and management concerning the effect, interpretation, application, or claim of breach of violation of City of Coweta Employment Rules and Regulations.

Every attempt should be made to resolve any dispute as soon as possible to the satisfaction of all parties. D. Steps in the grievance procedure shall be as follows:

1. Every reasonable effort should be made for an oral agreement between the individual and their supervisor or Department Head.
2. If an oral agreement is not reached, the aggrieved may within five (5) working days file a written complaint to the supervisor or Department Head. The Department Head or supervisor shall make a careful inquiry of the facts and circumstances of the complaint and shall decide of the merits of the complaints and give a written reply within five (5) working days.
3. If the individual is dissatisfied with the Department Head or supervisor’s written decision, the aggrieved may, within five (5) working days, make a formal written appeal to the Human Resources. The Human Resource department and City Administrator will

confer should the appeal affect City business. Upon receipt of the written appeal, return a formal written decision within five (5) working days. In all cases the decision will be final and binding.

PAYROLL PRACTICES AND COMPENSATION POLICY

Employee Classifications

NOT LISTED

The City of Coweta designates each employee as either exempt or nonexempt in compliance with applicable federal, state, and local law. An employee's job description may have variance which would lead to a reclassification of the position and requirements.

Exempt Employees. Employees designated as exempt are paid a fixed salary and are not entitled to overtime pay.

Nonexempt Employees. Employees designated as nonexempt are entitled to overtime pay for all hours worked over 40 in a workweek, as required by applicable law.

The City of Coweta also assigns each employee to one of the following categories:

Regular Full-Time Employees. Regular full-time employees are normally scheduled to work at least 40 hours per workweek, except for approved time off.

Regular Part-Time Employees. Regular part-time employees are normally scheduled to work [] hours or less per workweek. Part-time employees are not eligible for most City of Coweta benefits.

Temporary Employees. Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Temporary employees are not eligible for most City of Coweta benefits.

Workweek and Business Hours

The City of Coweta's workweek begins on [DAY AND TIME] and ends on [DAY AND TIME], and our normal business hours are from [TIME] to [TIME], [DAY] to [DAY].

Full-time employees are generally expected to work [NUMBER] hours each workday, [NUMBER] days each workweek. Employees may be required to come in early, work late, or work overtime hours from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

Employees will receive their specific work schedule from their manager or supervisor. If you have any questions about your work schedule, you should speak with your manager or supervisor to avoid any misunderstanding.

Nonexempt employees are required to record all hours worked, including any hours worked outside of their normal schedule. For more information, please see the Timekeeping section of this Policy.

Nonexempt employees must have permission from their supervisor before working overtime. For more information, please see the Overtime section of this Policy.

Payday

Employees are paid [weekly/every other week/twice per month/monthly] on [DAY OF THE WEEK OR MONTH]. If a particular payday falls on a weekend or holiday, employees normally will be paid on the last business day before the weekend or holiday.

Payroll Discrepancy

Employees should review their pay for errors. If you find a possible error, report it to the payroll department immediately. The City of Coweta will correct any errors, including any under or overpayment, as soon as possible. The Wage Discrepancy form is listed in the appendix.

Payroll Deductions

City of Coweta is required by law to make certain deductions from your pay each pay period, including deductions for:

- Federal and state income taxes.
- Social Security (FICA) taxes.
- Deductions required by wage garnishment, child support, and other income withholding orders or notices.

In accordance with applicable law, City of Coweta may also make other deductions from your pay, including deductions for:

- Wages you have authorized, such as your employee contribution to insurance premiums.
- Any other deductions that you agree to in writing.

If you have questions about any deductions or if you believe an improper deduction has been made, you should immediately report your concerns to your manager or the Payroll department or Human Resources if the concern is due to garnishments. If an improper deduction has been made from your pay, you will be reimbursed as soon as practicable. (NOT LISTED) The City follows the FLSA, Safe Harbor law for improper deductions. Please report any discrepancies as soon as possible, for immediate reimbursement if City's error, and on the next payroll for employee error.

Garnishments

Employees are expected to manage their finances and maintain a good credit standing while working for the City. Employees subject to a garnishment action may be required to reimburse the City for administrative costs associated with their garnishment. Excessive or repeated garnishment action may be cause for disciplinary action or termination of employment with the City of Coweta.

Mileage Allowances

Whenever an employee uses his/her private automobile, in the conduct of official business, he/she shall be compensated at the current rate set forth by the Internal Revenue Service (IRS). The personal use must be authorized in advance by the Department Head and approved by the City/Trust Manager.

Holiday Pay

Employees must work the day before and the day after to receive holiday pay. They may use pre-approved vacation time for the day before and after to remain eligible for payment. If the employee is on call during the holiday weekend, they are eligible for payment regardless if they actually had a City emergency.

SICK/VACTION POLICY

Sick Leave

All full-time employees, working a normal forty (40) hour per week schedule, shall accrue sick/personal time off (PTO) leave at the rate of two (2) days per quarter (i.e., one day of sick leave and one day of personal time off), beginning with the first day of employment. Accumulated sick leave/PTO, that is banked each year, shall not be eligible for buy-back from employees upon the employee's termination of employment.

Sick leave shall be deducted from the cumulative total in actual time used by the employee. Sick leave taken in excess of an employee's regular work schedule will be returned to the employee's sick leave bank and not carried forward as compensatory time or overtime pay.

PTO days must be scheduled, and approved, a minimum of forty-eight (48) hours in advance unless the employee is using them as actual sick time off.

Employees may use sick leave for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and for illness in the employee's immediate family as set forth in FMLA.

Employees are required to furnish proof of illness, by furnishing a doctor's statement or other satisfactory written statement, when sick leave exceeds three (3) consecutive days or when a Department Head and/or the City/Trust Manager request such proof.

Department Heads will ensure that employees will not be allowed to return to work without a full release from the attending physician.

Unused sick and PTO will be banked at the end of the calendar year as sick leave for future need.

Excessive, abusive, fraudulent, or repeated use of sick leave may be cause for disciplinary action, effect performance evaluations, promotions, pay raises, or termination of employment with the City of Coweta.

Employees unable to report to work due to illness or emergency must report their absence to their supervisor as soon as possible on the first day of the absence and each succeeding day of absence unless other arrangements are authorized.

Employees are expected to use sick leave time for recuperation from illness and to remain at their homes or other appropriate place of care. While on paid sick leave, employees are not authorized to work at any other jobs, or conduct activities that are not consistent with your reported illness without written permission of the City/Trust Manager.

Failure to comply with any of the above provisions may result in denial of sick leave pay and/or termination of employment with the City of Coweta.

Request to Transfer Sick Leave to Full-Time Employee

Sick leave may be transferred from one employee to another under the following conditions:

1. Recipient of sick leave transfer must exhaust all vacation, sick leave, compensatory time, etc. before utilizing co-worker transfers.
2. Transfer is limited to the number of days actually needed. Recipients of transferred days will not be allowed to accept more than ninety (90) calendar days in any calendar year.
3. Transfer must be without compensation to the giving party or parties.
4. Request must be in writing, signed by donating employee, and attested to by the Department Head and approved by the City/Trust Manager.
5. All transfers must be submitted and approved prior to the end of the pay period to be covered.
6. Transfers from employees whose rate of pay is equal to or greater than that of the recipient shall be on a one-for-one basis. Transfers from employees whose rate of pay is less than that of the recipient will be adjusted to compensate for the difference to the nearest one-hour increment

7. Employees leaving employment with, or terminating employment with, the City of Coweta may not donate or transfer sick leave to any person unless that person meets the qualifications set forth in this policy.

8. No employee may transfer or donate more than seven days of sick leave in a calendar year.

Employees who have accrued at least thirty (30) days of sick leave are eligible for conversion of a portion of sick leave for special vacation leave. For every two (2) sick leave days accumulated over the thirty (30) accrued sick leave day minimum, the employee may exchange for one (1) day of special vacation leave. These exchanges are subject to the following conditions:

1. A maximum of six (6) sick leave days may be exchanged per employee (anniversary year) for special vacation leave days.

2. Exchanged sick leave days or special vacation leave must be taken as time off with pay, within the employee anniversary year exchanged or the special vacation leave days remaining shall be forfeited. Special vacation leave shall not be paid should the employee leave the City of Coweta's employment.

3. Exchanged sick leave days shall be approved in writing by the City/Trust Manager before conversation will be allowed.

Vacation

All full-time employees (excluding those individuals who work a twenty-four (24) hour shift) shall accrue vacation based on the following schedule:

1. Upon completion of one (1) year of service – six (6) days of vacation shall be awarded.

2. Upon completion of two (2) years of service – eleven (11) days of vacation shall be awarded.

3. Upon completion of five (5) years of service – sixteen (16) days of vacation shall be awarded.

4. Upon completion of ten (10) years of service – employees will be eligible for one (1) additional vacation day for each additional year of service beyond (10) years, up to a maximum of thirty (30) vacation days per year.

Vacations must be taken in the year following accrual except for the inability to schedule because of illness or injury or for the City of Coweta convenience.

Vacation must be taken in one (1) hour increments.

Vacations shall be scheduled subject to the manning requirements of the City as determined by the Department Head and/or City/Trust Manager.

Requests for vacation shall be assigned on the basis of seniority if a conflict occurs.

Holidays falling during a scheduled vacation will not be charged as vacation days.

After an employee has used fifteen (15) vacation days in an anniversary year, all days in excess of fifteen (15) days may, at the employee's discretion, be returned to the City/Authority in exchange for payment at the employee's regular rate of pay minus any days traded from sick leave.

Employees requesting time off may not request docked pay when they have accrued vacation time or compensatory time that is available to them.

Holidays

Full-time employees are granted the following holidays with pay:

New Year's Day

Veteran's Day

President's Day

Thanksgiving Day

Good Friday

Day after Thanksgiving Day

Memorial Day

Christmas Eve

Independence Day

Christmas Day

Labor Day

If a holiday falls on a Saturday, the Friday before it is taken off. If the holiday falls on a Sunday, the Monday is taken as the day off.

If an employee is required to work on an approved paid holiday, the employee shall be paid at one and one-half (1½) times his/her regular rate of pay above their salary, to include compensatory time, for that day, if the employee has completed their regular work schedule for the week in which the holiday falls.

Employees who are not scheduled to work on a holiday and have completed their regular work schedule for the week in which the holiday falls will be compensated with an additional eight (8) hours of regular pay.

Employees must work the day before and the day after to receive holiday pay. They may use pre-approved vacation time for the day before and after to remain eligible for payment. If the employee is on call during the holiday weekend, they are eligible for payment regardless if they actually had a City emergency.

In order to be eligible for holiday pay an employee must not have been on sick leave or workers' compensation on either the workday before or the work day following an approved holiday.

Special Days Off

These are periodic awards given at the discretion of the City/Trust Manager. All days off will be used within one (1) year of issuance. Days off usage will be subject to the same requirements as Vacation Leave.

Timekeeping

NOT LISTED

To ensure the City of Coweta has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to accurately record all working time. Non-exempt employees should record on a daily basis all actual time

worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid meal periods. Your supervisor will review your time entries and ask you to verify them at appropriate times.

Falsifying time entries, including by working “off the clock,” is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline, up to and including termination. You should immediately report to the Human Resources any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

OVERTIME

pg 33-34, 38

All employees may occasionally be required to work more than 40 hours in a workweek. Nonexempt employees will be paid overtime compensation for hours worked over 40 in a single workweek in accordance with applicable law. Overtime pay is based on hours actually worked.

Nonexempt employees must obtain approval from their supervisors in advance of working overtime. Failure to obtain approval for working overtime may result in discipline, up to and including termination of employment.

Exempt employees do not receive overtime pay and instead are paid a salary that is intended to compensate them for all hours worked.

If you believe that you have not been compensated for all hours worked, including overtime pay you believe you are owed, you should immediately report your concerns to the payroll department. Supervisors and managers are prohibited from requiring or encouraging nonexempt employees to underreport any overtime hours worked. You should immediately report to the Human Resources department if any supervisor or manager who requires or encourages you to underreport your hours worked.

The City of Coweta prohibits and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this Policy.

Request to Carry Leave Past Anniversary Date

It is the policy of the City of Coweta any unused leave that has been accrued during the employee’s current employment year will not be carried over into the proceeding employment year without prior written approval of the City Manager. Request to carry leave over into the next anniversary year must be received, in writing, at least thirty (30) days prior to the employee’s anniversary date stating the reasons why the employee has been unable to expend the available leave. If the employee is granted permission by the

City Manager all leave carried forward must be expended within the time frame set forth by the City Manager.

Voting

An employee who is a registered voter shall be granted up to two (2) hours to vote during the period when the polls are open. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No employee shall be entitled to voting leave unless the voting time is scheduled with the supervisor before election day. Supervisors shall select the hours which an employee is granted to vote. The department/division may change the work hours to allow voting leave before the beginning of work or after work hours.

Voting leave shall not apply to an employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing.

Jury Service/Court Leave

An employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Service or Court Leave. Time off for such service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service.

An employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the City. The employee must remit the court service payment or jury fee to the City Treasurer, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The employee is not required to remit to the City Treasurer that portion of the compensation from the court that was properly documented for expenses.

ATTENDANCE POLICY pg. 19, 52, 54, 55, 71

The City of Coweta requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday or late for work must notify their supervisor as far in advance as possible but, if possible, at least two hours before the start of the work day. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

Absences and tardiness will be considered excused if the employee requested the time off in accordance with City of Coweta policies on [vacation/sick leave], received the required

approval for the absence, and has sufficient accrued, but unused, time to cover the absence. Absences also will be considered excused if the employee requested the time off in accordance with City of Coweta's policy permitting a leave of absence, received the required approval for the leave, and is in compliance with the leave policy.

An employee will be considered to have taken an unexcused absence if the employee is absent from work during scheduled work hours without permission, including full- or partial-day absences, late arrivals, and early departures.

Any employee who is absent for three or more consecutive days due to illness may be asked to provide a note from his or her health care provider to verify the employee's need for sick leave and fitness to return to work.

The City of Coweta reserves the right to discipline employees for unexcused absences. Discipline may include counseling, oral or written warnings, suspensions, or termination of employment, at the City of Coweta's discretion.

DRESS CODE AND GROOMING POLICY pg. 22-23, 24, 77-78

Dress and Grooming Standards

The City of Coweta strives to maintain a professional atmosphere that is conducive to our business environment, contributes to the morale of all employees, and projects an image of efficiency and professionalism. Employees are relied on to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which may include concerns regarding safety, interactions with clients and customers, and accurately representing our organization's image to the public.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. Employees who disregard this policy and its standards will be subject to discipline.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the employee's supervisor or Human Resources.

Uniforms

All City employees who are required to wear a uniform, will wear the uniform in compliance with departmental policies and procedures, established by the Department Head and/or City Manager.

Any employee that requires reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact their supervisor or Human Resources. Reasonable accommodation will be granted unless it causes an undue hardship on City of Coweta.

Markings, Piercing, Mutilation **NOT LISTED**

No tattoo or brand of any type is authorized on the head, face, neck or hands. Any visible tattoos, body marking or brands that promotes racism, discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or sexually explicit material are prohibited.

No body piercing, other than those for earrings as described below, shall be made through the ear, nose, tongue, chin, eyebrow, or any other body parts that may be visible while on duty. Piercing in the ear shall not exceed two per ear lobe and shall be small and inconspicuous. Additional piercing in the ear lobes and cartilage are prohibited. Other forms of intentional body mutilation or modification (e.g. scarring, excessive ear piercing/stretching, tongue splitting, decorative tooth plating/engraving, etc.) are prohibited.

All uniformed employees, police, fire, public works, EMS and uniformed volunteers are prohibited from displaying any body art, body markings, tattoo(s), intentional scarring, mutilation, brands, or dental ornamentation while on duty or representing the department in any official capacity.

Any current employed uniformed employee with existing body art, body marking, tattoo(s), intentional scarring, mutilation, brands or dental ornamentation that is visible shall have the following options:

- (1) Uniformed employee shall cover existing body art, body marking, tattoo(s), intentional scarring, brands, or mutilation by wearing the long-sleeve shirt and/or uniform pants.
- (2) Cover existing body art, body marking, tattoo(s) intentional scarring, brands or mutilation with a skin tone patch or make-up. Body art, body marking, tattoo(s) brand(s), intentional scarring and/or mutilation that is not able to be covered or concealed is prohibited.

Uniformed employees shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose or ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewelry, initials, etc.

BULLETIN BOARD

City Hall and departments will maintain bulletin boards at various locations. The bulletin boards are for the posting of City/Authority, State, Federal and department notices. All

personnel should periodically check these areas for updated information which may be of interest. Certain designated bulletin boards will be used by employees for posting information for other employees. These items must be approved by the Department Head or City Manager before posting. Notices on employee bulletin boards may be removed by the employer at any time, without prior notice.

CELL & TELEPHONE USAGE

City telephone lines are for use in conducting official business. Personal calls must be short and not interfere with official business. Personal long-distance calls are prohibited. Personal cell phones are to be used for emergencies only and should be left off during working hours. Employees who are driving City vehicles should pull off the roadway in a safe manner before using cell phones, except in an actual emergency.

INTERNET, EMAIL RETENTION & DOWNLOADS POLICY pg 15-16, NOT LISTED

Employees will not share with others their assigned internet passwords, access codes or other authentication devices. Staff members whose computers are enabled to accept files via the internet (e.g., via FTP, e-mail attachments or newsgroups) are individually and directly responsible for checking them for viruses, using the latest version of a reliable virus-checking program. All employees shall immediately report all virus outbreaks to the City Manager.

Electronic mail (both internal and via the internet) is a public record and may be subject to public disclosure in accordance with applicable law.

MEDIA RELATIONS pg 75-76

As any public institution, the City of Coweta and its programs, activities, and plans are of special interest to the public. It is important to present the City of Coweta both accurately and in the best possible light. When information is released, every effort must be made to avoid misunderstandings, misinterpretations, or confusion. Once a misconception takes root, it is always difficult and often impossible to make full corrections. In the interest of orderly, consistent management of the information released to the media, the following policy and procedures are in effect:

The City of Coweta spokesperson is the City Manager who can be reached at (918) 486-2189. When the City Manager is unavailable the Assistant City Manager should be contacted at (918) 486-2189, will serve as the City spokesperson. If both the City Manager and the Assistant City Manager are unavailable the Director of Emergency Management will act as spokesperson.

POLITICAL ACTIVITY

City employees have the right of any citizen to express their political views, however, no employee shall use his/her office or position, City: equipment, uniforms, property or work time to express those views.

USE OF CITY AUTHORITY/ EQUIPMENT

The use of City equipment, including vehicles, is for official use only and will never be used for personal reasons, except as clarified below. City vehicles may be driven home upon the City Manager's approval when the employee is required by the nature of his/her job to make use of the vehicle on an emergency call basis. Passengers will not be transported unless on official City business. Only authorized, licensed drivers may operate City vehicles. All City employees who drive City equipment shall hold a valid Oklahoma driver's license and must have and maintain a driving record that is acceptable to the City and its insurance carrier. Vehicles must be operated in accordance with state and local laws and with the specific operator's manual for that particular vehicle. Unauthorized personnel may not ride in or on City vehicles.

Employees who are subject to call-back after hours or on weekends shall respond in a physical and mental condition which does not prevent them from operating City equipment in a safe and lawful manner.

In cases of accidents involving City owned vehicles, the employee driver must immediately notify the Coweta Police Department, at (918) 486-2121 or 911, or any other appropriate law enforcement jurisdiction (if the accident occurs outside the Coweta city limits). Notification should also be made to your supervisor and the appropriate Department Head. The employee(s) shall remain at the scene until the police and/or medical staff arrive. Employees should attend to the needs of those injured in the accident and maintain a safe zone around the scene, if possible. No admission of guilt shall be made by employees on the scene or by employees involved in the accident except to official investigators in the performance of the accident investigation.

City owned vehicles may not be driven home by employees prior without authorization from Head of Department or the City Manager. The use of all City owned vehicles shall be according to the rules for the Department as approved by the City Manager. Limited use of communication equipment for personal purposes may be permitted by management if they are within basic parameters of reasonable use. Other City equipment is for official use only and cannot be used for personal reasons.

SOLICITATION NOT LISTED

Soliciting others at work can be disruptive to employee productivity, create uncomfortable or even harassing situations for employees, and could pose a security threat when visitors are allowed to solicit on City premises.

Therefore, the City prohibits selling, soliciting and the distribution and posting of materials on or at City property by any employee or non-employee, except as permitted by this policy.

The sole exceptions to this policy are charitable and community activities supported by the City of Coweta management and City-sponsored programs related to City products and services.

Employees may not solicit other employees during their own work time, or during the work time of another employee, except in connection with a City approved or sponsored event.

Employees may not distribute literature of any kind during their work time, or in any work area at any time, except in connection with a City-sponsored event.

Work time means at all times employees are expected to be working and does not include meal or break times. Work areas include all areas in which work is performed.

Nonemployees may not solicit employees or distribute literature of any kind on [City Name]'s premises at any time. Employees may only admit non-employees to City premises with management approval or as part of a City-sponsored program. These visits should not disrupt workflow. A City employee must always accompany the nonemployee. Violation of this policy should be reported to the human resources department, and disciplinary action up to and include termination.

CODE OF ETHICS/CONFLICT OF INTEREST POLICY

The City of Coweta is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities and expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws. This policy is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

Conflict of Interest

Employees should always act in the best interest of City of Coweta and not permit outside interests to interfere with their job duties, and City of Coweta prohibits all employees from using their position with City of Coweta or City of Coweta's relationship with its business relationships for private gain or to obtain benefits for themselves or members of their family.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with City of Coweta's interests or the employee's work-related duties. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee or the employee's family member as a result of the City of Coweta's business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact Human Resources.

OUTSIDE EMPLOYMENT- Not listed

For purposes of this Policy, "outside employment" includes self-employment, consulting activities and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as a treasurer for his/her church.

1. The outside employment policy is to be reviewed with all the City employees at least once annually. New employees are to be instructed on the outside employment policy during their first month of employment.

2. Employees are not required to notify their supervisor of outside employment if it is conducted outside regular work hours, off premises, and does not require the job skills and/or qualifications used in his/her employment at the City.

3. Employees are required to request approval for outside employment if the outside employment is conducted during regular work hours, on premises, or if it requires the same job skills and/or qualifications used in his/her employment at the City, or if it presents a real or perceived conflict of interest.

4. When required, requests for approval of outside employment are to be submitted to a supervisor prior to beginning that employment.

5. Each employee's request for outside employment is to be reviewed and decided on its own merits, considering such factors such as the type of work to be done, the type of business and the duration of employment.

6. Approval for outside employment is valid for one calendar year or until the outside employment changes. Each change in outside employment meeting the guidelines outlined in 3, above, requires specific prior approval.

7. If the outside employment negatively impacts on the employee's work at the City, a supervisor may withdraw approval for that outside employment. The employee and Human Resources office are to be notified if approval for outside employment is withdrawn. This notification should provide the reason(s) for this action.

8. Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in disciplinary action.

Reporting Procedure

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee at City of Coweta, you must promptly speak to, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Human Resources as soon as possible. You should be as detailed as possible. The City of Coweta will investigate all concerns regarding conflicts of interest. The City of Coweta will determine whether a conflict of interest exists and what action should be taken.

HEALTH AND SAFETY IN THE WORKPLACE POLICY

The City of Coweta is committed to maintaining a safe workplace. To further its goal, The City of Coweta may issue safety rules and guidelines. You are required to comply with all of City of Coweta's rules and guidelines, as well as any applicable federal, state, and local laws regarding workplace safety. In addition, you must keep your work area free of any potential hazards. Failure to follow the City of Coweta's safety rules and guidelines may result in discipline, up to and including termination of employment.

If you witness any unsafe conditions or potential hazards, you must report them to your direct supervisor immediately or the Department Head as soon as possible.

You must promptly and accurately report all workplace injuries, accidents, or illnesses to Department Head and Human Resources regardless of the severity.

BENEFITS pg. 5, 11, 17, 21, 42

Health Insurance

Full-time employees for the City of Coweta, and their dependents may be provided health insurance at the percentage rate set by City Council. The City reserves the right to change health care providers, percentages of benefits to full-time employees, and percentage of benefits to full-time employee dependents, at any time, for any reason deemed necessary for the well-being of the City of Coweta. These insurance benefits are effective for full-time employees on the first day of the month following ninety (90) days of full-time employment. These benefits cease when employment is terminated. Other arrangements, through COBRA, may be made to continue these benefits, at the ex-employee's own expense. Employees who desire further information about benefits, claims, forms, or their provider can contact the Human Resources Office located at Coweta City Hall.

Wellness Plan

? Gym membership, etc listed here...?

RETIREMENT

All full-time City/Trust employees are covered by a retirement plan and participation is compulsory, unless prohibited by age. All employees, except firefighters and police officers, are covered by the Oklahoma Municipal Retirement Fund. The retirement fund is designed to provide continuing income to the employee upon retirement. Refunds will be governed by the Oklahoma Municipal Retirement Fund regulations and/or other appropriate pension regulations or requirements. Retirement participation starts six (6) months following full-time employment with the City of Coweta/Coweta Public Works Authority. Employees who desire information about benefits, forms, or changes in status need to contact the Human Resources Department

FAMILY AND MEDICAL LEAVE POLICY

The City of Coweta provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for the City of Coweta for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months.

If you have any questions about your eligibility for FMLA leave, please contact Human Resources.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the City of Coweta will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, "Medical and Other Benefits." On returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is defined as a calendar year/is defined as a fiscal year/is measured from an employee's anniversary date of hire/is measured forward from the date an employee's first FMLA leave begins/uses a "rolling" method that is measured backward from the date you use any FMLA leave- for any of the following reasons:

- the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Notice of Leave

If your need for FMLA leave is foreseeable, you must give the City of Coweta at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or taking military caregiver leave, you must consult with the City of Coweta first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the City of Coweta.

Where the need for leave is not foreseeable, you are expected to notify the City of Coweta within one to two business days of learning of your need for leave, except in extraordinary circumstances.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply an appropriate medical certification in accordance with the FMLA. Failure to provide the requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

The City of Coweta, at its expense, may require an examination by a second health care provider designated by the City of Coweta. If the second health care provider's opinion conflicts with the original medical certification, the City of Coweta, at its expense, may

require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. City of Coweta may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

City of Coweta also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must periodically update City of Coweta regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid. You may be required to substitute any accrued and unused [vacation/paid time off/sick days/personal days] for unpaid FMLA leave in accordance with applicable law.

Medical and Other Benefits

During approved FMLA leave, the City of Coweta will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, the City of Coweta will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage may cease if your premium is not paid. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you may be required to reimburse the City of Coweta for the cost of the health benefit premiums paid by the City of Coweta for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, the City of Coweta will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the City of Coweta may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

Health and Welfare Benefits

An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.

1. Premiums.

The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage. (§ 825.209; § 825.210; § 825.212).

2. COBRA.

pg 43, 44, 55, 57

Once all leave, including FMLA, has been exhausted and the employee has been in an unpaid status exceeding two (2) consecutive payroll periods, the employee will be offered allowable continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, he/she will be responsible for all premiums associated to continue health insurance coverage. Failure to pay the required premiums may result in cancellation of insurance benefits. (§ 825.209(f)).

Parental Leave

Parental Leave

A regular full-time employee who has completed at least one full year of employment with the City will be granted an additional four (4) weeks of paid sick time upon the birth or adoption of their child to be used concurrently with Family Medical Leave and, when applicable, supplemental to short-term disability coverage approved for the same reason. Such time shall be in addition to the employee's current paid sick time balance. Parental Leave expires 12 months after the date of birth or placement.

PROFESSIONAL ATTIRE: MARKINGS, PIERCING, MUTILATION NOT LISTED

Professional Attire

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the employee's job responsibilities. Appropriate personal appearance and hygiene is expected by the City. Each employee is responsible to use good judgment and dress appropriately for his/her job.

Appropriate office attire means clean, neat and conservative clothing. It would include attire such as dresses, shirts, slacks, sweaters, skirts and shoes. Examples of inappropriate attire would include revealing articles of clothing, slogans imprinted on clothing, sweat or jogging suits, very short skirts, shorts, and facial piercings.

While this guideline cannot address all types of inappropriate attire, it is intended to assist employees in exercising positive judgment. If employees are unsure of the suitability of their attire, they should ask their supervisor for guidance.

Tattoo, Body Marking, Body Piercing, and Mutilation

No tattoo or brand of any type is authorized on the head, face, neck, or hands. Any visible tattoos, body marking or brands that promotes racism, discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or sexually explicit material are prohibited.

No body piercing, other than those for earrings as described below, shall be made through the ear, nose, tongue, chin, eyebrow, or any other body parts that may be visible while on duty. Piercing in the ear shall not exceed two per ear lobe and shall be small and inconspicuous. Additional piercing in the ear lobes and cartilage are prohibited.

Other forms of intentional body mutilation or modification (e.g. scarring, excessive ear piercing/stretching, tongue splitting, decorative tooth plating/engraving, etc.) are prohibited.

All uniformed employees, police, fire, public works, EMS and uniformed volunteers are prohibited from displaying any body art, body markings, tattoo(s), intentional scarring, mutilation, brands, or dental ornamentation while on duty or representing the department in any official capacity.

Any current employed uniformed employee with existing body art, body marking, tattoo(s), intentional scarring, mutilation, brands or dental ornamentation that is visible shall have the following options:

- (1) Uniformed employee shall cover existing body art, body marking, tattoo(s), intentional scarring, brands, or mutilation by wearing the long-sleeve shirt and/or uniform pants.
- (2) Cover existing body art, body marking, tattoo(s) intentional scarring, brands or mutilation with a skin tone patch or make-up.

Body art, body marking, tattoo(s) brand(s), intentional scarring and/or mutilation that is not able to be covered or concealed is prohibited.

Uniformed employees, shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose or ornamentation are prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewelry, initials, etc.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The purpose of the Personal Protective Equipment Policies is to protect the employees of from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness. Steel toe or composite toe boots are required for those who need to meet safety requirements per their position.

SAFETY BELTS & RESTRAINTS

All employees must wear seat belts and shoulder harness' when operating a City owned vehicle and equipment, or as a passenger of any vehicle or equipment. Use of child restraints, as prescribe by Oklahoma Law, will be utilized when transporting children for official business. Failure to conform to this policy is grounds for disciplinary action up to and including termination.

EDUCATIONAL ASSISTANCE PROGRAM

The City of Coweta recognizes the importance of education and encourages employees to strive for educational advancement. Based upon the availability of administrative funds, a full-time employee can request tuition and book reimbursement costs. Fiscal Year Definition For the purposes of this policy, the fiscal year will begin on July 1st and end on June 30th of each year. IRS Tax Liability Tuition reimbursement paid by the City of Coweta will be taxed according to the applicable Internal Revenue Service (IRS) rules and regulations. Employee Eligibility Criteria To be eligible to request tuition reimbursement an employee must:

1. Be employed with the City of Coweta for a minimum of one (1) year.
2. Occupy a full-time position.
3. Have demonstrated satisfactory job performance.
4. Not be on a leave of absence, without pay, within the last year.
5. Satisfactorily complete all course work for which tuition reimbursement is requested during the fiscal year.

NOTE: Failure to satisfactorily complete a course or withdrawal from a course after it has started will disqualify the employee from eligibility to submit additional tuition reimbursement requests for the remainder of that fiscal year. Course Eligibility Criteria Course work must be:

1. Directly related to the employee's current position or be required as part of a degree plan that is directly related to the employee's current position.
2. Provided through an accredited school, unless the course work is to prepare an employee for completion of a GED or enhancement of the employee's skills in reading, mathematics

and/or English. In that case course work can be taken through an accredited school of higher education or through an organization or by an individual that can provide proof of certification as an approved provider of this type of learning service.

3. If necessary, school accreditation can be verified through the Human Resources Office.

4. Seminars, training workshops, informal classes and meetings are not covered under this policy.

Determination of Reimbursement Amount The maximum amount of tuition reimbursement an employee can receive is \$500.00 per fiscal year. An employee receiving financial aid from another source can only apply for tuition reimbursement for tuition costs not covered by such aid. Tuition reimbursement covers tuition and book costs only. It does not cover other costs such as social fees, athletic fees, parking, etc.

Application and Approval Process

An employee requesting tuition reimbursement must submit the request in writing to the Human Resources Office along with copies of:

1. Tuition fees.
2. Books fees.
3. Transcript from the institution.

Verification of Satisfactory Course Completion An employee receiving tuition reimbursement must provide an official grade report, transcript, or a certificate of completion to the Human Resources Office verifying that course work has been completed and a passing grade received. An official grade slip or transcript which shows a final grade of "C" or above for undergraduate level courses or a final grade of "B" or above for graduate level courses will constitute acceptable proof of satisfactory course completion. In schools with pass/fail systems a "pass" grade will constitute satisfactory completion. In cases where grades or pass/fail are not awarded, an official certificate of completion or attendance will be sufficient. An employee will not be reimbursed for course work not satisfactorily completed.

Submitting Documents for Payment of Approved Reimbursement Amount Within six (6) weeks of the date class ends, the employee must ensure the following is submitted to Human Resources:

1. Proof of satisfactory course completion.
2. A receipt from the school/organization/individual verifying tuition costs paid.
3. Current home address information (needed for completion of voucher). The Human Resources Office will review the documents submitted, prepare the voucher, and submit the voucher and attachments to the City Manager for consideration. An employee who leaves employment with the City of Coweta prior to the completion of approved course work forfeits the right to receive tuition reimbursement for the course work.

Furthermore, an employee who leaves employment with the City of Coweta within one (1) year of receiving an educational reimbursement, will be required to reimburse the City for all amounts paid to the employee for educational reimbursement. The City of Coweta reserves the right to suspend educational assistance at any time for any reason, with no

required notice, and with no right to reimbursement if the program is suspended and/or canceled.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Coweta has established an EAP to provide professional, confidential assistance for personal problems. The program encourages early employee awareness of such problems so that they may be addressed before having a potentially devastating impact on the employee and the employee's family.

Employees are responsible for their performance and for taking constructive action to resolve any personal problem that affects or threatens to affect their on-the-job behavior.

The EAP provides a resource for assistance in resolving problems, and employees are encouraged to seek assistance through the EAP before performance has been negatively affected. Supervisors and employees may obtain additional information about the EAP by contacting Human Resources.

Eligibility The program services are available to all employees, family members and dependents, as defined in the Health Care Benefits Program. **Procedures** All records pertaining to the operation of the EAP will be maintained by the program vendor and will remain the property of the vendor. For individuals who refer themselves to the program, the vendor will not reveal any information that the individual discloses to those outside the vendor except in the following circumstances:

- (1) The individual consents in writing.
- (2) The law requires disclosure.
- (3) It is believed that life or safety are threatened by failure to disclose.

The City encourages employees with personal problems to take early advantage of the professional services provided through the EAP. Human Resources is available to answer any questions about the EAP and the scope of available services. The decision to seek or accept assistance through the EAP will not adversely affect an employee's job security or advancement opportunities. However, participation in the EAP in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

Referral Guidelines Employees may obtain professional assistance through the EAP in one of the following ways: Self, Family/Household Member Referral. An employee or eligible family or household member who desires confidential assistance for a personal problem should contact the EAP and speak to a Representative.

The City will make available to all employees brochures and contact numbers. The Employee Assistance Representative will either provide the necessary assistance on the

telephone or will arrange for further confidential consultation in the office of a counselor. Any communication between the employee and the vendor's Employee Assistance Representative will be held in confidence.

When an employee brings a personal problem to the attention of their supervisor or Department Head, the supervisor and/or Department Head can encourage the employee to utilize the EAP, and should refer the employee to the Human Resources Office if the employee has questions about how the program works. The following are examples of circumstances in which a supervisor should consider recommending referral to the EAP:

1. A request by an employee for assistance with a personal problem.
 2. A decline in work performance on the part of the employee or a pattern of problem of attendance.
 3. A particular on-the-job incident or observation by the supervisor that indicates the possible presence of a non-medical personal problem, excluding incidents of flagrant misconduct which require other immediate disciplinary action. Supervisors should, however, be careful not to make medical or health-related diagnosis.
- Supervisor/Department Head Referral When a supervisor and/or Department Head identifies an employee whose work performance or attendance is not within acceptable standards, the supervisor should contact the Human Resources Office.

The Human Resources Office will review the situation with the supervisor and may recommend an employee seek assistance through the EAP.

A Human Resources Representative may make the telephone referral to the EAP after discussing the problem with the employee.

Employees who consult the EAP, following a referral from the Human Resources Office, may authorize the City to provide information relevant to the employee's performance problem to the EAP Representative. The EAP Representative will not disclose information about the employee's problem, if any, or plan of action without the prior written approval of the employee. The vendor may, however, inform the Human Resources Representative whether the employee has kept the appointment and whether the employee has accepted the EAP recommendation for addressing the problem.

LONGEVITY

Longevity shall be paid to employees with at least one (1) year of continuous service with the City . Longevity shall be in addition to regular wages and shall be paid on the following basis:

Years of Continuous Service Amount Per Month Per Year of Service	
2-5	\$7.00
6-9	\$8.00
10+	\$9.00

WORKERS' COMPENSATION INSURANCE

The City of Coweta provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the City of Coweta nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City of Coweta.

The City of Coweta will not retaliate against any employee making a good faith claim of workers' compensation.

BEREAVEMENT LEAVE

In the event of the death of an employee's spouse, legally recognized partner, children, mother and father, or legal guardian, the employee shall be granted five days' leave of absence, with full pay, to make household arrangements and arrange for or attend death services. In the event of the death of an employee's sister, brother, stepparents, stepchildren, grandmother, grandfather, spouse's grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law or brother-in-law, the employee shall be granted up to three days' leave of absence, with full pay, to make household adjustments and arrange for or attend the death services. This provision shall also apply to out-of-town deaths. The employee may be required to furnish their immediate supervisor with proof of death. For relatives other than those mentioned above, such as aunt, uncle, niece, nephew or first cousin, one day's leave, with pay, to attend the funeral will be granted. The City Administrator may grant additional leave under this subsection in unusual or exceptional circumstances.

MILITARY SERVICE LEAVE

The City of Coweta recognizes that employees may need to be absent from work to serve in the US military. The City of Coweta provides military service leaves of absence to all regular full-time, part-time, and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. If you need to take military service leave, please contact Human Resources for more information.

The City of Coweta prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US military. Specifically, no one will be denied employment,

reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

JURY DUTY LEAVE

The City of Coweta encourages employees to fulfill their civic duties related to jury service.

Employees summoned for jury duty are entitled to paid time off for the first [NUMBER] days of jury service. For any additional days, time off will be unpaid. Employees may opt to use any available accrued vacation time in place of unpaid leave.

If you receive a jury summons, you must inform your supervisor and Human Resources as soon as possible to make arrangements for a leave of absence. The City of Coweta reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

You are expected to return to work if you are excused from jury duty during regular working hours or released from jury duty earlier than expected.

WITNESS AND VICTIM OF CRIME LEAVE POLICY

NOT LISTED

The City of Coweta acknowledges that, on occasion, employees may have an obligation to participate in legal proceedings as a witness or because the employee or a close family member was victimized by a criminal act. The City of Coweta authorizes leave to attend those proceedings under the circumstances described in this policy.

If you are subpoenaed to attend a civil, criminal, legislative, or administrative proceeding as a witness or as a crime victim or a close family member of a crime victim, you must inform your supervisor or [DEPARTMENT] as soon as possible to make arrangements for a leave of absence. The City of Coweta reserves the right to require employees to provide proof of the need to attend the proceedings to the extent authorized by law.

You are expected to return to work if you are excused from the proceedings during regular working hours or released from the proceeding earlier than expected.

This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act or are a party to a civil lawsuit.

Retaliation for taking leave permitted under this policy is strictly prohibited.

APPENDIX-

Departments appendix:

Vehicle/ Equipment operation pg 78-79

City of Coweta will pg 76

City Manager or their designee will pg 76

Employee Personnel Policy Receipt and Acknowledgement

I have received a copy of the City's Employee Personnel Policy and the related benefits document for my state of employment, and understand that it contains important information on the personnel policies of the organization.

I am also acknowledging that:

- The handbook is not a binding contract, but a set of guidelines. I understand that all benefits, policies and procedures set forth herein are statements of general City policy and shall, in no manner, be construed to imply a contract or a guarantee of continuing employment with the City or employment for any specified length of time.
- The City reserves the right to eliminate, modify and improve any and all of its wages, conditions, including benefits, policies and rules at any time with or without notice. I understand that failure to follow City policies, procedures, and rules can result in corrective action up to and including termination of employment and civil and criminal liability. I further understand I have the right to ask questions about any part of this Handbook that I do not understand.
- **I am employed on an "at-will" basis, and I may resign at any time for any reason or no reason, and the City may terminate my employment at any time for any reason, or no reason.**
- I understand that all representations or oral statements by any public official or other employee of the City cannot contravene or supersede the written terms of this handbook or alter my at-will employment.
- This handbook, and its terms, supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the City.

Print Employee Name

Employee Signature

Date

CITY OF COWETA-SECURITY POLICY

EQUIPMENT & SAFETY APPENDIX

City of Coweta Authority Idling and Security Policy Background:

Employees and supervisors at all levels understand the cost associated with the operation of equipment within the various departments of the City. Fuel costs have continually increased to the point that it is necessary to establish a written policy diminishing running equipment at an idle when not necessary.

Excess idling increases the City of Coweta fuel costs. We must do everything possible to minimize the consumption of fuel. Procedure: From this point forward, February 1, 2010, idling is no longer permissible.

Vehicles and or equipment not in normal use will be shut down. When personnel go inside to get their dietary supplements or to use sanitary facilities the keys to the vehicle must be removed from the ignition by the operator.

Idling of vehicles and/or equipment for no reasonable purpose will be considered in violation of this policy and, therefore, subject to disciplinary actions.

All documents recording disciplinary actions shall be forwarded to the Human Resources Office for filing in the employee's personnel file.

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, City of Coweta, may deduct money from my pay from time to time for reasons that fall into the following categories:

1. my share of the premiums for the City's group medical/dental plan;
2. any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the City;
3. installment payments on loans or wage advances given to me by the City, and if there is a balance remaining when I leave the City, the balance of such loans or advances;
4. installment payments on loans based upon store credit that I use for my own personal purchases, including the value of merchandise or services that I purchase or have purchased for personal, non-business reasons using my employee charge account or credit card, an account or credit card assigned to another employee, or a general City account or credit card, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave the City, the balance of such store credit or charges;
5. if I receive an overpayment of wages for any reason, repayment to the City of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the City and I agree in writing to a series of smaller deductions in specified amounts);
6. the cost to the City of personal long-distance calls I may make, or messages I may send, using City phones (land lines or cell phones) or City accounts, of personal faxes sent by me using City equipment or City accounts, or of non-work related access to the Internet or other computer networks by me using City equipment or City accounts;
7. the cost of repairing or replacing any City supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the City during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount)*;
8. the cost of City uniforms and of cleaning the uniforms (the City will deduct only the actual price it pays for uniforms and cleaning costs);
9. administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
10. if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from the City before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
11. the value of any time off for absences to which paid leave is not applied and
12. if my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable City benefit plan, the amount of such payments made by the City, such payments being an advance of future wages payable to me.

I agree that the City may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the City has stated its intention to abide by all applicable federal and Oklahoma wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Oklahoma and federal agencies.

Signature of Employee

Date

Employee's Name - Printed

City Representative

Date

City of Coweta

Code of Business Conduct and Ethics

I. PUTTING THE CODE OF BUSINESS CONDUCT AND ETHICS TO WORK

About the Code of Business Conduct and Ethics

We at the City of Coweta are committed to the highest standards of business conduct in our relationships with each other and with our customers, suppliers, and citizens. This requires we conduct our business in accordance with all applicable laws and regulations and in accordance with the highest standards of business ethics. The City of Coweta Business Conduct and Ethics (the “Code of Conduct”) helps each of us in this endeavor by providing a statement of the fundamental principles and key policies and procedures that govern the conduct of our business.

Our business depends on the reputation of this entity and its employees’ integrity and principled business conduct. Thus, in many instances, the policies referenced in this Code of Conduct goes beyond the requirements of the law.

The Code of Conduct is a statement of policies for individual and business conduct and does not in any way constitute an employment contract or an assurance of continued employment.

Meeting Our Shared Obligations

Each of us is responsible for knowing and understanding the policies and guidelines contained in the following pages. *If you have questions, ask them; if you have ethical concerns, please raise them.* Our Human Resource Director and the other resources mentioned in this Code of Conduct are available to answer your questions, provide guidance and for you to report suspected misconduct. Our Code of Conduct should reflect the City of Coweta’s values, demonstrate ethical leadership, and promote a work environment that upholds our reputation for integrity, ethical conduct and trust.

The City of Coweta also has a 24-hour helpline, -----, which you can use to report violations of our policies or to seek guidance on those policies. You may report suspected violations to, or ask questions of, the helpline anonymously; however, providing your name may expedite the time it takes to respond to your call, and it also allows the City of Coweta to contact you if necessary, during any investigation. Either way, you should treat the information that you provide as confidential.

II. **RESPONSIBILITY TO OUR ORGANIZATION**

The City of Coweta employees are expected to dedicate their best efforts to our business and to avoid any conflicts with the interests of the City.

Conflicts of Interest

In order to maintain the highest degree of integrity in the conduct of The City of Coweta's business and to maintain your independent judgment, you must avoid any activity or personal interest that creates *or appears to create* a conflict between your interests and the interests of The City of Coweta. A conflict of interest occurs when your private interests interfere in any way, or appear to interfere with the interests of The City of Coweta as a whole. A conflict situation can arise when you take actions or have interests that make it difficult for you to perform your work for the City objectively and effectively. You should never act in a manner that could cause you to lose your independence and objectivity or could adversely affect the confidence of our customers, suppliers, citizens, or fellow employees in the integrity of The City of Coweta or its procedures. Although, we cannot list every conceivable conflict, the following are some common examples that illustrate actual or apparent conflicts of interest that should be avoided:

Additional employment

An employee of the City of Coweta should not have additional employment without prior approval by the City Manager. All additional employment shall be secondary to the employment with the City of Coweta.

Improper Personal Benefits from The City of Coweta

Conflicts of interest arise when an employee, officer or director, or a member of his or her family, receives improper personal benefits as a result of their position at The City of Coweta. You may not accept any benefits from The City of Coweta which have not been duly authorized and approved pursuant to The City of Coweta's policy and procedure, including any The City of Coweta's loans or guarantees of your personal obligations.

Financial Interests in Other Businesses

The City of Coweta employees and their immediate families may not have an ownership interest in any other enterprise if that interest compromises or appears to compromise the employee's loyalty to The City of Coweta. For example, you may not own an interest in a company that competes with The City of Coweta or any of its subsidiaries or an interest in a company that does business with The City of Coweta or any of its subsidiaries (such as a customer or supplier) without the prior written approval of the City Manager, Mayor or City Council.

Entertainment, Gifts and Gratuities

When you are involved in making business decisions on behalf of The City of Coweta, your decisions must be based on uncompromised objectivity of judgment. Employees interacting with any person who has business dealings with The City of Coweta or any of its subsidiaries (including suppliers, customers, competitors, contractors, and consultants) must conduct such activities in the best interest of The City of Coweta, using consistent and unbiased standards. The City of Coweta employees must not accept any gifts, entertainment or gratuities that might impair or influence sourcing, purchasing and other decisions, or be in a position to derive any direct or indirect benefit or interest from a party having business dealings with The City of Coweta or any of its subsidiaries.

Receipt of Gifts and Entertainment

You must not accept any gifts, entertainment or gratuities that could influence or have the appearance of influencing your business decisions on behalf of The City of Coweta or be in a position to derive any direct or indirect benefit or interest from a party having business dealings with The City of Coweta or any of its subsidiaries. You must never request or ask for gifts, entertainment or any other business courtesies from people doing business with The City of Coweta or any of its subsidiaries. Unsolicited gifts and business courtesies, including meals and entertainment, are permissible if they are customary and commonly accepted business courtesies, not excessive in value and given and accepted without an express or implied understanding that you are in any way obligated by your acceptance of the gift. Gifts that are extravagant in value or unusual in nature should not be accepted without the prior written approval of a member of the executive committee of The City of Coweta (the “Executive Committee”).

Gifts of cash or cash equivalents in any amount are prohibited and must be returned promptly to the donor.

Offering Gifts and Entertainment

When you are providing a gift, entertainment, or other accommodation in connection with The City of Coweta business, you must do so in a manner that is in good taste and without excessive expense. You may not furnish or offer to furnish any gift that goes beyond the common courtesies associated with accepted business practices. Our suppliers and customers likely have gift and entertainment policies of their own. You must be careful never to provide a gift or entertainment that violates the other company’s gift and entertainment policy.

What is acceptable in the commercial business environment may be entirely unacceptable in dealings with the government. There are strict laws that govern providing gifts, including meals, entertainment, transportation, and lodging, to government officials and employees. You are prohibited from providing gifts or anything of value to government officials or employees or members of their families in connection with The City of Coweta business without prior written approval from Counsel. For more information, see the section of this Code of Conduct entitled “Interacting with Government.”

Giving gifts of cash or cash equivalents in any amount are prohibited. Giving or receiving *any* payment or gift in the nature of a bribe or kickback is absolutely prohibited.

If you encounter an actual or potential conflict of interest, face a situation where declining the acceptance of a gift may jeopardize an The City of Coweta relationship, are requested to pay a bribe or provide a kickback, or encounter a suspected violation of this policy, you must report the situation to the General Counsel immediately.

Protection and Proper Use of The City of Coweta Assets

We each have a duty to protect The City of Coweta' assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on the ethical practices that impact our citizens. We should take measures to prevent damage to and theft or misuse of The City of Coweta property. When you leave the City of Coweta, all City of Coweta property must be returned. Except as specifically authorized by The City of Coweta, The City of Coweta assets must be used for legitimate business purposes only.

The City of Coweta Books and Records

You must complete all the City of Coweta documents accurately, truthfully, and in a timely manner, including all travel and expense reports. When applicable, documents must be properly authorized. You must record the City of Coweta financial activities in compliance with all applicable laws, accounting practices and accounting policy manuals. Making of false or misleading entries, records or documentation is strictly prohibited. You must never create a false or misleading report or make a payment or establish an account on behalf of the City of Coweta with the understanding any part of the payment or account is to be used for a purpose other than as described by the supporting documents.

Record Retention

In the course of its business, The City of Coweta produces and receives large numbers of documents. Numerous laws require the retention of certain documents for various periods of time. The City of Coweta is committed to compliance with all applicable laws and regulations relating to the preservation of records. The City of Coweta' policy is to identify, maintain, safeguard, and retain or destroy all records in The City of Coweta' possession on a systematic and regular basis in accordance with all federal and state guidelines.

Confidential Information

All employees may learn, to a greater or lesser degree, facts about The City of Coweta' business, plans, operations not known to the public. Sensitive information such as customer data, or any personnel identifying information. During the course of performing your responsibilities, you may obtain information concerning possible transactions with

customers or receive confidential information, which The City of Coweta may be under an obligation to maintain as confidential.

You must maintain the confidentiality of information entrusted to you by the City of Coweta or its customers, except when disclosure is authorized or legally mandated. Employees who possess or have access to confidential information or trade secrets must:

- not use the information for his or her own benefit or the benefit of persons inside or outside of the City of Coweta.
- carefully guard against disclosure of information to people outside of the City of Coweta; and
- not disclose confidential information to another City of Coweta employee unless the employee needs the information to carry out business responsibilities.

Computer and Communication Resources

The City of Coweta's computer and communication resources, including computers, voicemail and e-mail, provide substantial benefits, but they also present significant security and liability risks to you and the City of Coweta. It is extremely important that you take all necessary measures to secure your computer and any computer or voicemail passwords. All sensitive, confidential, or restricted electronic information must be password protected, and, if sent across the Internet, must be protected by approved encryption software. If you have any reason to believe your password or the security of the computer or communication resource has in any manner been compromised, you must change your password immediately and report the incident to the Department Manager, HR or the City Manager.

When you are using the City of Coweta resources to send e-mail, voicemail or to access internet services, you are acting as a representative of the City of Coweta. Any improper use of these resources may reflect poorly, and damage its reputation, and expose you and the City of Coweta to legal liability.

All of the computing resources used to provide computing and network connections throughout the organization are the property of the City of Coweta and are intended for use by the City of Coweta employees in order to conduct the City of Coweta's business. All e-mail, voicemail and personal files stored on the City of Coweta computers are the City of Coweta's property. You should therefore have no expectation of personal privacy in connection with these resources.

You should not use the City of Coweta resources in a way that may be unlawful or disruptive or offensive to others. At all times when sending e-mail or transmitting any other message or file, you should not transmit comments, language, images or other files you would be embarrassed to have read by any person. Remember your "private" e-mail messages are easily forwarded to a wide audience. In addition, do not use these resources in a wasteful manner. Unnecessarily transmitting messages and other files wastes not only

computer resources, but also the time and effort of each employee having to sort and read through their own e-mail.

Use of computer and communication resources must be consistent with all other City of Coweta policies, including those relating to harassment, privacy, and other intellectual property considerations.

Responding to Inquiries from the Press and Others

The City of Coweta employees who are not official Company spokespersons should not speak with the press, securities analysts, other members of the financial community, or groups or organizations as a City of Coweta representative unless specifically authorized to do so.

III. FAIR DEALING

The City of Coweta depends on its reputation for quality, service, and integrity. The way we deal with our customers molds our reputation, builds long-term trust and ultimately determines our success. You should endeavor to deal fairly with the City of Coweta's customers, and employees. We should not take unfair advantage of others through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

IV. RESPONSIBILITY TO OUR PEOPLE

Respecting One Another

The way we treat each other, and our work environment affects the way we do our jobs. All employees want and deserve a workplace where they are respected and appreciated. Everyone who works for the City of Coweta must contribute to the creation and maintenance of such an environment, and supervisors and managers have a special responsibility to foster a workplace that supports honesty, integrity, respect and trust.

Employee Privacy

We respect the privacy and dignity of all individuals. The City of Coweta collects and maintains personal information that relates to your employment, including medical and benefit information. Exceptional care is taken to limit access to personal information to the City of Coweta personnel who have a need to know such information for a legitimate purpose. Employees who are responsible for maintaining personal information, and those who are provided access to such information, must not disclose private information in violation of applicable law or in violation of the City of Coweta's policies.

Employees should not search for or retrieve items from another employee's workspace without prior approval of that employee or management. Similarly, you should not use communication or information systems to obtain access to information directed to or

created by others without the prior approval of management, unless such access is part of your job function and responsibilities at the City of Coweta.

Personal items, messages, or information you consider to be private should not be placed or kept in telephone systems, computer or electronic mail systems, office systems, offices, workspaces, desks, credenzas or file cabinets. The City of Coweta reserves all rights to inspect such systems and areas and to retrieve information or property from them when deemed appropriate in the judgment of management.

Equal Employment Opportunity and Nondiscrimination

The City of Coweta is an equal opportunity employer in hiring and promoting practices, benefits and wages. We will not tolerate discrimination against any person on the basis of race, religion, color, gender, age, marital status, national origin, sexual orientation, citizenship, Vietnam-era or disabled veteran status or disability (where the applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), or any other basis prohibited by law in recruiting, hiring, placement, promotion, or any other condition of employment.

You must treat all the City of Coweta people, customers, suppliers and citizens with respect and dignity.

Sexual and Other Forms of Harassment

Company policy strictly prohibits any form of harassment in the workplace, including sexual harassment. The City of Coweta will take prompt and appropriate action to prevent and, where necessary, discipline behavior that violates this policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment;
- submission to or rejection of such conduct is used as a basis for employment decisions; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive or hostile work environment.

Forms of sexual harassment can include, but are not limited to, the following:

- verbal harassment, such as unwelcome comments, jokes, or slurs of a sexual nature;
- physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and

- visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Other Forms of Harassment

Harassment on the basis of other characteristics is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that degrades or shows hostility or hatred toward an individual because of his or her race, color, national origin, citizenship, religion, sexual orientation, marital status, age, mental or physical handicap or disability, veteran status or any other characteristic protected by law, which:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment.

Harassing conduct includes, but is not limited to, the following: epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts and written or graphic material that ridicules or shows hostility or aversion to an individual or group and that is posted on the City of Coweta premises or circulated in the workplace.

Reporting Responsibilities and Procedures

If you believe you have been subjected to harassment of any kind, you should promptly report the incident to your supervisor, or the harasser's supervisor, or Human Resources. Please also use it as your first line of defense, to confront the offender and state the conduct is unacceptable and must stop. Complaints of harassment, abuse or discrimination will be investigated promptly and thoroughly and will be kept confidential to the extent possible. The City of Coweta will not in any way retaliate against any employee for making a good faith complaint or report of harassment or participating in the investigation of such a complaint or report.

The City of Coweta encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be, or the offender's relationship to The City of Coweta. This procedure should also be followed if you believe that a non-employee with whom you are required or expected to work has engaged in prohibited conduct. Supervisors must promptly report all complaints of harassment to the office of Human Resources.

Any employee who is found to be responsible for harassment, or for retaliating against any individual for reporting a claim of harassment or cooperating in an investigation, will be subject to disciplinary action, up to and including discharge.

Remember, regardless of legal definitions, the City of Coweta expects employees to interact with each other in a professional and respectful manner.

Safety in the Workplace

The safety and security of employees is of primary importance. You are responsible for maintaining our facilities free from recognized hazards and obeying all City of Coweta safety rules. Working conditions should be maintained in a clean and orderly state to encourage efficient operations and promote good safety practices.

Weapons and Workplace Violence

No employee may bring firearms, explosives, incendiary devices or any other weapons into the workplace or any work-related setting, unless position warrants.

Similarly, the City of Coweta will not tolerate threats or any level of violence in the workplace or in any work-related setting. Violations of this policy must be referred to your Supervisor, Department Manager, or a Human Resources Representative immediately. Threats or assaults that require immediate attention will be reported to the Police.

Drugs and Alcohol

The City of Coweta intends to maintain a drug-free work environment.

You cannot use, sell, attempt to use or sell, purchase, possess or be under the influence of any illegal drug on the City of Coweta premises, or while performing City of Coweta business on or off the premises.

V. IMPLEMENTATION OF THE CODE OF CONDUCT

Responsibilities

While each of us is individually responsible for putting the Code of Conduct to work, we need not go it alone. In doing so, The City of Coweta has a number of resources, people and processes in place to answer our questions and guide us through difficult decisions.

Copies of this Code of Conduct are available at the City of Coweta HR office.

Seeking Guidance

This Code of Conduct cannot provide definitive answers to all questions. If you have questions regarding any of the policies discussed in this Code of Conduct, or if you are in doubt about the best course of action in a particular situation, you should seek guidance from your supervisor, or Human Resources.

Reporting Violations

If you know of, or suspect a violation of applicable laws or regulations, the Code of Conduct, or the City of Coweta's related policies, you may report to your supervisor, or Human Resources. *No one will be subject to retaliation because of a good faith report of suspected misconduct.*

The Helpline

As previously mentioned, the City of Coweta **has a 24-hour helpline, -----**, which you can use to report violations of the City of Coweta's policies and to report violations confidentially. You may report suspected violations to or ask questions of the helpline anonymously; however, providing your name may expedite the time it takes the City of Coweta to respond to your call, and it also allows The City of Coweta to contact you if necessary, during any investigation. Either way, you should treat the information that you provide as confidential.

Investigations of Suspected Violations

All reported violations will be promptly investigated and treated confidentially to the extent possible. It is imperative that reporting persons not conduct their own preliminary investigations. Investigations of alleged violations may involve complex legal issues, and acting on your own may compromise the integrity of an investigation and adversely affect both you and the City.

Discipline for Violations

The City of Coweta intends to use every reasonable effort to prevent the occurrence of conduct not in compliance with its Code of Conduct policy, and to halt any such conduct may occur as soon as reasonably possible after its discovery. The City of Coweta personnel who violate this Code of Conduct and other City of Coweta policies and procedures may be subject to disciplinary actions, up to and including discharge.

No Rights Created

This Code of Conduct is a statement of the fundamental principles and key policies and procedures that govern the conduct of the City of Coweta's business. It is not intended to nor to create any rights in any employee, client, customer, citizen or entity.

Remember

Ultimate responsibility to assure we as an organization comply with the many laws, regulations and ethical standards affecting our business rests with each of us. You must become familiar with and conduct yourself strictly in compliance with those laws, regulations and standards and the City of Coweta's policies and guidelines pertaining to

them. If you have questions, ask them; if you have ethical concerns, please raise them; if you feel uncomfortable, seek advice.

ACKNOWLEDGMENT FORM

I have received and read the City of Coweta Code of Business Conduct and Ethics, and I understand its contents. I agree to comply fully with the standards, policies and procedures contained in the Code of Conduct and the related policies and procedures of the City of Coweta.

I understand, I have an obligation to report any suspected violations of the Code of Conduct. The Code of Conduct is a statement of policies for business conduct and does not, in any way, constitute an employment contract or an assurance of continued employment.

Printed Name

Signature

Date

City of Coweta

Disciplinary Process & Procedures

Disciplining employees is a necessary matter in every organization, albeit an unpleasant one.

Effective discipline can help to correct employee behavioral issues and can increase productivity. Effective discipline will also help to protect your company against wrongful termination lawsuits.

It is important to have a strategically designed discipline policy so that your employees know what is expected and what will happen if they do not meet expectations. Having this degree of consistency will provide your organization with a sense of stability that all of your employees, managers, and HR personnel will appreciate. Using the following steps for disciplinary action can make it easy for you to meet this ideal.

Step 1: Verbal Reprimand

Oral reprimands should be given as soon as a manager or employer notices an issue with an employee's performance or behavior. Oral reprimands should be given tactfully, so that employees understand that reprimands are constructive criticism and not personal attacks. It may be helpful for employers or managers to design a verbal reprimand form so that written documentation can be kept of oral reprimands.

Step 2: Written Warning

If an employee does not respond to a verbal reprimand favorably or begins to exhibit further behavioral or performance issues, it may be necessary to issue a written warning. An effective written warning should detail exactly what the undesirable aspects of the employee's behavior or performance are, how the employee should correct these issues, and what will happen if the employee does not correct these issues. Employees should be given a copy of the written warning that has been signed by a manager, a witness, and the offending employee.

Step 3: Final Documentation/ Suspension with Probation

If an employee continues to exhibit poor performance after receiving a written warning, managers should issue final documentation. When final documentation is given, employees should be shown all other times that reprimands have been given and documented, while managers pointedly explain how they were instructed to act and how they failed to meet the expectations. Employees should understand that they may face termination if the behavior continues, but should still be given a chance to meet the expectations.

You may wish to give the employee a suspension with a subsequent probationary period. Before an employee is suspended, Human Resources should be consulted.

Step 4: Termination

If an employee continues to exhibit the same behaviors after the suspension period or does not respond favorably to retraining, it is unfortunately time to move on to termination. When an employee is terminated, the final meeting should be in person and the employee should be given documentation and an explanation as to the exact reasons for the termination. If all behavioral issues have been documented every step of the way, the employee should not be able to collect unemployment or file a wrongful termination lawsuit.

**City of Coweta/
Coweta Public Works Authority**



**Personnel
Manual**

**Effective:
May 2015**

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Section 100.0

Introduction

The Personnel Manual is designed as a guide to detail employee responsibilities, benefits, and privileges that are enjoyed during employment with the City of Coweta/Coweta Public Works Authority. Furthermore, it is the intent and purpose of the City to initiate and maintain a system of personnel policies and practices consistent with the requirements of the United States Federal Government, State of Oklahoma, and the Ordinances of the City of Coweta.

Section 101.0

PERSONNEL MANUAL STATEMENT OF POLICY

This Personnel Manual is a unique document because it serves a variety of personnel functions. First, it is intended to promote a fair and equitable personnel system for all employees. Second, it is intended to answer many personnel questions that might arise during the course of employment. Third, it is intended to set a minimum standard by which all employees are to adhere and to be judged.

This Personnel Manual, first and foremost, is intended to promote a fair and equitable personnel system for all Employees. Personnel rules and regulations that are fair and equitable create a good working environment. In turn, the success of the City/Authority is determined by how each employee views his/her working environment and exhibits that feeling to the citizens of Coweta.

This Personnel Manual is a reference guide for a variety of personnel issues that arise in the day-to-day operations of the City/Authority. As a reference guide, this manual answers a wide range of personnel questions including such topics as hiring procedures, the employee fringe benefit package and the grievance policy, just to name a few.

This Personnel Manual, finally, is intended to set a minimum standard by which all employees are to adhere and to be judged. It establishes certain rules and regulations to be followed in everyday work. Employees failing to adhere to the established personnel policies can be subject to disciplinary action.

Steven C. Whitlock
City/Trust Manager

Section 102.0

Mission Statement

THE MISSION OF THE CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY IS TO PROVIDE EFFICIENT AND EFFECTIVE PUBLIC SERVICES TO THE CITIZENS WE SERVE.

A GROWING AND DIVERSIFYING COMMUNITY, COWETA PROMOTES ORDERLY GROWTH AND CITIZEN INVOLVEMENT WHILE MAINTAINING ITS TRADITIONS OF FISCAL RESPONSIBILITY AND COMMUNITY COOPERATION.

Coweta is a progressive community that places strong emphasis on preserving family values and developing a cooperative spirit between public and private sectors. Coweta's rich history fosters community pride while consistently reminding us of the need for flexibility in matters of social and economic growth and change. Coweta is dedicated to accepting challenges by encouraging growth through innovative incentives and solutions and continued accessibility to social services for all of its residents.

Section 103.0

Definitions

Class/Classification: full-time, part-time, and temporary appointment employees with similar job duties, job titles, and/or work periods.

Compensatory Time: Compensation granted in the form of time off from regular duties in lieu of monetary salary or wages.

Continuous Service: Full-time employment, without break or interruption. Leaves of absence with pay and leaves of absence without pay of less than thirty (30) calendar days shall not be considered interruptions in continuous service. Leaves of absence without pay in excess of thirty (30) calendar days shall be deducted in computing total service but shall not be considered interruption in continuous service, as determined by the City/Trust Manager. Extended military service during a declared national emergency shall not be deemed an interruption in service.

Demotion: The change of an employee from a position in one class to a lower position in another class having a lower maximum salary rate or a reduction to a lower pay step within the class.

Promotion:	The change of an employee from a position in one class to a position in another class having a higher salary rate.
Immediate Family:	Spouse, mother, mother-in-law, father, father-in-law, son, daughter, step-son, step-daughter, step-mother, step-father, brother, sister, grandparents, aunt, uncle, brother or sister-in-law or other blood relative or relative by marriage living under the same roof.
Probation Period:	A period of time, established by the City/Trust Manager, used to determine the qualifications of an employee for appointment or promotion to a position. No appointments shall become final until the appointee has satisfactorily completed the designated probation period. The probation period may be extended, or used in disciplinary situations, when circumstances warrant, upon the written recommendation of the Department Head and/or approval of the City/Trust Manager.
Full-Time Employee:	A person who has successfully completed the requisite probation period and has been appointed to a position where the normal year-round work load is 2080 hours per year (2920 hours per year for firefighters and EMTs) and is entitled to the current benefit schedule.
Part-time Employee:	A person whose regular work schedule is less than the normal year-round work schedule and is not entitled to the current benefit schedule.
Temporary Employee:	A person employed to work during a particular season of the year or to accomplish a non-recurring task or project. Temporary employment is generally for a period of six (6) months or less and is not entitled to the current benefit schedule.
Employee:	In general, a person who works for the City of Coweta/Coweta Public Works Authority and receives wages, salaries, or other compensation for their efforts, including full time, part-time or by contract, as defined by statutory law.
Honorarium:	An honorary or free gift, or a gratuitous payment, as distinguished from hire or compensation for service. It is considered a voluntary reward for that of which no remuneration could be collected by law.
Job Abandonment:	An employee who, after three (3) consecutive days, has failed to report for their assigned duties or has failed to notify their supervisor of their desire for sick, vacation, or compensatory time

off, will have been considered to have voluntarily resigned their employment with the City of Coweta/Coweta Public Works Authority.

Section 200.0

Conditions of Employment

Sections 200.1 and 200.2

Copy of Acknowledgment of Personnel Manual

I acknowledge that I have received a copy of the Employee Personnel Manual dated _____. I understand that I am responsible for knowing and adhering to the provisions set forth in the Personnel Manual. I understand that if I have questions about these policies or application of these policies I should ask the following for assistance:

Fire Department: Fire Chief
Police Department: Police Chief
Library: Library Director
Public Works: Public Works Director
City Hall: Assistant City Manager

I understand that the Personnel Manual is provided to explain the employer's policies and to assist me in understanding what is expected of me as an employee. I understand that the policies stated in this Personnel Manual are guidelines only and are subject to change, in the sole discretion of the City/Trust Manager, as are all policies, procedures, practices or benefits of the City of Coweta/Coweta Public Works Authority.

I understand that this Personnel Manual is not a contract, expressed or implied, guaranteeing employment for any specific duration or guaranteeing any specific terms or conditions of employment. I understand that my employment is at-will, meaning that I or the employer can terminate the employment relationship at any time, for any reason, with or without cause or notice. I understand that no person (other than the City/Trust Manager) has the authority to enter into any agreement which deviates from this Personnel Manual. I further understand that for the City/Trust Manager to make such a deviation, it must be in writing and signed by the City/Trust Manager (unless under the operations of an emergency which would waive the above-mentioned City/Trust Manager dated and written requirement).

Employee's Signature

Date

Human Resources Representative

Date

Section 201.0

Employment Procedures

Announcements

Job vacancies shall be publicly announced in a newspaper of general circulation or by such other means deemed desirable by the City/Trust Manager. The announcement will include the type, time, and place of examination, if any. It may also supply information regarding method and deadline for filing applications, minimum qualifications, if any, and other information deemed pertinent.

The announcement may appear in a newspaper or other form of media at least once in each of the two (2) weeks prior to the deadline for submission of the application. All ads shall include a statement announcing that the employer is an Equal Opportunity Employer. There shall be no requirement of advertisement if the employer has already received, within the last six months, the names of previous applicants for the same type or generally similar position.

Applications

Applications and background checks shall be completed on forms prescribed by the City/Trust Manager. Such forms shall comply with the City of Coweta/Coweta Public Works Authority, the State of Oklahoma, and Federal guidelines for employment applications and shall state the City of Coweta/Coweta Public Works Authority is an Equal Opportunity Employer. Selected applications shall be kept on file, in the Human Resource Office, for a period of two (2) years from the date of submission. Unsolicited applications for positions that are not open will not be considered. Upon receipt, the Human Resources Office shall review applications for completeness and compliance with any minimum qualifications, as may be predetermined.

A completed background questionnaire must be submitted with all applications. The Human Resources Office may require submission, by the applicant, of written proof of any statement made on the application form.

The Human Resources Office may make suitable inquiry of previous employers, educational institutions, and character references to verify statements made on the application. The Human Resources Office may dismiss an applicant for submitting misleading or false information. The City/Trust Manager may terminate an employee, if later it is discovered that his or her application and/or resume contained false information.

Employment Requirements

All employees may be required to successfully complete a post-offer, pre-employment medical examination prior to appointment. Such examination shall comply with all City/Authority, State, and Federal laws regarding pre-employment applications and shall recognize those laws in regard to the specific job classification.

In the best interest of safety, protection of the employees, and equipment, and the citizens, the employer may require staff, transferees, and all applicants to consent and submit to a test for illegal or incapacitating drugs (except where prohibited by City of Coweta, State, and Federal laws regarding drug testing) and shall recognize those laws in regard to the specific job classification.

In some cases, drug testing may also be required:

1. For employees working with the City/Authority prior to establishing drug screening as a step in the hiring process; or
2. In rare cases of “reasonable suspicion.”

Any employee of the City of Coweta/Coweta Public Works Authority testing positive for illegal and/or incapacitating drug use must successfully complete a drug rehabilitation program (he/she will be placed on a thirty (30) day non-paid leave of absence). During this leave, he/she will be required to undergo a certified rehabilitation program at the employee’s expense. Depending on the substance abuse, the rehabilitation process may be longer than thirty (30) days in which case the employee may return to work (upon approval of the City/Trust Manager), but must continue rehabilitation until the process is complete. Any employee completing a drug rehabilitation program may be re-tested at any time and for any reason throughout their employment with the City/Authority.

General Examinations

All examinations shall be open and competitive.

Examinations for positions may include a test or a series of tests as selected by the City/Trust Manager. Such tests shall be designed to fairly test the relative capacity of all applicants to discharge duties of the classification for which the examination is given. The City/Trust Manager shall be responsible for evaluation of the test results and determination of the capabilities of any applicant. He/she shall determine the nature of the examination and the weight to be attributed to each part. The City/Trust Manager shall take special care to preserve the anonymity of the competitors until grading is complete.

Promotional Examinations

Whenever, in the judgment of the City/Trust Manager, vacancies in positions above the original level should be filled by promotion, a promotional examination may be given. A deadline for filing an application shall be announced by the appropriate Department Head. Such examination shall either be written, oral, psychological, physiological, or any other type or combination as determined by the City/Trust Manager.

Class or Classification

Defined as the following: full-time, part-time, and temporary appointment employees.

Appointment

The City/Trust Manager shall appoint or approve the appointment of individuals to all vacancies. Upon approval, the City/Trust Manager shall inform the Finance Department, Human Resources Department, the Department Head in question, and the appointee of such appointments.

Temporary Appointments

The City/Trust Manager may appoint qualified persons, temporarily, to meet emergencies, to accomplish non-recurring tasks, or to meet seasonal needs. However, no such appointment shall be for a period longer than six (6) months. Temporary employees shall be paid at an hourly rate and are not eligible for benefits as outlined in the benefits schedule.

Part-Time Appointments

Employees appointed to work less than the normal department work schedule shall be considered part-time employees. Part-time employees shall be paid at a hourly rate and are not eligible for benefits as outlined in the benefits schedule.

Full-Time Employees

Employees appointed to a normal departmental work schedule, or more, shall be considered full-time employees. Full-time employees may be paid on an hourly rate or an annual rate as determined by the City/Trust Manager. Full-time employees are entitled to all benefits as outlined in the benefits schedule.

Section 202.0

Probationary Period

All employees hired by the City of Coweta/Coweta Public Works Authority shall serve a one (1) year probationary period. At the completion of the probation period, the employee may attain regular or temporary status. Such appointment shall be automatic unless the Department Head, upon approval of the City/Trust Manager, extends the probation period. The probationary period may be extended and/or created, as deemed necessary by the City/Trust Manager, for any reason necessary to protect the interests of the City of Coweta/Coweta Public Works Authority. Current employee's, who have been transferred to another department or classification may be placed on a probationary period for a term up to six (6) months as well.

Persons on probation may be removed, demoted, terminated, transferred, or disciplined at any time during the probationary period, by written notice to the employee by the appointing authority, indicating that his/her services are unsatisfactory. Such removal or demotion shall not be subject to a pre-determination hearing and/or appeal, and the City/Trust Manager's decision shall be deemed final and binding.

Section 203.0

Promotions and Transfers

Promotion

It shall be the policy to promote on the basis of merit, which may consist of, examinations, the evaluation of qualifications and employment records. When two or more employees are equally qualified, seniority may be used as the determining factor. Nothing in this statement shall be interpreted to preclude employment from outside the organization when not inconsistent with Local, State, and Federal laws.

Employees become eligible to compete for promotions for which they meet the minimum requirements upon completion of the probationary period in their current position.

Transfers

Employees may be transferred between departments to a position in the same classification upon request of the employee and subsequent approval of the Department Head involved and the City/Trust Manager. Employees may also be transferred between departments for the convenience of the employer, as determined by the City/Trust Manager.

Section 204.0

Lay Off/Recall

Should a reduction in the work force be necessary, that reduction shall occur in the following manner:

1. The City/Trust Manager shall determine those classifications which shall be reduced in number. Such reduction will take place solely in those classifications as determined by the City/Trust Manager. Employees shall be laid off at the time and in the number specified by the City/Trust Manager. Within each affected classification, all temporary part-time employees shall be laid off before part-time employees and all part-time employees before full-time employees.
2. The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list. The order of that list shall be in inverse of the order in which the lay off occurred.
3. When situations warrant, those employees who have been laid off shall be called back to work in the order as indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time deemed reasonable by the City/Trust Manager, or refuses to return to work, that employee's name shall be removed from the re-employment lists. Any such employee so removed shall be eligible to re-apply for an original appointment.

Section 205.0

Safety

Employees are required by the State of Oklahoma, the Oklahoma Department of Labor and the City of Coweta/Coweta Public Works Authority to receive four (4) hours of job related safety instruction each quarter of a calendar year. Department Heads will insure that each full-time, part-time, and temporary employee receive this required quarterly training.

It is incumbent upon employees to work safely, wear proper safety equipment, and to heed posted safety rules and regulations at all times. Failure of employees to follow proper safety rules, as set forth in the Health and Safety Manual, OSHA Regulations, and Department of Labor guidelines may lead to disciplinary action to include termination.

All on-the-job injuries shall be reported to your direct supervisor immediately, even if the injury is considered minor.

The City/Trust Manager shall convene a Safety Review Board to review incidents involving on-the-job accidents to determine their cause, to identify unsafe practices, and

to perform such other functions as may be appropriate. For more information regarding the Safety Review Board and its members, practices, responsibilities, and authority, all employees should refer to the Health and Safety Manual or contact the Human Resources Department.

Section 205.1

General Health and Safety Rules

1. Unsafe or unhealthy conditions are to be reported to your direct supervisor immediately.
2. Any and all accidents, injuries, exposures, and or work-related illnesses are to be reported to your direct supervisor immediately.
3. Smoking, food, or drink is allowed only in designated areas. Smoking is prohibited in ignition source areas.
4. Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition.
5. Defective tools and equipment shall not be used, and are to be reported to your direct supervisor at once.
6. Maintenance and adjustments to equipment shall be made only when energy sources have been properly isolated. Work shall only be performed by properly trained persons.
7. Compliance with all governmental standards and regulations are required.
8. Aisles, walkways, stairways, and exits shall be kept free of debris, storage or obstructions.
9. Good housekeeping shall be practiced at all times in all City/Authority owned buildings and vehicles.
10. The use of, or being under the influence of, alcohol, or illegal drugs while on the job is prohibited. Employees will notify their direct supervisor when taking narcotic drugs prior to your scheduled work period.
11. All safety and health rules must be followed. Safety posters must not be covered, defaced or removed.
12. Training on equipment may be required prior to unsupervised operation.
13. Horseplay in the work place is prohibited.
14. The employer will not tolerate or condone sexual harassment, on or off the job, by any employee.
15. The employer will not tolerate or condone discrimination against any employee regarding national origin, race, sex, color, religion, age, disability, retaliation or other actions that may be perceived as harassment by an employee.
16. As an employee, you are required by policy to report any forms of harassment immediately to your direct supervisor, to the Human Resources Office, or directly to the City/Trust Manager, without fear of reprisal.
17. Violations of safety and/or general health rules will result in disciplinary action up to and including termination.

Section 206.0

Employee Change of Status

It is important to keep personnel data about employees current. Therefore, employees shall notify the Human Resources Office and their Department Head concerning any changes in the following:

- Legal name.
- Address and telephone number.
- Marital status.
- Number of dependants.
- Insurance Beneficiary.
- Person to notify in case of emergencies.
- Any actions that would limit their ability to perform any essential job functions.

Section 207.0

Weapons

No employee shall be allowed to carry any weapon(s) on any City/Authority property or in any City/Authority owned vehicle(s) or equipment unless (1) the employee complies with the provisions of Title 21 of the Oklahoma State Statutes, Section 1290 of the Self Defense Act and (2) the City Manager has given prior written approval of the carrying of said weapon(s). This article shall not apply to those employees who are performing their duties related to sworn, law enforcement activities, as defined by the appropriate job description for the particular employment position.

Section 208.0

Outside Employment

Employees shall not work any outside employment (i.e. moonlighting) which adversely impacts the operations of the employer or impedes an employee from performing their duties as an employee.

Section 209.0

Internet Use Policy

Purpose

This policy is intended to encourage responsible and acceptable use of the internet services provided by the employer, while continuing to support the needs of citizens and employees.

The policy reflects a realization that efficient utilization of the internet for communications and research can:

- a. Enhance partnerships, community involvement and the exchange of information and ideas between citizens, businesses and local government.
- b. Provide information, both internally and to the public, about the activities and services of the city.
- c. Improve the quality, productivity and general cost-effectiveness of the work force.

This policy applies to all full-time, part-time, contract employees, volunteers and other affiliates who use employer-provided internet services.

Who Will Receive Internet Access

The employer's internet account is a resource granted to increase productivity and provide opportunities for professional growth. It must be used with these goals in mind. Improper use could result in the cancellation of a user's internet account and/or disciplinary action including termination of employment.

Individuals desiring internet access must first obtain approval of their Department Head and the City/Trust Manager before access will be granted. In general, it is advised that Department Heads only approve access for employees who would make frequent use of the internet as a routine part of their jobs.

A condition of authorization is that all internet users must read and sign a copy of this policy and return it to their Department Head who will forward a copy to the Human Resources Office for filing. Departments must keep a register of all internet users and, when an employee with an internet account leaves employment, the Department Head must notify the Human Resources Office immediately.

Responsibilities

Each user of an employer-provided internet account is responsible and accountable at all times for the proper use of that account.

All internet users are expected to know the tools, rules and etiquette of the internet, and behave accordingly.

Acceptable Use

All persons using an employer-provided internet account:

- (1) Are prohibited from using the internet connections for gaming, excessive personal use, private gain or profit.

- (2) Are prohibited from causing disruptions including but not limited to propagation of computer worms, viruses or other debilitating programs, and using the network to make unauthorized entry to any other machine accessible via the network or internet.
- (3) May not interfere with or disrupt any network or internet users, services, programs or equipment.

Legalities

Employees must use the internet in accordance with all applicable laws and regulations. This includes compliance with copyright and license laws covering programs, data and written material accessed, obtained or provided to others via the internet.

Users may not access, transmit and/or download pornographic, threatening, obscene or harassing materials, nor engage in any form of harassment while using the internet.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable State and Federal law.

Security, Viruses and Downloading

Employees will not share with others their assigned internet passwords, access codes or other authentication devices.

Staff members whose computers are enabled to accept files via the internet (e.g., via FTP, e-mail attachments or newsgroups) are individually and directly responsible for checking them for viruses, using the latest version of a reliable virus-checking program.

All employees shall immediately report all virus outbreaks to the City/Trust Manager.

Internet Electronic Mail

Electronic mail (both internal and via the internet) is considered to be a public record and may be subject to public disclosure in accordance with applicable law.

Web Pages

City departments interested in developing content for the internet/World Wide Web must coordinate and receive approval from the City/Trust Manager before information will be made available on the internet. No City department may create or contract for its own physical web site without the approval of the City/Trust Manager. Information published on the internet should be written in a clear and concise manner and presented in a graphically appealing format. Useful links that make it easy for an individual to access information also contribute to the success of a web page. Strategic use of audio, video, forms, databases and interactive segments can enhance the overall presentation and usefulness of material. Since the internet is not always the most appropriate channel of communication for everyone, the City/Trust Manager is available to assist in determining the benefits and resources required to publish information on the internet. Once information is published, it is the ongoing responsibility of the corresponding Department to ensure the timeliness and accuracy of the

content of its web pages. Significant changes to the content of web pages must receive approval from the City/Trust Manager prior to the information being published on the internet. The City/Trust Manager may review all related web pages on a periodic basis and alert departments when updates are needed.

Disclaimers

A wide variety of information exists on the internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware that the employer has no control over and cannot, therefore, be responsible for the content of information on the internet other than what “we” as an organization place there.

The internet host computers are traceable to the City of Coweta/Coweta Public Works Authority. Persons using employer-provided internet accounts should not assume they are provided any degree of anonymity. Outside users, who want to identify machines associated with the City/Authority, can do so easily.

Employees also must understand that electronic mail messages and other transfer of information via the internet are currently not secure. Persons desiring to send someone confidential or sensitive communications should not use the internet for transmission of the information.

Enforcement

Violations of this policy will be immediately reviewed by the appropriate Department Head and/or City/Trust Manager. All Department Heads will be responsible for the enforcement of the internet policy and will take appropriate action(s) when their staff members do not adhere to the internet policy.

Violations that are not promptly remedied may result in disciplinary action, including termination of employment, or any other action deemed necessary, under this policy or any other policy governing misuse of City/Authority equipment.

Section 210.0

MEDICAL EXAMINATIONS

A. The City/Trust Manager may require a current or prospective employee to submit to an examination to determine if he/she can perform the essential job duties of the position (with or without reasonable accommodation). This examination will be conducted by a licensed practitioner approved by the employer. If a post-offer medical examination is required of one candidate for a position then the post-offer medical examination will be required of all candidates for the position.

B. If the employee is incapable of performing the duties of the job, he/she may be placed on sick leave, family/medical leave or an unpaid medical leave of absence, as approved by the City/Trust Manager.

C. A classified employee, who is being placed on an involuntary disability separation, will be required to submit to a medical or psychological examination to be conducted by a licensed practitioner approved by the employer.

D. An employee requesting leave for a serious medical condition under the Family Medical Leave Policy will be required to provide certification from a health care provider to verify that the employee has a qualifying condition. The employer may request a second evaluation by a health care provider of our choice. If the second opinion differs from the first, the employee and the employer will choose a third health care provider to examine the employee. The third opinion will be binding on both the employee and the employer.

E. The cost of any examination required by the employer will be paid by the employer, except as specified in another policy. Both the City of Coweta/Coweta Public Works Authority and the employee will receive the results of any examination conducted under this policy.

F. It should be noted that employee medical records are not usually deemed to be public records.

Section 211.0

ATTENDANCE/TARDINESS POLICY

Attendance at work is essential to an efficiently run organization. Regular attendance during all scheduled work hours is expected of all employees. Excessive absenteeism and tardiness may have an adverse effect on future pay increases, promotional opportunities, transfers, and may result in disciplinary action including termination of employment.

Employees must be at their work sites at the designated starting times unless prior permission has been approved. Failure to comply with this policy is considered tardiness, as is leaving early for or returning late from lunch or break periods, and departure from the work station prior to the designated quitting time.

Employees are not permitted to work through part of a lunch hour or work through “coffee breaks” in order to “make-up” for tardiness at the beginning of a work day or after a break or lunch period without prior approval of their Department Head.

Employees may, with Departmental Head approval, work past the end of their normally scheduled work day to “make-up” for tardiness.

1. Employees who are unable to report for work at the beginning of their scheduled shift are to communicate such information directly to their supervisor. Employees

- must, if possible, call in at least 15 minutes before the beginning of their work day.
2. The employer may, at its discretion, require a medical release to return to work at any time an employee returns from an unscheduled absence due to illness or injury.
 3. An employee who fails to report for work for three (3) consecutive days and fails to properly notify their supervisor will be considered to have abandoned their employment and voluntarily resigned from their employment as defined under job abandonment.
 4. Excessive absenteeism and tardiness will be addressed through the disciplinary process.
 5. If an employee must schedule a medical, dental or chiropractic appointment during work hours, it should be made at the convenience of the Department. The employee may, at the discretion of the Department Head, either make up the time away from work, or, if workload permits, charge the time to his/her accrued sick pay.

Section 212.0

CONFIDENTIALITY

The City/Authority is a public entity, however, the policy of the employer is to ensure that its dealings, operations, and activities with its citizens are kept confidential to the greatest possible extent.

When employees acquire confidential or proprietary information about the City/Authority or its citizens, other employees, to include conversations, memos, e-mails by employees or citizens, such information is to be handled in strict confidence and is not to be discussed with unauthorized individuals. Employees are responsible for the internal security of such information. Employees found to be violating this policy are subject to disciplinary action, including termination of employment.

It is the policy of the City of Coweta/Coweta Public Works Authority to eliminate the possibility of a "chilling effect" on the expression of views that may exist when one employee is concerned that a conversation or actions with another is being recorded by any device including audio and/or video.

The City of Coweta/Coweta Public Works Authority prohibits employees from recording conversations with any type of recording device or to clandestinely transmit conversations via telephone, radio, or any other electronic device without explicit permission.

Permission may be granted by the following individuals:

1. City Manager
2. Assistant City Manager

3. The Department Head of the requesting employee.
4. When all parties to the conversation or actions give their consent before recording is allowed.

Audio and/or video recording is permissible when used by management or law enforcement for security purposes, employee investigations, employee hearings and disciplinary action(s) and/or in the official capacity of a criminal investigation.

Violation of this policy may lead to disciplinary action, up to and including termination.

Section 213.0

PERSONNEL FILES

The employer is required to keep accurate, up-to-date employment records on all employees to ensure compliance with Local, State and Federal regulations, to keep benefits information up-to-date, and to make certain that important mailings reach all employees.

Employees must inform the Human Resources Office of any necessary updates to their personnel file such as a change of address, changed telephone numbers, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor and Human Resources of any outside training, professional certifications, education, or any other change in status. In addition to a general personnel file, the Human Resources Office will maintain a separate medical file for each employee. Access to an employee's medical file is extremely limited and based on a need-to-know-only basis only.

The City of Coweta/Coweta Public Works Authority will only verify dates of employment, eligibility for rehire and job titles, to outside agencies inquiring by telephone. No other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law.

All current employees will be permitted to review their personnel files at reasonable times, with reasonable notice, by request through the City/Trust Manager's Office.

Section 214.0

BULLETIN BOARDS

City Hall and departments will maintain bulletin boards at various locations. The bulletin boards are for the posting of City/Authority, State, Federal and department notices. All personnel should periodically check these areas for updated information which may be of interest.

Certain designated bulletin boards will be used by employees for posting of information for other employees. These items must be approved by the Department Head or City/Trust Manager before posting. Notices on employee bulletin boards may be removed by the employer at any time, without prior notice.

Section 215.0

DEMEANOR

Employees are an integral part of the City of Coweta/Coweta Public Works Authority. You are expected to accept certain responsibilities and adhere to acceptable business principles in matters of personal conduct. You should exhibit a high degree of personal integrity at all times. Your demeanor not only involves sincere respect for the rights and feeling of others but also demands that, in both your job and personal life, you refrain from any behavior that might be harmful or bring discredit to you, your co-workers, the City of Coweta/Coweta Public Works Authority, or the citizens of Coweta.

Whether you are on or off duty, employees are reminded that your conduct reflects on your employer. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Behavior and conduct that could bring discredit to you or the City of Coweta/Coweta Public Works Authority could result in disciplinary action up to and including termination of your employment.

Section 216.0

DRESS STANDARDS

Employees are expected to dress in an acceptable and professional manner. Clothing must be clean, neat, in good repair and appropriate for the assigned duties.

Each Department Head will determine the proper dress standards for his/her department. Certain employees may be required to meet special dress, grooming, and/or hygiene standards, such as wearing a uniform or special equipment, depending on the nature of the job.

Employees may not display or wear offensive stickers, buttons, clothing, or advertisement of any type on their person while at work, at their workstation or on City/Authority vehicles or equipment.

Purpose

To establish a dress standard for employees, while on the job, which will balance the desire to create a comfortable work environment with the need to convey a professional image to all our customers and colleagues.

Policy

Employees will dress appropriately for their specific employment duties. This policy does not supersede other departmental dress standards but establishes guidelines for employees to determine what is appropriate attire for the workplace.

Appropriate workplace attire includes:

- Clean and neat attire.
- Uniform and safety clothing which is provided or required.
- Generally accepted casual business attire.
- Clothing that favorably reflects the employer's dedicated service to the citizens of Coweta and ensuring a positive image with the public.

Inappropriate workplace attire includes:

- Recreational or abbreviated clothing, such as shirts which bare shoulders (tank tops, halter-tops, etc.), bare midriffs, sweat pants, spandex, scrubs, short hemlines (shorts, skirts, dresses, etc.) or clothing that is disruptive and/or offensive to others.
- Clothing with designs or messages that may be offensive to others because of race, color, creed, nation origin, sex, age, or disability.
- Clothing that does not reflect favorably on the employee's service to the public.

Employees are expected to dress appropriately and professionally for their assigned work.

Supervisors are responsible for ensuring appropriate dress code standards are met.

Employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises to change clothes. Work time missed by employee will not be compensated as a result of this. Violations of the Dress Standards Policy could result in disciplinary action up to and including termination of your employment.

Section 217.0

Hiring of Relatives

The employer discourages the hiring of relatives of current employees. However, in the event an exception is made, relatives may be hired if (1) the persons

concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety or morale.

For the purposes of this policy, relatives are defined as spouses, children, sisters, brothers, mothers or fathers. Current employees who marry will be permitted to continue employment with the City/Authority provided they don't work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale.

If employees, who marry or live together, do work in a supervisory relationship with one another, the employer will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees may be required to leave employment with the City/Authority.

Section 218.0

Chain of Command

The City of Coweta/Coweta Public Works Authority uses the "vertical" chain of command management structure. This simply means that an employee has one immediate supervisor. If an employee is not satisfied with a response from his/her immediate supervisor, he/she is to talk to the next higher supervisor on duty. The employee must request permission from his/her immediate supervisor to talk to the next higher supervisor in the chain of command.

Employees shall not communicate with the Mayor/Chairman and/or City Councilmember(s)/Trustee(s), concerning City/Authority business, unless it is through the City/Trust Manager's Office.

Section 219.0

Uniforms

All City employees, that are required to wear a uniform, will wear the uniform in compliance with departmental policies and procedures, established by the Department Head and/or City/Trust Manager.

Section 220.0

OATH OF OFFICE

State of Oklahoma)
) §
Wagoner County)

I, _____, do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution, the laws of the State of Oklahoma, the Coweta Code of Ordinances and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am an employee of the City of Coweta/Coweta Public Works Authority. I further swear (or affirm) that I will follow all lawful directives and assignments given to me, that I will not knowingly receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my employment, other than the compensation allowed by law, and that I will faithfully discharge my duties as a _____ to the best of my ability.

Affiant's Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary

SECTION 221.0 - Activation of the Blackboard Connect Mass Notification System

Effective: February 1, 2012

PURPOSE

To provide a guideline for the use of the employer's Blackboard Connect mass notification system for the notification and alerting the public of issues of health, safety

and welfare problems relating to major incidents, other exigent events and/or any other notification event as determined by the City/Trust Manager.

POLICY

It shall be the policy of the employer to notify the residents and businesses within the City of Coweta in a timely and efficient manner.

Activation of the notification system shall occur solely at the discretion of the City of Coweta/Coweta Public Works Authority, in keeping with the policy of the employer that most situations will not warrant activation. Whenever use of the notification system is proposed, the City/Trust Manager or designee shall make a determination whether the circumstances presented warrant activation. If, after evaluation of the known facts and circumstances regarding the incident/situation which led to the request, the City/Trust Manager or designee concludes the proposed activation is warranted, necessary and appropriate, he/she shall authorize activation of the notification system in conformance with these procedures.

Although community members have the opportunity to not participate in this calling notification system, the City of Coweta/Coweta Public Works Authority strongly encourages all community members to be a part of this initiative in order to receive prompt and valuable information related to emergency situations or other community related events where notification is necessary or appropriate.

These Standard Operating Procedures consists of the following numbered sections:

1. Definitions
 2. Intra-departmental Notifications
 3. Notifications
 4. Activation Procedures
 5. Use of Notification by Outside Agencies
 6. Notification Cancellations
 7. Notification Reports and Error Rate
-

PROCEDURES

1. DEFINITIONS

Call-Card Notifications: Notifications made from a telephone utilizing an access code and password. This would allow the person making the notification to do so from anywhere where computer access is limited or not available. These notifications would be for emergencies and other circumstances.

Community Outreach Notifications: Notifications sent to businesses or residences to the primary telephone number listed. Notifications under this format will not go to secondary telephone numbers (i.e. cell phones, office, etc.), nor will

they go to listed e-mail addresses. These notifications are for the purpose of relaying information to the public, but not in an emergency protocol.

Department Head: Assistant City Manager, Police Chief, Fire Chief, Director of Public Works, Library Director, Community Development Director, and Emergency Management Director.

Group Notifications: Notifications sent to pre-determined call groups. These groups include but are not limited to banks, restaurants, hotels, residents with disabilities, and seniors.

Intra-departmental Notifications: Notifications originated and authorized by the City/Trust Manager, Department Head(s) or other authorized staff member for distribution to employees and staff members of their respective departments.

Priority Notifications: Notifications sent to businesses or residences to all telephone numbers and E-mail addresses listed on the contact page. These messages will receive "priority" protocol by the system and take precedent over Community Outreach and Single Survey notifications. These notifications are to be used in emergency situations only.

Single-Survey Notification: These notifications have the capability of allowing the call recipient to respond to a question or survey by pushing a key(s) on the telephone set. The call would only be issued to the primary telephone number. These types of notifications serve the City of Coweta/Coweta Public Works Authority by sending and receiving information and citizen feedback in a timely manner.

2. INTRA-DEPARTMENTAL NOTIFICATIONS

- A. Call groups can be established on a department-by-department basis as determined by the Department Head(s) with the prior approval of the City/Trust Manager. These groups could include but are not limited to:

City Clerk and administration.
Police Department command staff.
Fire Department command staff.
EMS command staff.
Public Works division teams (i.e., snow plow personnel).
Department Head(s).
City Council/Trustees.

And other such call groups as authorized by the City/Trust Manager, Assistant City/Trust Manager or Department Head(s).

- B. It shall be up to the individual Department Head(s) to establish their own

internal policies determining call-out/notification procedures as approved by the City/Trust Manager or Assistant City/Trust Manager.

- C. Intra-departmental notifications utilizing the Blackboard Connect mass notification system are not to take the place of normal written communications nor shall they take the place of mail and voicemail communications amongst employees.

3. **NOTIFICATIONS**

A. **Examples of Priority Notifications:**

The following, non-exclusive listing reflects the types of conditions for which either full or limited (directed only toward specific groups and/or particular affected areas of the City) Priority Notifications might be deemed to be warranted, depending on the particular circumstances presented:

- Extraordinary/unanticipated results of severe weather conditions.
- Extraordinary Flood warnings.
- Natural disasters.
- Extraordinary/unanticipated conditions following natural disasters such as an earthquake.
- Confirmed terrorist threats or activity.
- Road closures with anticipated limited access to properties as a result of scheduled construction.
- Missing persons/Amber Alerts affecting City residents.
- Imminent danger from fire.
- Hazardous material incidents affecting City business or residents.
- Bomb threats, after assessment of risk.
- Hostage situations.
- Criminal manhunts.
- Water boil orders.
- Construction updates, based upon unanticipated conditions encountered.
- Crime alerts and watches.
- Power outages, if they are anticipated to extend for 24 hours or greater.
- Vicious, fierce or dangerous animals running at large, with-in the City.
- Non-routine special meeting notices.
- Other life-threatening situations.

- B. **Non-emergency, non life-threatening public notifications:** These are notifications that must be made in a timely manner but not immediately. These notifications must be authorized by any two of the following: City/Trust Manager, Assistant City/Trust Manager or Department Head prior to being made. This allows ample time to review the call area, call audience, call message, and other pertinent information. Call in this category include such items as holiday sanitation collection schedules,

upcoming election dates and times, public reminders and other appropriate notification items.

- C. **Priority Notification and time-sensitive notifications:** Whenever Priority Notification is deemed warranted, appropriate and necessary in light of known information and circumstances presented, the notification system will be activated in a reasonably timely manner, taking into account the need to: (1) ensure the accuracy and integrity of the informational content of the notification, (2) avoid unduly alarming the public, and (3) balance the urgency of the situation with the time of day that such conditions are encountered. Unless there is a compelling reason to the contrary, the notification system shall not be used to distribute a Priority Notification between the hours of 10:00 p.m. and 6:00 a.m. without the consent of the City/Trust Manager or Assistant City/Trust Manager. In an emergency situation, when time is of the utmost importance, the following additional persons are authorized to activate or request activation of the notification system:

City/Trust Manager
Assistant City/Trust Manager
Emergency Management Director
Fire Chief
Police Chief
Public Works Director

- D. Upon activation of the notification system, the City/Trust Manager, Assistant City/Trust Manager and the respective Department Head will be notified of the activation as soon as possible.

4. USE OF NOTIFICATION SYSTEM BY OUTSIDE AGENCIES

In extraordinary, emergency or exigent circumstances, a City/Trust Manager from another jurisdiction, Chief Executive Officer or Board President from other governmental units may request that the City/Trust Manager activate the City/Authority's Notification System for a Priority Notification. Whenever such use of the notification system is proposed, the City/Trust Manager or designee shall make a determination whether the circumstances presented warrant activation in conformance with these policies and procedures.

5. ACTIVATION PROCEDURES

All notifications shall be brief and provide pertinent information about the subject matter, including possibly where to obtain further information about the subject matter.

- A. **In-house Notification Activations:** Those notifications made from within any of the City/Authority's facilities utilizing the internet activation system by authorized staff.
- B. **Remote Notification Activations:** Those notifications made remotely or from outside of the City utilizing the internet activation system by authorized staff.
- C. **Blackboard Connect Notification Activations:** Those notifications requested by an authorized employee but made by personnel from the Blackboard Connect office.
- D. **Call-Card Notifications:** Notifications made from a telephone/cell phone when access to the internet is limited or unavailable, made by authorized staff.

6. **ACTIVATION CANCELLATIONS**

Not all activations require the issuance of a cancellation notification. Examples of activations that DO NOT require a cancellation notification are:

- Severe weather conditions.
- Flood warnings.
- Natural disasters.
- Construction updates.
- Crime alerts and watches.
- Power outages.
- Special meeting notices.
- Local upcoming election.

Examples of activations that DO require a cancellation notification are:

- Missing persons/Amber Alerts.
- Imminent danger from fire.
- Hazardous material incidents.
- Bomb threats.
- Hostage situations.
- Criminal manhunts.
- Potable water boil orders.
- Vicious, fierce or dangerous animals running at large.
- Road closures.
- Terrorist threats or activity.

Events which were the basis for activating the citywide emergency siren system, as determined by the City/Trust Manager or designee.

7. NOTIFICATION REPORTS AND ERROR RATES

At the conclusion of each notification, a written report detailing the notification times, non-working telephone numbers and missed-calls will be provided to the Emergency Management Director. Furthermore the report shall be distributed to the City/Trust Manager and Department Heads. The reports shall be reviewed to determine if the notifications were timely and efficient. The Office of the Emergency Management Director shall be responsible for updates to the contact information, as appropriate and available. The primary phone number of each household and business will be updated on a monthly basis by the Blackboard Connect system downloads.

Each resident and business shall also have the opportunity to update their personal information such as land line telephone number, cellular number, and email address via a web site link.

Section 222

SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

Social media, including networking sites and blogs, are increasing in popularity and activity. The City of Coweta/Coweta Public Works Authority believes that social media can assist in raising visibility and support for its business. The City of Coweta/Coweta Public Works Authority is also aware that social media is not used exclusively for The City of Coweta/Coweta Public Works Authority's business and that employees are utilizing blogs and social networking sites for personal use. However, it is important to keep in mind that what is posted is traceable and permanent.

When employees create their own blogs, comment on a blog, create a LinkedIn profile, Twitter, use Facebook and/or contribute to or through any of the other online media (i.e., Wikis, blogs, chat rooms, Internet forums, electronic mailing lists, etc.), they are impacting their personal image and potentially impacting the City of Coweta/Coweta Public Works Authority. If your online profile indicates that you work for the City of Coweta/Coweta Public Works Authority, then that activity is associated with City/Authority. Therefore, the City of Coweta/Coweta Public Works Authority requests that all employees follow the guidelines list below regarding online behavior.

The sites covered in this policy include any electronic form of communication, including social networking sites such as Facebook and MySpace; professional networking sites such as LinkedIn; and live blogging tools like Twitter, as well as employee's personal blogs and those hosted by other organizations that you either author or where you post comments.

Follow these guidelines when creating and/or publishing work-related or non-work-related content online:

- **Maintain confidentiality.** Never divulge proprietary or confidential information about the City of Coweta/Coweta Public Works Authority, our employees or our clients.
- **Represent yourself accurately.** If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of the City of Coweta/Coweta Public Works Authority.
- **Be accurate.** When posting content, your overall goal should be to provide value through accurate information. You may not post anything that is knowingly false.
- **Be respectful.** Respect the opinions of others. You may have disagreements, but please make your opinions respectfully. The City of Coweta/Coweta Public Works Authority does not tolerate intimidating or threatening comments.

Please keep the following guidelines in mind regarding your online identity:

- Follow the rules regarding the use of the City of Coweta/Coweta Public Works Authority email outlined in the Personnel Manual.
- Even when using social media sites on a personal basis, please remember to follow the City of Coweta/Coweta Public Works Authority's policies prohibiting threats and intimidation.
- The City of Coweta/Coweta Public Works Authority is not interested in limiting your ability to participate in personal social networks with a personal email address outside of the workplace. However, what you publish on these sites should never be attributed to the City of Coweta/Coweta Public Works Authority. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention the City of Coweta/Coweta Public Works Authority, that information is readily ascertainable and could reflect poorly upon you and the City of Coweta/Coweta Public Works Authority. Please use common sense when making online comments, even if you intend for them only to be personal in nature. If you choose to use your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.
- Be aware of your association with the City of Coweta/Coweta Public Works Authority in online social networks. If you identify yourself as a City of Coweta/Coweta Public Works Authority employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients. In particular, if your name on Twitter is related to City of Coweta/Coweta Public Works Authority's business, be sure that the majority of your "tweets" are on this topic.
- As they are in the public domain, the City of Coweta/Coweta Public Works Authority reserves the right to monitor social media sites and blogs.
- Any violators of these guidelines will be subject to disciplinary action, up to and including termination of your employment.

Section 300.0

COMPENSATION

Section 301.0

Pay Administration

Work Period

The normal work period for all employees (except the fire department, EMS staff and other salaried staff) shall consist of five (5) days of eight (8) hours per day and forty (40) hours per week, except where there is a continuous twenty-four (24) hour a day or seven (7) day a week operation made necessary because of the nature of the work or when it is necessary to alter the work week to accommodate shift changes. Such exception to the normal schedule shall not be cause for overtime pay. The work week will begin at 12:00 a.m. on Sunday and end at 12:00 p.m. on Saturday.

Pay Period

Pay periods shall normally be two (2) work weeks.

1. Employees beginning employment on a day other than the beginning of a pay period shall be paid at the appropriate hourly rate for the hours worked during the initial partial pay period.
2. Employees terminating employment on a day other than the end of a pay period shall be paid at the appropriate hourly rate for the hours worked during the final pay period.

Pay Day

Pay day will be on a Friday following the last work period.

Payroll Deductions

The number and type of payroll deductions to be made shall be determined by the City/Trust Manager in consultation with the Finance Department. The cost of administering deductions, which may be made for the convenience of a given employee or group of employees, may be assessed to the affected employees.

Overtime Pay

Employees required to work more than forty (40) hours during a scheduled work week may be compensated at the rate of one and one-half (1 ½) times the employee's base rate

of pay for all work over forty (40) hours, when such work is authorized by the City/Trust Manager or the appropriate Department Head.

Overtime pay shall be paid to the nearest quarter (1/4) hour.

Employees paid at an annual rate are considered to be in executive, administrative, or professional positions and are presumed to be employed to work the required number of hours to accomplish the requirements of the position and are, therefore, not subject to the overtime provisions detailed herein.

Overtime worked, due to the trading of days off, with prior approval of the appropriate Department Head, for the convenience of an employee, shall not be cause for overtime pay for either employee.

Department Heads shall maintain such records relating to overtime as shall be required by the City/Trust Manager.

The City/Trust Manager may require employees to take compensatory time off in lieu of overtime payment. Compensatory time off may also be granted in lieu of overtime if requested by an employee and normal work schedules are not adversely affected. Compensatory time off shall be granted at the overtime rate. A written request for compensatory time off must be approved by a supervisor at least forty-eight (48) hours in advance of time off requested so that normal work schedules are not adversely affected.

Call Back

Employees required to return to work from off duty shall receive compensation, at an hourly rate, for a minimum of one (1) hour.

On Call Pay

Employees who remain available “on call” shall be compensated at a rate established by the City/Trust Manager.

Section 302.0

Garnishments

Employees are expected to manage their finances and maintain a good credit standing while working for the City/Authority. Employees subject to a garnishment action may be required to reimburse the City/Authority for administrative costs associated with their garnishment.

Excessive or repeated garnishment action may be cause for disciplinary action or termination of employment with the City of Coweta/Coweta Public Works Authority.

Section 303.0

Mileage Allowances

Whenever an employee uses his/her private automobile, in the conduct of official business, he/she shall be compensated at the current rate set forth by the Internal Revenue Service (IRS). The personal use must be authorized in advance by the Department Head and approved by the City/Trust Manager.

Section 400.0

BENEFITS

Section 401.0

EQUAL EMPLOYMENT OPPORTUNITY

The City of Coweta/Coweta Public Works Authority provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability/handicap, or status as a Vietnam-era or special disabled veteran in accordance with applicable Federal and State laws to include Title VII, Civil Rights Act of 1964. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Harassment

The City of Coweta/Coweta Public Works Authority has adopted a policy of zero tolerance with respect to unlawful employee harassment. In this connection, the City/Authority expressly prohibits any form of unlawful employee harassment based upon race, color, religion, gender, national origin, age, disability/handicap, status as a Vietnam-era or special disabled veteran, or status in any group protected by applicable law.

With respect to unlawful sexual harassment, the City of Coweta/Coweta Public Works Authority prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made either expressly or implicitly a term or condition of employment,
 - b. Submission to or rejection of such conduct is used as the basis for decision affecting an individual's employment, or

- c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment. A hostile work environment is created by conduct which unreasonably interferes with work performance that can alter a condition of employment and create an abusive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements or conduct.

There is no way to create an exhaustive list of all forms of conduct which are prohibited by this policy. However, examples of the type of conduct expressly prohibited by this policy include, but are not limited to, the following:

- a. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- b. Sexually suggestive touching.
- c. Grabbing, groping, kissing, fondling.
- d. Violating someone's personal space.
- e. Whistling inappropriately.
- f. Lewd, off-color, or sexually oriented comments or jokes.
- g. Leering, staring, stalking.
- h. Foul or obscene language.
- i. Suggestive, sexually explicit, derogatory, or offensive posters, calendars, photographs, graffiti, cartoons.
- j. Unwanted or offensive letters or poems.
- k. Inappropriate, offensive, or sexual gesturing.
- l. Offensive e-mail or voice-mail messages.
- m. Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip, regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- n. Questions about one's sex life or experiences.
- o. Repeated requests for dates.
- p. Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- q. Sexual assault, battery, or rape.
- r. Any other conduct (written, verbal, etc.) which is offensive or deemed inappropriate by the City of Coweta/Coweta Public Works Authority.

Complaint Procedure

The City of Coweta/Coweta Public Works Authority is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related discrimination or harassment based on your gender, race, national origin, disability/ handicap, or another factor, promptly report the incident to you supervisor, Human Resources, or any Department Head of the City of

Coweta/Coweta Public Works Authority. This policy applies to all incidents of alleged discrimination or harassment where the alleged offender is a supervisor, coworkers, or even a non-employee who has a business or potential business relationship with the City of Coweta/Coweta Public Works Authority.

Should the alleged discrimination or harassment occur at a time other than normal working hours, your complaint should be reported as early as practicable on the first working day following the alleged incident.

The City of Coweta/Coweta Public Works Authority takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain-of-command when making a report and you may bypass anyone in your direct chain-of-command and report your complaint with Human Resources at any time. All complaints of harassment and discrimination will be investigated. All complaints will be kept confidential to the extent possible while still allowing the employer to investigate and take action, if necessary.

If the City of Coweta/Coweta Public Works Authority determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

Retaliation

The City of Coweta/Coweta Public Works Authority prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating a complaint under this policy, the City of Coweta/Coweta Public Works Authority determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action up to and including termination may be taken against the individual who filed the complaint or who gave the false information.

Section 402.0

The Americans With Disabilities Act (ADA) Policy

The City of Coweta/Coweta Public Works Authority is committed to ensuring equal opportunity and access to all employees in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The City of Coweta/Coweta Public Works Authority prohibits discrimination against any employee or applicant on the basis of physical or mental disability, or perceived disability. The City of Coweta prohibits discrimination against qualified persons with disabilities in the employment, public services, public transportation, public accommodations and telecommunications. The City/Authority will provide reasonable and appropriate accommodations if possible to enable employees to participate in job functions.

Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Requests for accommodations must be initiated through the Human Resources office.

ADA Definition of Disabled

The ADA's protection applies primarily, but not exclusively, to "disabled" individuals.

An individual is "disabled" if he or she meets any one of the following tests:

1. He or she has a physical or mental impairment that substantially limits one or more of his/her major life activities.
2. He or she has a record of such an impairment.
3. He or she is regarded as having such an impairment.

Notification Requirements and Service Criteria

Self-Disclosure - All employees seeking accommodation under section 504 of the Rehabilitation Act of 1973 et seq. or the Americans with Disabilities Act must self-identify with Human Resources

Any person who believes that he or she is a victim of discrimination, which is prohibited by the American with Disabilities Act, or wishes to file a complaint on behalf of classes of individuals, may file a complaint through the City Clerk's office located at Coweta City Hall, 310 South Broadway, Coweta, Oklahoma.

Section 403

Sick Leave

All full-time employees, working a normal forty (40) hour per week schedule, shall accrue sick/personal time off (PTO) leave at the rate of two (2) days per quarter (i.e., one day of sick leave and one day of personal time off), beginning with the first day of employment.

Accumulated sick leave/PTO, that is banked each year, shall not be eligible for buy-back from employees upon the employee's termination of employment.

Sick leave shall be deducted from the cumulative total in actual time used by the employee. Sick leave taken in excess of an employee's regular work schedule will be returned to the employee's sick leave bank and not carried forward as compensatory time or overtime pay.

PTO days must be scheduled, and approved, a minimum of forty-eight (48) hours in advance unless the employee is using them as actual sick time off.

Employees may use sick leave for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and for illness in the employee's immediate family as set forth in FMLA.

Employees are required to furnish proof of illness, by furnishing a doctor's statement or other satisfactory written statement, when sick leave exceeds three (3) consecutive days or when a Department Head and/or the City/Trust Manager request such proof. Department Heads will insure that employees will not be allowed to return to work without a full release from the attending physician.

Unused sick and PTO will be banked at the end of the calendar year as sick leave for future need.

Excessive, abusive, fraudulent, or repeated use of sick leave may be cause for disciplinary action, effect performance evaluations, promotions, pay raises, or termination of employment with the City of Coweta/Coweta Public Works Authority.

Employees unable to report to work due to illness or emergency must report their absence to their supervisor as soon as possible on the first day of the absence and each succeeding day of absence unless other arrangements are authorized.

Employees are expected to use sick leave time for recuperation from illness and to remain at their homes or other appropriate place of care. While on paid sick leave, employees are not authorized to work at any other jobs, or conduct activities that are not consistent with your reported illness without written permission of the City/Trust Manager.

Failure to comply with any of the above provisions may result in denial of sick leave pay and/or termination of employment with the City of Coweta/Coweta Public Works Authority.

Sick leave may be transferred from one employee to another under the following conditions:

1. Recipient of sick leave transfer must exhaust all vacation, sick leave, compensatory time, etc. before utilizing co-worker transfers.
2. Transfer is limited to the number of days actually needed. Recipients of transferred days will not be allowed to accept more than ninety (90) calendar days in any calendar year.
3. Transfer must be without compensation to the giving party or parties.
4. Request must be in writing, signed by donating employee, and attested to by the Department Head and approved by the City/Trust Manager.

5. All transfers must be submitted and approved prior to the end of the pay period to be covered.
6. Transfers from employees whose rate of pay is equal to or greater than that of the recipient shall be on a one-for-one basis. Transfers from employees whose rate of pay is less than that of the recipient will be adjusted to compensate for the difference to the nearest one hour increment
7. Employees leaving employment with, or terminating employment with the City of Coweta/Coweta Public Works Authority may not donate or transfer sick leave to any person unless that person meets the qualifications set forth in this policy.
8. No employee may transfer or donate more than seven days of sick leave in a calendar year.

Employees who have accrued at least thirty (30) days of sick leave are eligible for conversion of a portion of sick leave for special vacation leave. For every two (2) sick leave days accumulated over the thirty (30) accrued sick leave day minimum, the employee may exchange for one (1) day of special vacation leave. These exchanges are subject to the following conditions:

1. A maximum of six (6) sick leave days may be exchanged per employee (anniversary year) for special vacation leave days.
2. Exchanged sick leave days or special vacation leave must be taken as time off with pay, within the employee anniversary year exchanged or the special vacation leave days remaining shall be forfeited. Special vacation leave shall not be paid should the employee leave the City of Coweta's/Coweta Public Trust Authority employment.
3. Exchanged sick leave days shall be approved in writing by the City/Trust Manager before conversation will be allowed.

Section 404.0

Vacation

All full-time employees (excluding those individuals who work a twenty-four (24) hour shift) shall accrue vacation based on the following schedule:

1. Upon completion of one (1) year of service – six (6) days of vacation shall be awarded.
2. Upon completion of two (2) years of service – eleven (11) days of vacation shall be awarded.
3. Upon completion of five (5) years of service – sixteen (16) days of vacation shall be awarded.

4. Upon completion of ten (10) years of service – employees will be eligible for one (1) additional vacation day for each additional year of service beyond (10) years, up to a maximum of thirty (30) vacation days per year.

Vacations must be taken in the year following accrual except for the inability to schedule because of illness or injury or for the City of Coweta/Coweta Public Works Authority's convenience.

Vacation must be taken in one (1) hour increments.

Vacations shall be scheduled subject to the manning requirements of the City/Authority as determined by the Department Head and/or City/Trust Manager.

Requests for vacation shall be assigned on the basis of seniority if a conflict occurs.

Holidays falling during a scheduled vacation will not be charged as vacation days.

After an employee has used fifteen (15) vacation days in an anniversary year, all days in excess of fifteen (15) days may, at the employee's discretion, be returned to the City/Authority in exchange for payment at the employee's regular rate of pay minus any days traded from sick leave.

Employees requesting time off may not request docked pay when they have accrued vacation time or compensatory time that is available to them.

Special Days Off

These are periodic awards given at the discretion of the City/Trust Manager. All days off will be used within one (1) year of issuance. Days off usage will be subject to the same requirements as Vacation Leave.

Section 405.0

Holidays

Full-time employees are granted the following holidays with pay:

New Year's Day	Day after Thanksgiving Day
President's Day	Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	
Labor Day	
Veteran's Day	

If a holiday falls on a Saturday, the Friday before it is taken off. If the holiday falls on a Sunday, the Monday is taken as the day off.

If an employee is required to work on an approved paid holiday, the employee shall be paid at one and one-half (1½) times his/her regular rate of pay above their salary, to include compensatory time, for that day, if the employee has completed their regular work schedule for the week in which the holiday falls.

Employees who are not scheduled to work on a holiday and have completed their regular work schedule for the week in which the holiday falls will be compensated with an additional eight (8) hours of regular pay.

Holiday Pay

In order to be eligible for holiday pay an employee must not have been on sick leave or workers' compensation on either the work day before or the work day following an approved holiday.

Section 406.0

Health Insurance

Full-time employees, City Council/Trustees, and their dependants may be provided health insurance at the percentage rate set by City Council/Trustees. The City/Authority reserves the right to change health care providers, percentages of benefits to full-time employees, and percentage of benefits to full-time employee dependants, at any time, for any reason deemed necessary for the well being of the City of Coweta and the Coweta Public Works Authority.

These insurance benefits are effective for full-time employees on the first day of the month following ninety (90) days of full-time employment. These benefits cease when employment is terminated. Other arrangements, through COBRA, may be made to continue these benefits, at the ex-employee's own expense.

Employees who desire further information about benefits, claims, forms, or their provider can contact the Human Resources Office located at Coweta City Hall.

Section 407.0

Workers' Compensation

All employees are covered by Workers' Compensation as required by Oklahoma State Law. These benefits are regulated by State Statutes. Employees will use accrued vacation, sick leave, and/or compensatory time to supplement income before Workers' Compensation benefits become available. The employer will not provide compensation to employees while covered under workers compensation.

Employees who are off work for more than thirty (30) days, and are considered full-time employees and are eligible for health benefits, must make application for COBRA and FMLA which will run concurrent with Workers' Compensation benefits as provided by law.

Employees who are injured, or have an accident while on duty, are required to notify their direct supervisor immediately. Failure to notify a supervisor in a timely manner can result in disciplinary action including termination of employment.

Employees who are injured and need medical attention will be attended to by qualified medical personnel. If the injury is life threatening the direct supervisor will ensure the employee is transported to a qualified treatment facility. If the injury is not life threatening the direct supervisor must notify and receive permission from the City/Trust Manager, Assistant City/Trust Manager, the appropriate Department Head or the Human Resources Director before prior to transport.

Upon any injury or accident the Department Head shall notify the Human Resources Office, of the injury or accident, within twenty-four (24) of occurrence.

Light duty is evaluated on a case-by-case bases and may not exceed thirty (30) days in length. Light duty is authorized by the City/Trust Manager and is performed under the supervision of the City/Trust Manager. Light duty may be terminated at the discretion of the City/Trust Manager at any time, without cause.

Employees who are injured due to negligence or unsafe acts while on the job are subject to disciplinary action including termination of employment.

Employees must report an on-the-job injury to their direct supervisor immediately. For a full explanation of reporting procedures, forms, and conditions, employees need to refer to the Coweta Health and Safety Manual or contact their Department Head.

Employees who desire further information about benefits, claims, forms, or their provider can contact the Human Resources Office located at Coweta City Hall.

Section 408.0

Jury Duty

Employees who are called upon to serve on juries may continue to receive their regular salary by depositing all jury fees with the Finance Department as well as providing a copy of an official form from the appropriate Court requesting jury service. If the employee is driving their own personal vehicle, to the court house, then they may retain the mileage reimbursement. Employees who are not selected for jury duty are required to return to work as soon as possible.

Section 409.0

Leaves of Absence

Leaves of absences, without pay, for personal reasons or for further education may be granted by the City/Trust Manager for periods not to exceed one (1) year. Employees on leave may continue insurance coverage, through COBRA, during such leave by pre-paying 102% of the premium for the period of absence.

Section 410.0

Military Leave

Active Duty

Employees entering U. S. Military Service are paid for all accrued vacation time up to the date of leave. Employees will not earn additional vacation time while on an approved leave of absence for active military duty.

After receiving an honorable discharge, the employee has ninety (90) calendar days to apply for his/her former position. At that time, the employee will resume eligibility for all benefits earned before the leave started.

Reserve or National Guard

All full-time and part-time employees, who are members of a reserve component of the Armed Forces or the National Guard, shall, when ordered by the proper authorities to active service, for the purpose of attending annual military training, will be entitled to a leave of absence. A request, by a temporary employee, for military leave for training may be granted at the option of the City/Trust Manager and will be without pay.

In the event that military leave for training is optional for the employee, the leave time shall be scheduled at the discretion of the Department Head and/or the City/Trust Manager.

The employee shall present to the Department Head a copy of the orders to report for Reserve or National Guard training prior to departing on leave, and the copy of the orders shall be forwarded to the Human Resources Department for proper filing.

Section 411.0

Retirement

All full-time City/Trust employees are covered by a retirement plan and participation is compulsory, unless prohibited by age. All employees, except firefighters and police officers, are covered by the Oklahoma Municipal Retirement Fund.

The retirement fund is designed to provide continuing income to the employee upon retirement. Refunds will be governed by the Oklahoma Municipal Retirement Fund regulations and/or other appropriate pension regulations or requirements. Retirement participation starts six (6) months following full-time employment with the City of Coweta/Coweta Public Works Authority.

Employees who desire information about benefits, forms, or changes in status need to contact the Human Resources Department.

Section 412.0

FAMILY AND MEDICAL LEAVE POLICY (FMLA)

General

Employees working at a location where there are at least 50 employees, within a 75-mile radius, and who have been employed for at least one (1) year, and have worked for at least 1,250 hours during the preceding 12-month period, are eligible for family and medical leave. Except for those employees designated as “highly compensated employees,” employees will be returned to the same or to an equivalent position upon their return from leave.

If FMLA leave is requested for any of the reasons listed below, the city may require an employee to concurrently use all of his or her accrued paid vacation, sick, or compensatory leave before using unpaid leave. The remainder of the leave period will then consist of unpaid leave. Absences from work under short-term disability and/or workers compensation will be counted for purposes of the twelve (12) weeks limitation.

Reasons for Leave

All employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family and medical leave (during any 12-month period) for the following reasons:

1. The birth of your child, or the placement of a child with you for adoption or foster care; or
2. A serious health condition that makes you unable to perform the essential functions of your job; or

3. A serious health condition affecting your spouse, child, or parent for which you are needed to provide care.

Procedures for Employer and Applicant for Leave

When an employee requests or an employer is aware that an employee will be not able to work for a period over three (3) days the employer will notify the Human Resources Office. An employee requesting leave should complete the “Application for Family and Medical Leave” and return it to the Human Resources Office (Note: See Appendix 1 for supporting documents). The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Notice of Leave

An employee intending to take family and medical leave, because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave. If leave is to begin within thirty (30) days because of an unanticipated event, an employee must give notice to the Human Resources Office and to their Department Head as soon as the necessity for the leave becomes known or arises.

Medical Certification of Leave

The City of Coweta/Coweta Public Works Authority may require an application for leave based on the serious health condition of the employee or the employee’s spouse, child or parent to be accompanied by the attached “Certification of Physician or Practitioner” completed by the applicable health care provider. The certification should state the date on which the health condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and other related information.

If the employee is needed to care for the employee’s spouse, child or parent, the certification should so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

During the course of the leave, the City of Coweta may require periodic medical certification from the employee and/or a health care provider to confirm the continued necessity and appropriateness of the leave.

Benefits Coverage During Leave

To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. The employee is obligated to make arrangement for payment of dependent coverage with Coweta City Hall, located at 310 South Broadway, Coweta, Oklahoma.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the City of Coweta/Coweta Public Works Authority for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or any employment benefits that would have accrued if not for the taking of leave. However, an employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

Restoration to Employment

An employee eligible for family and medical leave will be restored to his or her position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The City of Coweta/Coweta Public Works Authority cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the City/Trust Manager and is not subject to review.

Return from Leave

An employee must complete the attached "Notice of Intention to Return from Family or Medical Leave" before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's supervisor and to Coweta City Hall at least five (5) working days prior to the employee's planned return.

During the course of the leave the City of Coweta/Coweta Public Works Authority may periodically confirm with the employee his or her intentions for returning to work. Also, the City of Coweta/Coweta Public Works Authority may request information from health care providers and /or require a release from a physician as a condition of returning to work.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor and the City Manager. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

NOTE: See Appendix 'A' for additional forms and notices dealing with the Family Medical Leave Act (FMLA).

APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name: _____ Department: _____

Current Address: _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave (Explain): _____

Note: A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent, should be accompanied by a verifying medical certification from a physician. If you do not provide one, and one is required, you will be notified in writing that a medical verification is required.

I hereby authorize the City of Coweta/Coweta Public Works Authority to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family and medical leave.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the City/Trust Manager.

Employee's Signature

Date

APPROVED BY:

City/Trust Manager or Designee

NOTICE OF INTENTION TO RETURN FROM LEAVE

Name: _____

Supervisor: _____

Department Head: _____

Date Leave Commenced: _____

Date of Planned Return: _____

I understand that my restoration to employment is subject to the following conditions:

1. As a condition of restoration, each employee must provide written certification, from his or her health care provider, that the employee is able to resume working.
2. Every attempt will be made to restore an employee returning from leave to his or her original position. If the employee's original position is unavailable, the employee will be placed in an equivalent position with equivalent pay and benefits.
3. An employee returning from family and medical leave shall not be entitled to the accrual of any seniority or employment benefits during the period of leave.

Employee's Signature

Date

Section 413.0

Funeral Leave

In the event of a death in the immediate family, an employee may be granted a leave of absence, with pay, up to a maximum of three (3) consecutive working days. The City/Trust Manager shall determine the amount and type of leave to be granted as circumstances warrant and the decision is final and not subject to review.

Section 414.0

Age Discrimination in Employment (ADEA)

The City of Coweta/Coweta Public Works Authority is supportive of the Age Discrimination in Employment Act of 1967 (ADEA). This act protects individuals who are 40 years of age or older from employment discrimination based on age. The ADEA's protections apply to both employees and job applicants. Under the ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment – including, but not limited to, hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on age or for filing an age discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under ADEA.

The ADEA applies to employers with 20 or more employees, including state, local, and federal governments.

If you feel you have been discriminated against under the ADEA or desire more information about ADEA you may contact the Human Resources Office.

Section 415.0

EDUCATIONAL ASSISTANCE PROGRAM

The City of Coweta/Coweta Public Works recognizes the importance of education and encourages employees to strive for educational advancement.

Based upon the availability of administrative funds, a full-time employee can request tuition and book reimbursement costs.

Fiscal Year Definition

For the purposes of this policy, the fiscal year will begin on July 1st and end on June 30th of each year.

IRS Tax Liability

Tuition reimbursement paid by the City of Coweta/Coweta Public Works will be taxed according to the applicable Internal Revenue Service (IRS) rules and regulations.

Employee Eligibility Criteria

To be eligible to request tuition reimbursement an employee must:

1. Be employed with the City of Coweta/Coweta Public Works for a minimum of one (1) year.
2. Occupy a full-time position.
3. Have demonstrated satisfactory job performance.
4. Not be on a leave of absence, without pay, within the last year.
5. Satisfactorily complete all course work for which tuition reimbursement is requested during the fiscal year. NOTE: Failure to satisfactorily complete a course or withdrawal from a course after it has started will disqualify the employee from eligibility to submit additional tuition reimbursement requests for the remainder of that fiscal year.

Course Eligibility Criteria

Course work must be:

1. Directly related to the employee's current position or be required as part of a degree plan that is directly related to the employee's current position.
2. Provided through an accredited school, unless the course work is to prepare an employee for completion of a GED or enhancement of the employee's skills in reading, mathematics and/or English. In that case course work can be taken through an accredited school of higher education or through an organization or by an individual that can provide proof of certification as an approved provider of this type of learning service.
3. If necessary, school accreditation can be verified through the Human Resources Office.
4. Seminars, training workshops, informal classes and meetings are not covered under this policy.

Determination of Reimbursement Amount

The maximum amount of tuition reimbursement an employee can receive is \$500.00 per fiscal year. An employee receiving financial aid from another source can only apply for tuition reimbursement for tuition costs not covered by such aid.

Tuition reimbursement covers tuition and book costs only. It does not cover other costs such as social fees, athletic fees, parking, etc.

Application and Approval Process

An employee requesting tuition reimbursement must submit the request in writing to the Human Resources Office along with copies of:

1. Tuition fees.
2. Books fees.
3. Transcript from the institution.

Verification of Satisfactory Course Completion

An employee receiving tuition reimbursement must provide an official grade report, transcript, or a certificate of completion to the Human Resources Office verifying that course work has been completed and a passing grade received. An official grade slip or transcript which shows a final grade of "C" or above for undergraduate level courses or a final grade of "B" or above for graduate level courses will constitute acceptable proof of satisfactory course completion. In schools with pass/fail systems a "pass" grade will constitute satisfactory completion. In cases where grades or pass/fail are not awarded, an official certificate of completion or attendance will be sufficient.

An employee will not be reimbursed for course work not satisfactorily completed.

Submitting Documents for Payment of Approved Reimbursement Amount

Within six (6) weeks of the date class ends, the employee must ensure the following is submitted to Human Resources:

1. Proof of satisfactory course completion.
2. A receipt from the school/organization/individual verifying tuition costs paid.
3. Current home address information (needed for completion of voucher).

The Human Resources Office will review the documents submitted, prepare the voucher, and submit the voucher and attachments to the City/Trust Manager for consideration.

An employee who leaves employment with the City of Coweta/Coweta Public Works prior to the completion of approved course work forfeits the right to receive tuition reimbursement for the course work. Furthermore, an employee who leaves employment with the City of Coweta/Coweta Public Works within one (1) year of receiving an educational reimbursement, will be required to reimburse the City/Authority for all amounts paid to the employee for educational reimbursement.

The City of Coweta/Coweta Public Works reserves the right to suspend educational assistance at any time for any reason, with no required notice, and with no right to reimbursement if the program is suspended and/or canceled.

Section 416.0

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Introduction

The City of Coweta/Coweta Public Works has established an Employee Assistance Program (EAP) to provide professional, confidential assistance for personal problems. The program encourages early employee awareness of such problems so that they may be addressed before having a potentially devastating impact on the employee and the employee's family.

Employees are responsible for their performance and for taking constructive action to resolve any personal problem that affects or threatens to affect their on-the-job behavior. The Employee Assistance Program provides a resource for assistance in resolving problems, and employees are encouraged to seek assistance through the EAP before performance has been negatively affected.

Supervisors and employees may obtain additional information about the Employee Assistance Program by contacting Human Resources.

Eligibility

The program services are available to all employees, family members and dependents, as defined in the Health Care Benefits Program.

Procedures

All records pertaining to the operation of the Employee Assistance Program will be maintained by the program vendor and will remain the property of the vendor. For individuals who refer themselves to the program, the vendor will not reveal any information that the individual discloses to those outside the vendor except in the following circumstances:

- (1) The individual consents in writing.
- (2) The law requires disclosure.
- (3) It is believed that life or safety are threatened by failure to disclose.

The City/Authority encourages employees with personal problems to take early advantage of the professional services provided through the Employee Assistance Program. Human Resources is available to answer any questions about the Employee Assistance Program and the scope of available services.

The decision to seek or accept assistance through the Employee Assistance Program will not adversely affect an employee's job security or advancement opportunities. However, participation in the Employee Assistance Program in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

Referral Guidelines

Employees may obtain professional assistance through the Employee Assistance Program in one of the following ways:

Self and Family/Household Member Referral

An employee or eligible family or household member who desires confidential assistance for a personal problem should contact the Employee Assistance Program and speak to an Employee Assistance Representative. The City/Authority will make available to all employees brochures and contact numbers.

The Employee Assistance Representative will either provide the necessary assistance on the telephone or will arrange for further confidential consultation in the office of a counselor.

Any communication between the employee and the vendor's Employee Assistance Representative will be held in confidence as specified in this policy.

Supervisor Referral or Recommendation

When an employee brings a personal problem to the attention of their supervisor or Department Head, the supervisor and/or Department Head can encourage the employee to utilize the Employee Assistance Program, and should refer the employee to the Human Resources Office if the employee has questions about how the program works.

The following are examples of circumstances in which a supervisor should consider recommending referral to the EAP:

1. A request by an employee for assistance with a personal problem.
2. A decline in work performance on the part of the employee or a pattern of problem of attendance.
3. A particular on-the-job incident or observation by the supervisor that indicates the possible presence of a non-medical personal problem, excluding incidents of flagrant misconduct which require other immediate disciplinary action. Supervisors should, however, be careful to not make medical or health-related diagnosis.

Supervisor/Department Head Referral

When a supervisor and/or Department Head identifies an employee whose work performance or attendance is not within acceptable standards, the supervisor should contact the Human Resources Office.

The Human Resources Office will review the situation with the supervisor and may recommend an employee seek assistance through the Employee Assistance Program. A Human Resources Representative may make the telephone referral to the Employee Assistance Program after discussing the problem with the employee.

Employees who consult the Employee Assistance Program, following a referral from the Human Resources Office, may authorize the City/Authority to provide information relevant to the employee's performance problem to the Employee Assistance Program Representative. The EAP Representative may request a conference with the supervisor to further discuss the situation. The EAP Representative will not disclose information about the employee's problem, if any, or plan of action without the prior written approval of the employee. The vendor may, however, inform the Human Resources Representative whether the employee has kept the appointment and whether the employee has accepted the EAP recommendation for addressing the problem.

Section 417.0

COBRA Summary Plan Description

The Consolidated Omnibus Budget Reconciliation Act (COBRA) was signed into law on April 7, 1986. COBRA requires that your group plan allow qualified person (defined below) to continue group health coverage after it would normally end. The term "group health coverage" includes any medical, dental, vision care, and prescription drugs coverage's that are included in the group health plan.

A. **Qualified Person/Qualifying Events.** Continuation of group health coverage must be offered when coverage ends for:

1. A member (and any covered dependents) following: (a) termination of employment for a reason other than gross misconduct or (b) a reduction in work hours; and
2. A member's former spouse (and any children), following a divorce or legal separation from the member; and
3. A member's surviving spouse (and any children), following the member's death; and,

4. A member's child following loss of status as a dependent under the terms of the plan (e.g. attaining the maximum age, marriage, joining the armed forces, etc.); and,
5. A member's spouse (and any children) following the member's decision to drop out of the group health plan upon enrollment in Medicare; and,

B. Qualifying Events/Continuation Period. Following a qualifying event, health coverage can continue up to the maximum continuation period. The maximum continuation period for a member (and any dependents) following a termination of employment or reduction in work hours is eighteen (18) months.

Qualified persons who are determined to have been disabled by the Social Security Administration on the date of termination of employment or a reduction in work hours may request an 11-month extension for a total of up to 29 months.

The maximum continuation period for qualified dependents following any qualifying event other than the member's termination of employment or a reduction in work hours is 36 months.

C. Second Qualifying Events/Continuation Period. If during an 18 month continuation period (or, 29 months for qualified person on the disabled extension) a second qualifying event described in A(2) through A(4) occurs, the maximum continuation period can be extended for the qualified dependents up to 36 months. That is, following a second qualifying event, qualified dependents may continue for up to a maximum of 36 months dating from the member's termination of employment date or reduction in work hours date. Also, if during an 18-month (or 29 months for qualified persons on the disabled extension) continuation period a qualified member enrolls in Medicare, continuation for the qualified dependents can be extended an additional 36 months. This additional 36 months begins from the date of the member's enrollment in Medicare regardless of the months of continuation already completed.

D. Disabled Extension. A qualified person (employee or dependent) who is determined by the Social Security Administration to have been disabled at the time of the qualifying event (i.e. termination or a reduction in work hours) can request an extension of the continuation coverage from 18 months to 29 months. The disabled person must submit a written request for the extension to the Employer (Plan Administrator) within 60 days after receiving the Social Security determination. If a request for the extension is not made (a) within 60 days after the Social Security disability determination is received; and (b) before the 18-month continuation ends, the right to the 11-month extension expires. The 11-month disabled extension will end the earlier of (a) 30 days following the date the person is no longer determined by Social Security to be disabled, or (b) the date continuation would normally end as outlined in Termination of Continued Coverage, (see Section E).

- E. **Termination of Continued Coverage.** Continued coverage ends the earliest of the following:
1. The date the maximum continuation period ends; or
 2. The date the qualified person enrolls in Medicare; or
 3. The end of the last coverage period for which timely payment was not received. (See Grace Period, Section H); or
 4. The date the employer's group health plan is terminated (and not replaced by another group health plan) or,
 5. The date the qualified person becomes covered by another group health plan which does not contain any provision which limits or excludes coverage for preexisting conditions during a specified period of time. When a person is covered or becomes covered by a group health plan which contains a provision that specifies a period during which coverage for a preexisting condition is limited to excluded, continued coverage will terminate on the date that the specified preexisting period ends.
- F. **Employer Notification Requirement.** Qualified persons must be notified of the right to elect continuation of group health coverage within 14 days after a qualifying event. Qualified persons must make written election within 60 days after the later of (1) the date coverage would normally end, or (2) the date of the election notice. The election notice must be returned to the employer within this 60 day period, otherwise the right to elect continuation ends. Persons electing continued coverage have 45 days after the election date to remit the first payment. All remaining payments must be received (a) no later than 30 days after the first day of each month or (b) within the group plan's grace period.
- G. **Qualified Person Notification Requirement.** Qualified persons must notify the employer within 60 days after (a) a divorce or legal separation from the member, and (b) the date a child ceases to be a dependent child under the terms of the plan. Within 14 days following notice by the qualified person of these qualifying events, the employer must provide the qualified persons with an election notice. Qualified persons must elect continued coverage within this 60 day period after receipt of the election notice, otherwise the right to elect ends. Payment must be made within the time limits explained above.
- H. **Monthly Cost.** Persons electing continued coverage can be required to pay 102% of the cost for the applicable coverage (COBRA permits the inclusion of a 2% billing fee). Persons who qualify for the 11-month extension due to disability can be required to pay 148% of the applicable cost (plus a 2% billing fee) for the 19th through the 29th month of coverage.
- I. **Grace Period.** All payments, except the first payment (See Employer Notification Requirement, Section F) must be made within the grace period of the plan. Continued coverage will remain in effect during the grace period provided payment is made prior to the end of the grace period.

J. **Plan changes.** Continued coverage will be subject to the same benefit and rate changes as the group plan.

K. **Newly Acquired Dependents.** Any qualified person may elect coverage for a dependent (spouse, newborn child, adopted child, etc.) acquired during the continuation period. The newly acquired dependent must be a person who would have been an eligible dependent had he or she been acquired by an active employee under the normal terms of the plan. All enrollment requirements that apply to dependents acquired by active employees apply to dependents acquired by qualified persons during continued coverage. Please refer to your Booklet Certificate for provisions regarding dependent eligibility and effective dates. Coverage for a newly acquired dependent will end on the same dates as described for qualified persons in Section B above. *Exception:* Coverage for newly acquired dependents will not be extended as a result of a second qualifying event.

L. **Individual Purchase (Conversion).** When the maximum continued coverage period ends qualified persons may be able to apply for Individual Purchase (if a conversion policy is available). Persons who are eligible for similar benefits which would result in over-insurance may not purchase conversion coverage. Application for Individual Purchase, and payment of the required premium, must be made within 31 days after the continued coverage ends. Dental, Vision Care, and Prescription Drug coverage are not included within the Individual Purchase Option.

M. Qualifying Event Examples

The following qualifying events apply to covered employees and their covered dependents:

- Voluntary or involuntary termination of employment (except for reasons of gross misconduct).
- Reduction in hours of employment.

Qualifying events that apply only to covered spouses and dependents of an employee are:

- Death of an employee.
- Divorce or legal separation.
- Loss of dependent child status as defined under the plan.
- Employee entitlement to Medicare benefits.

Section 418.0

Request to Carry Leave Past Anniversary Date

It is the policy of the City of Coweta/Coweta Public Works that any unused leave that has been accrued during the employee's current employment year will not be carried over

into the proceeding employment year without prior written approval of the City/Trust Manager.

Request to carry leave over into the next anniversary year must be received, in writing, at least thirty (30) days prior to the employee's anniversary date stating the reasons why the employee has been unable to expend the available leave.

If the employee is granted permission by the City/Trust Manager all leave carried forward must be expended within the time frame set forth by the City/Trust Manager.

Section 419.0

Request to Transfer Sick Leave to Full-Time Employee

A request to transfer sick leave to another full-time employee must be made in writing to the Department Head with final approval by the City/Trust Manager.

For an employee to receive sick leave from another employee the following conditions must be met before approval can be made by a Department Head and the City/Trust Manager:

1. Recipient must have exhausted all vacation time.
2. Recipient must have exhausted all sick leave time.
3. Recipient must have exhausted all compensatory time.
4. Recipient must have exhausted all Personal Time Off (PTO).
5. Recipient must have waited five work days before a donation can be considered
6. Recipient must not have received more than ninety (90) days in any calendar year and may not "bank" unused days if they are able to return to work.
7. Recipient must submit an application signed by the recipient and donating employee
8. Recipient must not promise to give or give any compensation to the donating employee
9. Recipient can only use the time off for sick leave for themselves or their immediate family.

Donations will be made in blocks of forty (40) hours. Note that donations from employees whose rate of pay is equal to or greater than that of the recipient shall be on a one-for-one basis. Donations from employees whose rate of pay is less than that of the recipient will be adjusted to compensate for the difference to the nearest two (2) hour increment.

All donations must be submitted and approved prior to the end of the pay period to be covered.

Approval of donations is on a “case by case” basis and there is not a guarantee that the request will be approved by the City/Trust Manager, whose decision is final and not subject to review.

Section 420.0

LONGEVITY

Longevity shall be paid to employees with at least one (1) year of continuous service with the City/Trust. Longevity shall be in addition to regular wages and shall be paid on the following basis:

<u>Years of Continuous Service</u>	<u>Amount Per Month Per Year of Service</u>
2-5	\$7.00
6-9	\$8.00
10+	\$9.00

Section 500.0

CONDUCT

Section 501.0

Drug Free Workplace & Testing Procedures

The City of Coweta and the Coweta Public works Authority are committed to establishing a drug-free workplace. Employees will be subject to substance abuse testing on a “reasonable suspicion” basis and/or random basis. Additional information concerning the requirements, procedures, and selection process can be obtained by reviewing Section 2-901 of the Coweta Code of Ordinances.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any workplace within the city limits of Coweta. Failure to adhere to this policy can be grounds for termination.

It is the City/Authority’s policy to provide an awareness program for its employees concerning the dangers of drug abuse and provide employees assistance programs covering drug counseling and rehabilitation.

It is the responsibility of each employee to notify the City of Coweta/Coweta Public Works Authority, in writing, of his or her conviction for a violation of a criminal drug statute. This notification shall be submitted to the City/Trust Manager no later than five (5) calendar days after such conviction.

Employees who desire further information or feel they have a need for drug awareness information or counseling may contact their Department Head or the Human Resources Office.

Section 502

Disciplinary Actions

This Disciplinary Actions Policy applies to all employees. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination of your employment:

1. Violation of any City/Authority policy or rule.
2. Violation of safety rules, practices or failure to wear safety equipment.
3. Careless actions which endanger the life or safety of others.
4. Being intoxicated or under the influence of a controlled substance while at work, except for medications prescribed by a physician.
5. Possession of firearms, weapons or explosives while on City/Authority property unless permitted by law.
6. Engaging in criminal conduct or acts or threats of violence toward any other employee or official.
7. Insubordination or refusing to follow any lawful instructions of your supervisor, Department Head and/or City/Trust Manager.
8. Destruction of City/Authority property, whether intentional or otherwise.
9. Theft of City/Authority property and/or information.
10. Dishonesty, falsification or misrepresentation of facts regarding your employment application, or any other action of deemed to bring discredit to the City of Coweta or the Coweta Public Works Authority.
11. Immoral or indecent conduct while on or off duty.
12. Unsatisfactory work performance.
13. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job.
14. Violation of the City/Authority's e-mail, computer and/or internet policy.

Discipline Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with by any of the following interventions, taken in any order, as your supervisor, Department Head and/or City/Trust Manager determines is appropriate.

Verbal Counseling

Your supervisor and/or Department Head may meet with you to discuss the problem(s) or violation(s), to make sure that you understand the nature of the problem(s) or violation(s) and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to remind you that it is your responsibility to meet these expectations.

Your supervisor and/or Department Head may document the verbal counseling, which may remain in effect for a permanent time frame.

Written Warning

If you are in violation of the City/Authority's practices, rules or standards of conduct, your supervisor and/or Department Head may discuss the problem with you, emphasizing the seriousness of the issue(s) and the need for you to immediately remedy the problem(s). After the meeting, your supervisor and/or Department Head might write a memorandum to you summarizing the discussion and your agreement to change. A copy of the memorandum may be placed in your personnel file. The written warning may remain in effect for a permanent time frame.

Termination

Failure to adhere to the performance standards set forth in the either the verbal counseling and/or written warning, or some other form of behavior problem(s) which was not proceeded by warning, may lead to termination of your employment.

The provision of this Disciplinary Policy is not a guarantee of its use. The City/Authority reserves the right to terminate employment at any time, with or without reason.

Section 503.0

Employee Review Board

An Employee Review Board shall be convened by the City/Trust Manager on an ad hoc basis to review employee appeals from suspensions, demotions, or termination.

The Employee Review Board shall consist of five (5) members. The City/Trust Manager shall appoint a Department Head to be Chairman of the Board. The Chairman shall select two (2) other Department Heads and a co-worker, of the employee requesting review, to serve on the Board. The person requesting review shall nominate two (2) co-workers to the Chairman who shall select one (1) of the two (2) co-workers to complete the Board.

The Board shall promptly conduct a fair and impartial hearing and render a written report of its findings to the employee and the City/Trust Manager.

The City/Trust Manager may accept the report in whole or in part or reject it completely. The City/Trust Manager shall notify the employee of his/her decision of the appeal within ten (10) working days of receipt of the Employee Review Board's recommendations. The City/Trust Manager's decision is final and binding and not subject to review.

Section 504.0

Grievance Procedure

The following procedure shall be used by employees wishing to file a grievance:

1. Step One: The employee shall discuss the matter with the immediate supervisor who shall provide an oral response, to the employee, within three (3) working days.
2. Step Two: If the employee is not satisfied with the supervisor's response in Step 1, the grievance shall be reduced to writing and submitted to the appropriate Department Head, within five (5) working days, of receipt of the supervisor's response in Step 1.
3. If the employee is not satisfied with the response provided in Step 2, the employee shall submit the grievance to the City/Trust Manager, within five (5) working days of receipt of the Department Head's response in Step 2.

The City/Trust Manager shall review the grievance along with the responses received in Steps 1 and 2. The City/Trust Manager may conduct a hearing on the matter if he/she deems it appropriate. The City/Trust Manager shall respond in writing within ten (10) working days of receipt of the grievance. The City/Trust Manager's decision is final and binding and not subject to review.

Section 505.0

Sexual Harassment

Employees should be aware that sexual harassment is strictly prohibited. For the purpose of this policy, sexual harassment includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when (a) submission to such conduct is a term or condition of employment or is used as a basis for an employment decision, or (b) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Individuals who engage in or make false accusations regarding sexual harassment will be subject to serious disciplinary measures. Employees are encouraged to report any violations of this policy to their supervisor, the Human Resources Office, or the City/Trust Manager. Rigorous enforcement of this policy at all levels of management will ensure a workplace free from sexual harassment. Employees should refer to Section 401.0 of this manual for further information on Sexual Harassment.

Section 506.0

Use of City/Authority Equipment

The use of City/Authority equipment, including vehicles, is for official use only and will never be used for personal reasons, except as clarified below. City vehicles may be driven home upon the City Manager's approval when the employee is required by the nature of his/her job to make use of the vehicle on an emergency call basis. Passengers will not be transported unless on official City/Authority business.

Only authorized, licensed drivers may operate City/Authority vehicles. All City/Authority employees who drive City equipment shall hold a valid Oklahoma driver's license and must have and maintain a driving record that is acceptable to the City and its insurance carrier. Vehicles must be operated lawfully and in accordance state and local laws and with the specific operator's manual for that particular vehicle.

Unauthorized personnel may not ride in or on City/Authority vehicles.

Employees who are subject to call-back after hours or on weekends shall respond in a physical and mental condition which does not prevent them from operating City/Authority equipment in a safe and lawful manner.

In cases of accidents involving City/Authority-owned vehicles, the employee driver must immediately notify the Coweta Police Department, at (918) 486-2121 or 911, or any other appropriate law enforcement jurisdiction (if the accident occurs outside the Coweta city limits). Notification should also be made with your supervisor and the appropriate Department Head. The employee(s) shall remain at the scene until the police and/or medical staff arrive. Employees should attend to the needs of those injured in the accident and maintain a safe zone around the scene, if possible.

No admission of guilt shall be made by employees on the scene or by employees involved in the accident except to official investigators in the performance of the accident investigation.

City/Authority-owned vehicles may not be driven home by employees prior without authorization from the City/Trust Manager. The use of all City/Authority-owned vehicles shall be according to the rules for the Department as approved by the City/Trust Manager.

Limited use of communication equipment for personal purposes may be permitted by management, as long as they are within basic parameters of reasonable use. Other

City/Authority equipment is for official use only and cannot be used for personal reasons, except as set forth below.

It is not appropriate to use City resources to manage or promote a private business or for campaign purposes.

1. Can I use a City telephone or email to make appointments or take care of other personal matters?

Answer: Generally yes. City telephones or email may be used for calls to meet the demands of daily living. Personal use should be limited and occasional, and should not cost the City money or interfere with City work.

For example, an employee may use a City telephone or email to make a doctor's appointment or a lunch meeting, check in with a family member, or arrange for transportation. However, supervisors and departments may have more strict policies on telephone and email use. All personal uses that result in any charge or cost to the City shall be reported and reimbursed by the employee, and the failure to do so may be grounds for termination.

2. Can I use a City telephone for calls concerning my outside business?

Answer: No. City equipment is provided to City employees for their public responsibilities and cannot be used to conduct a private business. Any City employee with a second job or private business must conduct it on their own time, using their own equipment and supplies, and away from the workplace.

Employees also cannot use their personal laptops or cell phones in the City workplace to manage their outside business or campaign activities. The worksite is also a public resource.

3. Can I use my City computer to send personal emails or to look up personal information on the Internet?

Answer: As with the telephone, City policy allows occasional internet usage on a City computer, so long as it does not disrupt work and is compatible with management policies and specific internet usage policies established by the City. Sending an occasional personal email or reading an on-line newspaper over your lunch break would not violate City policy.

Here again, departments, directors, and supervisors may have more restrictive policies on computer use. Employees should know that the City does monitor some -- and has the capability to monitor all -- computer, email, and Internet use, and that personal emails may be subject to public records disclosure.

Employees should be aware that the use of city electronic equipment for personal use may subject those personal communications to public disclosure, and any use is at the risk of the employee.

See section 209 as it relates to this section.

4. Can I use the City computer to access the Internet to check my personal investments or make an investment?

Answer: Just like with other occasional personal uses, using your City computer and Internet access to check your bank account or investments would not violate policy.

5. Can our crew use the City vehicle to drive to a restaurant at lunch time?

Answer: When you are working in the field, you may use a City vehicle to stop at a nearby eating establishment, as long as this use is consistent with management and department policy, and the location is reasonable.

Use of City vehicles for personal errands, including lunch, is prohibited. If you believe that extenuating circumstances warrant your using the City vehicle for an unusual purpose, contact Human Resources **in advance** for advice.

For those employees assigned a city vehicle to drive to and from work, use for lunch is obviously authorized. Discretion should be used to avoid the usage becoming purely personal, such as for family or friends in a way that has no work related purpose. Usage for other personal errands is only authorized if the errand is en route to or from a work related destination and does not incur an additional cost to the taxpayers. Employees should use discretion to protect the interest of the taxpayers and the image of the City, and should expect that any such usage may be questioned by the public.

6. No one is using our tools or equipment over the weekend. Isn't it all right for me to take them home to use on my home project?

Answer: No. Employees cannot use City tools, equipment, or supplies, *except for phones and computers within the above limits*, for personal purposes. Personal use of other tools or equipment cost the City in wear and tear. City equipment is not available to employees or members of the public for personal use.

7. Can I put a flyer for my business on the employee bulletin board at work?

Answer: If the bulletin board is available for public use, such as at City-run community centers, employees may use the board subject to the same regulations that the public must follow. But departmental bulletin boards, including on-line bulletin boards, cannot be used to promote a private business.

The use of the work-site bulletin boards for communication between employees is permissible, including offering used personal items for sale or posting notice of a school fund-raiser, but promotion of a private business is prohibited.

These rules apply to direct selling catalogs, as well, which should not be listed on department bulletin boards or placed in internal lunchrooms.

8. The City is going to dispose of a piece of equipment that has no apparent value. Rather than have it go to waste, can I take it for personal use or take it and make a charitable donation?

Answer: No. No city property can be converted to personal use for any reason, and must be disposed of pursuant to the policies of the City. The City is precluded from making a charitable donation of city funds or property.

9. I need to make just a few copies for a school project for my child; is it ok to use the City copier, fax or computer to make the copies?

Answer: No usage for personal gain is allowed in those circumstances; use of city equipment that results in any cost to the taxpayers should be avoided.

See Section 517 as it relates to this section.

Section 507.0

Smoking

All work areas of the City/Authority are to be considered as non-smoking areas. All such areas (i.e., smoking areas) shall be identified by “Smoking Permitted” signs.

Smoking encompasses all tobacco products, e-cigarettes, and products know as vapors.

Smokers will promptly comply with a request from a citizen or fellow employee to refrain from smoking even in areas designated for smoking.

The City of Coweta/Coweta Public Works Authority has a responsibility to its employees and citizens to provide a safe and healthful environment. Research findings show that smoking and the breathing of secondhand smoke constitute a significant health hazard. In addition to direct health hazards, smoking contributes to institutional costs in other ways including cleaning and maintenance costs and costs associated with employee absenteeism, health care, and medical insurance.

It is, therefore, the policy of the City of Coweta/Coweta Public Works Authority to prohibit smoking in City/Authority buildings and in areas outside City/Authority buildings where non-smokers cannot avoid exposure to smoke. Specifically, smoking is prohibited in all City/Authority buildings, including classrooms, lecture halls, laboratories, offices, work areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms. Smoking is also prohibited in all City/Authority vehicles unless authorized by the Department Head.

Smoking is permitted generally on outside ground areas, 25 feet from employee entrances and ventilation conduits. However, smoking is not permitted in such areas if it unavoidably exposes people entering and leaving adjacent buildings to smoke, or when it is explicitly prohibited during a particular event or activity scheduled in the area.

The sale of tobacco products on City/Authority-owned property is prohibited. In addition to instituting the above regulations, the City of Coweta/Coweta Public Works Authority,

on an ongoing basis, makes available to employees information about the effects of smoking and secondhand smoke and about smoking-cessation programs, primarily through the Departmental Safety Programs.

Effective implementation of the Smoking Policy depends upon the courtesy, sensitivity, and cooperation of all members of the City of Coweta/Coweta Public Works Authority. Complaints or disputes should be brought to the attention of the Department Head, who has immediate responsibility for the workplace, event, or activity, or to his or her supervisor. If satisfactory resolution is not reached, the City/Trust Manager or the Coweta Emergency Safety Advisory Committee (CESAC) should be consulted.

Section 508.0

Political Activity

City/Authority employees have the right of any citizen to express their political views, however, no employee shall use his/her office or position, City/Authority equipment, uniforms, City/Authority property or City/Authority work time to express those views.

Section 509.0

Use of Telephone

City/Authority telephone lines are for use in conducting official business. Personal calls must be short and are not to interfere with official business. Personal long distance calls are prohibited.

Personal cell phones are to be used for emergencies only and should be left off during working hours.

Employees who are driving City/Authority vehicles should pull off the roadway in a safe manner before using cell phones, except in an actual emergency.

Section 510.0

Violence in the Workplace

Workplace violence is behavior that threatens the safety of the City of Coweta/Coweta Public Works Authority employees and/or customers; affects the health, life or well-being of employees and/or customers; or results in damage to property belonging to the City of Coweta/Coweta Public Works Authority or employees/customers. Such acts include, but are not limited to:

1. Threatening, coercing, or assaulting an employee or customer.

2. Carrying weapons on a work site or concealing a weapon on a work site, when not authorized.
4. Allowing unauthorized persons access to City/Authority work sites without proper management approval.
5. Using, duplicating, or possessing keys to work sites without proper authorization.
6. Stealing/damaging or attempting to steal/damage property belonging to the City/Authority or another employee.

Situations that cause an immediate threat to the health or safety of an individual at the City of Coweta/Coweta Public Works Authority work sites are to be reported immediately to the Coweta Police Department and the appropriate Department Head.

Employees

Are encouraged to be aware of their surroundings and are required to report threatening or potentially violent behaviors or situations to their supervisor (or, if unavailable or if the supervisor is allegedly the threatening party, to the appropriate available manager)

Employees are encouraged to notify their immediate supervisor if there is a personal situation that may lead to a threatening or violent situation at the work site (e.g., if the employee has a protective order or restraining order against someone; if the employee has reason to fear another employee).

Supervisors who are aware of a threatening or violent situation must:

Contact the Coweta Police Department and/or law enforcement authorities of situations that cause an immediate threat to the health or safety of an individual at any work site.

Contact the Coweta Police Department if the situation involves a visitor/customer.

Contact the City/Trust Manager for emergency leave, if it is necessary, to remove an employee from the workplace.

Contact the Human Resources Office for assistance in determining the appropriate disciplinary action, if the situation involves an employee.

Maintain confidentiality and only discuss information on a "need to know" basis so a fair and thorough investigation can be conducted.

Maintain an objective, non-retaliatory atmosphere so employees will voice legitimate concerns.

Contact the appropriate emergency medical personnel to treat any person who has been injured by workplace violence.

For quick reference, supervisors are advised to post notices in their work area that provide reporting instructions and list local emergency telephone numbers

Section 511.0

EMPLOYEE ETHICS, STANDARDS OF CONDUCT, AND CONFLICT OF INTEREST

Purpose

To express the City of Coweta/Coweta Public Works Authority's position on standards of conduct, conflict of interest and employee ethics.

General

It is the City of Coweta/Coweta Public Works Authority's intent that the highest level of ethics be maintained by employees in accomplishing their duties while serving our customers and the citizens of Coweta.

Ethics Opinions

Department Heads will provide written opinions on questions and concerns raised by employees and supervisors regarding this policy and issues related to possible conflicts of interest and standards of conduct.

Department Heads will respond to the requestor and provide a copy of the response to the appropriate supervisor. If necessary, a copy of a Department Head opinion will also be sent to the City/Trust Manager for inclusion in an employee's personnel folder. If the Department Head determines that a ruling is needed by the City/Trust Manager, the employee will be notified and the Department Head will send a request for an opinion to the City/Trust Manager. The City/Trust Manager's response will be promptly shared as stated above.

Employee Responsibility

Dishonesty or Untruthfulness

Employees shall not lie, give misleading information or falsify written or verbal communications in official reports or in their statements or actions with supervisors, Department Heads, the City/Trust Manager, another person, or organization when it is reasonable to expect that such information may be relied upon because of the employee's position or affiliation with the City of Coweta/Coweta Public Works Authority.

Business Necessity

Public support is based on public trust and confidence. Performance standards in this area are much higher for public members than for the ordinary citizen. History has shown that having lost trust in its elected or appointed officials, the public is quick to react, often resulting in reductions in operating budgets, creation of external review boards, replacement of officials, and in some cases abolishment of the organization.

Nonexclusive Listing of Non-Violations

Filing information that proves to be wrong when the member can provide substantial evidence that he or she had no intent to be in error. Minor omissions or errors on reports or cases that have no significant impact on the outcome and when the employee has not been working with or has not worked with such reports or cases for a long period of time. Using legitimate interrogation or investigation techniques to solicit information from a criminal suspect.

Nonexclusive Listing of Violations

Conducting a performance evaluation in a manner that does not comply with the policies governing performance evaluations or does not comply with the spirit or intent of the evaluation process. Covering up or purposefully failing to report violations of directives. Failing to conduct a professional investigation and, because of it, allowing an innocent person to be prosecuted. Falsifying a job application, activity reports, attendance records, certification records, public documents, and the like. Giving or receiving money, services or other valuable considerations in exchange for special treatment (e.g., transfers, hiring, promotions, job assignments and the like). Improperly influencing or interfering with another's appointment, promotion, merit, assignments, working conditions and the like. Falsifying a time sheet, sick leave report, workers compensation state/federal document or accident claim.

Falsifying any report in part or whole or failing to provide a complete and accurate report or account when it is evident to a reasonable and prudent person that a complete report would lead to a different conclusion. Giving untruthful or misleading statements or partial truths during a legal proceeding, internal investigation, or administrative proceeding. Making untruthful or misleading statements or partial truths about any member, supervisor, command staff or their operations. Providing citizens with misleading or false information to avoid performance of duties or delivery of an expected service. Requesting others to change or withdraw a report or notice without proper cause, or causing the delay of any official communications.

Enforcement Guidelines

Termination if, as a result of the action, the employee loses work credibility and it is no longer reasonable to expect that the employee can be effective or efficient in his or her current job assignment. Enforcement involves discipline up to and including termination for other circumstances or conditions, as warranted.

Employees have the personal responsibility of reviewing the information provided in the Personnel Manual, becoming familiar with its provisions and restrictions, requesting clarification of provisions and restrictions when necessary, and adhering to the policies set forth. Employees are required to become familiar with specific policies related to employee conduct and performance.

Violation of City of Coweta/Coweta Public Works Authority policy may result in disciplinary action up to and including termination and/or, in some instances, a referral to State or Federal law enforcement agencies.

General Conduct

City of Coweta/Coweta Public Works Authority employees must avoid any action that might result in or give the appearance of:

- Their public positions for private gain.
- Giving unlawful preferential treatment to anyone.
- Losing objectivity or impartiality.
- Making a governmental decision outside of official channels.
- Adversely affecting the public's confidence in government.

Employees must not:

- Participate in gambling, betting, or lotteries on City/Authority property.
- Intentionally subject another to mistreatment or to arrest, detention, search, seizure, dispossession, assessment, or lien that you know is unlawful.
- Make a terrorist threat, or threat of retaliation, against another employee, supervisor, or department head or city council member.
- Intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing their conduct is unlawful.
- Acquire or aid another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by information to which they have access in their official capacities and which has not been made public.
- Speculate or aid another to speculate on the basis of information to which they have access in their official capacities and which has not been made public.
- Coerce another public servant in the performance of his/her official duty or to violate a known legal duty.
- Privately address a communication to any public servant who exercises or will exercise official discretion in an adjudicatory proceeding (court or administrative) in order to influence the outcome on a basis other than as allowed by law.
- Influence a witness or prospective witness in an official proceeding to lie, withhold evidence, or fail to appear at the proceeding.
- Harm or threaten to harm another person by any unlawful act in retaliation for the person being a public servant, witness, or informant.

- Use City/Authority property for political activity.

Personal Interests, Employment, and Business Activity

Employees must not:

- Have any interest or engage in any business activity or employment that conflicts with the performance of their duties for the City of Coweta/Coweta Public Works Authority.
- Have, either directly or indirectly, any financial or other personal interest in any contract or subcontract in connection with a City/Authority project if authorized in their official capacity to take part in negotiating, making, accepting, or approving such contract or subcontract or performing any duty for the City/Authority in connection with such contract or subcontract.
- Accept other employment or engage in business or professional activities that could require or cause them to reveal confidential information acquired through their official position.
- Accept other employment or compensation that could hinder their independence of judgment in the performance of their official duties.
- Make personal investments that create or could reasonably be expected to create a substantial conflict between their personal interests and the public interest.
- Use official information that is not available to the public for the purpose of furthering their own private interests. Take part in any personal or business financial transaction that relies on information obtained through their official position.
- Misapply anything of value belonging to the City/Authority that has come into their custody or possession by virtue of their employment.

Acceptance of Honorarium

Employees must not solicit, accept, or agree to accept an honorarium in consideration for services that the employee would not have been requested to provide but for the employee's official position or duties. This does not prohibit an employee from accepting transportation, meals, and lodging expenses in connection with a conference or similar event when not prohibited by law.

Acceptance of Gifts, Benefits and Favors

Employees must not:

- Solicit, accept, or agree to accept any benefit, gift, favor, or service that might influence them in the performance of their duties.
- Solicit, accept, or agree to accept any benefit, gift, favor, or service that they know is being offered for the purpose of influencing their official conduct or for having performed official duties in favor of another.

- Solicit, accept, or agree to accept any benefit, gift, or favor from a person who is regulated by the City of Coweta/Coweta Public Works Authority.
- Offer, confer, or agree to confer on another person or solicit, accept, or agree to accept from another person any benefit as consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion or for a violation of a duty imposed by law on an employee.
- Solicit, accept, or agree to accept any benefit from a person against whom the City of Coweta/Coweta Public Works Authority has litigation pending or contemplated.
- Solicit, accept, or agree to accept any benefit from a person interested in any contract, purchase, payment, claim, or transaction involving the exercise of the employee's discretion.
- Solicit, accept, or agree to accept any benefit from a person interested in any City/Authority matter before the employee.
- Small gifts (valued at \$35.00 or less, such as cards, game and/or concert tickets, cookies, chocolates, calendars, scratch pads, pens, t-shirts, and caps) may be accepted with the approval of the City/Trust Manager.
- Lunch by a vendor may be received if the vendor is not currently involved in a vendor selection process on behalf of the City/Authority where the vendor is competing for City/Authority services. If a vendor selection process is not underway, lunches should be limited to a reasonable number and value to avoid possible perception of bias toward the vendor.

Employees who are or will be witnesses in an official proceeding must not solicit, accept, or agree to accept any benefit on the understanding that the employee will lie, withhold evidence, or fail to appear at the hearing.

Use of City/Authority-Owned Vehicles

When using City/Authority-owned vehicles, employees will:

- Only use the vehicle for official business.
- Not drive the vehicle under the influence of alcohol or illegal drugs.
- Not drive the vehicle when taking medication that impairs their ability to drive safely.
- Not use the vehicle to transport intoxicating alcohol or other dangerous or illegal drugs unless in their official capacity as an employee of the City of Coweta/Coweta Public Works Authority.

Section 512.0

CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees of the City of Coweta/Coweta Public Works Authority will receive and have access to information that is confidential in nature to the organization, its customers and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization unless there is a legitimate business reason for doing so; or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the organization.

Section 513.0

Open Records and Open Records Requests

Certain records are open for public inspection, copying or mechanical reproduction unless specifically exempt by law. The “request for record inspection and/or copy(s)” should be completed by the person requesting records and submitted to the City Clerk’s Office at Coweta City Hall, located at 310 South Broadway, Coweta, Oklahoma. The City Clerk will review all requests for records prior to release. Employees should be aware that memorandums, emails created by them and other documents and electronic communications may fall under this section and, as such, subject to release to the general public.

Section 514.0

Media Relations

As any public institution, the City of Coweta/Coweta Public Works Authority and its programs, activities, and plans are of special interest to the public. It is important to present the City of Coweta/Coweta Public Works Authority both accurately and in the best possible light. When information is released, every effort must be made to avoid misunderstandings, misinterpretations, or confusion. Once a misconception takes root, it is always difficult and often impossible to make full correction.

In the interest of orderly, consistent management of the information released to the media, the following policy and procedures are in effect:

The City of Coweta/Coweta Public Works Authority spokesperson is the City/Trust Manager who can be reached at (918) 486-2189. When the City/Trust Manager is unavailable the Assistant City/Trust Manager should be contacted at (918) 486-2189, will serve as the City/Authority spokesperson. In the event that both the City/Trust Manager and the Assistant City/Trust Manager are unavailable the Director of Emergency Management will act as spokesperson.

The City of Coweta/PWA Spokesperson will:

1. Provide information to and respond to inquiries from the news media regarding official policies, positions, announcements, personnel issues, crisis management, emergency situations, fiscal operations, and other matters which reflect on the standing of the City/Authority.
2. Be informed promptly when any employee of the City/Authority receives inquiries from the news media.
3. Keep the City/Trust Manager and Assistant City/Trust Manager informed of all relevant media situations and inquiries.
4. Department Heads, in consultation with the City/Trust Manager, may prepare statements for the City/Trust Manager to release to the media.
5. Inform the City/Trust Manager of all situations which the media may make inquiries.

City/Trust Manager or his Designee will:

1. Coordinate, edit and distribute all City of Coweta/Coweta Public Works Authority news releases, including those prepared by other employees of the City of Coweta/Coweta Public Works Authority, checking them for accuracy and appropriateness with the City/Trust Manager, ensuring that they are phrased in the appropriate style and manner.
2. Retain and file copies of all news releases emanating from the City of Coweta/Coweta Public Works Authority, including those released by the City Clerk/Trust Secretary, establishing a central locale for all City/Authority communications with the media.
3. Ensure copies of all news releases are posted on the City of Coweta web site.

Responses to Inquiries from the Media

1. Department Heads, employees, and contract labor should not respond to inquiries from the media concerning matters such as personnel issues, crisis management, emergency situation, organizational policies and/or fiscal operations; instead, they should immediately refer such inquiries to the City/Trust Manager. This may be accomplished by calling the City/Trust Manager's administrative assistant at (918) 486-2189 and relaying the inquiries, or by asking the media person to call the administrative assistant directly.

Section 515.0

Safety Belts and Restraints

All employees must wear seat belts and shoulder harness' when operating a City/Authority-owned vehicle and equipment, or as a passenger of any vehicle or equipment. Use of child restraints, as prescribe by Oklahoma Law, will be utilized when transporting children for official business. Failure to conform to this policy is grounds for disciplinary action up to and including termination.

Section 516.0

Tattoo, Body Marking, Body Piercing, and Mutilation

Purpose

Maintaining a professional appearance is critically important to fostering public trust and confidence in our employees. Given our role as public servants along with our level of daily contact with the general public, we cannot allow ourselves to be guided solely by social trends and fashion.

Policy

No tattoo or brand of any type is authorized on the head, face, neck or hands. Any visible tattoos, body marking or brands that promotes racism, discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence or sexually explicit material are prohibited.

(1) Racist or discriminatory tattoos or brands are those that advocate the degradation of a person based on race, ethnicity, national origin, religion or gender.

(2) Indecent or sexually explicit tattoos or brands are those that contain a visual image, the dominant theme of which depicts or promotes graphic nudity, including sexual activities or organs, in a lustful way. Tattoos featuring fully exposed nudity are prohibited.

(3) Extremist tattoos or brands are those that depict or promote extremist activities or organizations that advocate hatred, intolerance or lawlessness.

(4) Tattoos or brands labeled violent or promoting lawlessness are those that depict extreme graphic violence, profanity, glorification of drug culture or markings that can reasonably be interpreted as anti-government in nature.

Excessive tattooing or branding is defined as that which results in more that 25% of an exposed limb (arm/leg) being adorned is prohibited. The exposed area shall be regarded as the zone between the member's elbow and wrist or the knee and the ankle. A complex tattoo (mural, serpentine, etc.) that dominates a given area shall be regarded as full coverage for the purpose of determining excessiveness, regardless of any un-tattooed area within the larger picture. Coverage shall be determined by visual approximation. The

measuring of individual limbs is not intended or desired. In the case of branding, no branding may be visible.

No body piercing, other than those for ear rings as described below, shall be made through the ear, nose, tongue, chin, eyebrow or any other body parts that may be visible while on duty. Piercing in the ear shall not exceed two per ear lobe and shall be small and inconspicuous. Additional piercing in the ear lobes and cartilage are prohibited.

Other forms of intentional body mutilation or modification (e.g. scarring, excessive ear piercing/stretching, tongue splitting, decorative tooth plating/engraving, etc.) are prohibited. This does not include traditional elective medical procedures (e.g. teeth straightening, breast augmentation, cosmetic plastic surgery, etc.)

All uniformed employees, police, fire, public works, EMS and uniformed volunteers are prohibited from displaying any body art, body markings, tattoo(s), intentional scarring, mutilation, brands, or dental ornamentation while on duty or representing the department in any official capacity.

Any current employed uniformed employee with existing body art, body marking, tattoo(s), intentional scarring, mutilation, brands or dental ornamentation that is visible shall have the following options:

- (1) Uniformed employee shall cover existing body art, body marking, tattoo(s), intentional scarring, brands, or mutilation by wearing the long-sleeve shirt and/or uniform pants.
- (2) Cover existing body art, body marking, tattoo(s) intentional scarring, brands or mutilation with a skin tone patch or make-up.
- (3) Have the tattoo(s), body art, body marking or brand(s) removed at the employee's expense.

Body art, body marking, tattoo(s) brand(s), intentional scarring and/or mutilation that is not able to be covered or concealed is prohibited. This includes, but not limited to; foreign objects inserted under the skin, pierced, or split tongue, and/or stretched out holes in the ears.

Uniformed employees, shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose or ornamentation are prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewelry, initials, etc.

517.0 Vehicle/Equipment Operations

Driver's Responsibilities

Employees who operate City/Authority vehicles must have and maintain a driving record that is acceptable to the City/Authority (no more than four (4) points as assessed under the Oklahoma Drivers License Point System). Failure to maintain a current, properly classified Oklahoma driver's license and/or an acceptable driving record may result in suspension or termination of employment if the driver's license is needed for the

performance of essential job duties. In no case shall an employee operate a vehicle or vehicle/trailer combination unless properly licensed to do so.

Personal use of City/Authority vehicles and equipment is strictly prohibited unless prior authorization is obtained from the City/Trust Manager. Non-employees of the City/Authority shall not operate a vehicle/equipment or be a passenger in any vehicle/equipment not intended to transport the public. Vehicles and/or equipment are not to be left unattended with the key in the ignition and shall be locked when not in use. Seatbelts must be worn at all times by all drivers and passengers.

Authorized drivers shall follow all traffic regulations and safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicle, such as, but not limited to: determining clear directions before departing, not taking notes, eating, flipping through papers, manipulating radios, personal data assistants or other equipment while the vehicle is moving, and not operating a vehicle when the ability to react is impaired. While operating a motor vehicle/equipment, employees shall either refrain from cell phone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call, except in emergencies.

Cellular Telephone Usage

1. Personal Cellular Telephones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

The City/Authority will not be liable for the loss of personal cellular phones brought into the workplace.

2. Personal Use of City/Authority-provided Cellular Telephones

Where job or business needs demand immediate access to an employee, the City/Authority may issue an organizational-owned cellular telephone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for official business reasons only unless prior authorization has been provided by the City/Trust Manager.

Employees in possession of City/Authority equipment, such as cellular telephones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to

produce the phone for return or inspection. Employees unable to present the phone in good working condition within twenty-four (24) hours may be expected to bear the cost of a replacement as determined by the employer. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

As a public representative, cellular telephone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone. While operating a motor vehicle, employees shall either refrain from cell phone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.

3. Texting with City/Authority-Owned Cellular Telephone or Personal Phones

Texting follows the same guidelines as numbers one (1) and two (2) above. Texting will not be permitted while driving a City/Authority-owned vehicle, except in emergencies. Talking on a cellular telephone, either City/Authority-owned or individually owned, is to be done only in an emergency.

City of Coweta/Coweta Public Works Authority Idling and Security Policy

Background: Employees and supervisors at all levels understand the cost associated with the operation of equipment within the various department of the City. Fuel costs have continually increased to the point that it is necessary to establish a written policy diminishing running equipment at an idle when not necessary. Excess idling increases the City of Coweta fuel costs. We must do everything possible to minimize the consumption of fuel.

Procedure:

From this point forward, February 1, 2010, idling is no longer permissible. Vehicles and or equipment not in normal use will be shut down.

When personnel go inside to get their dietary supplements or to use sanitary facilities the keys to the vehicle must be removed from the ignition by the operator.

Idling of vehicles and/or equipment for no reasonable purpose will be considered in violation of this policy and, therefore, subject to disciplinary actions.

All documents recording disciplinary actions shall be forwarded to the Human Resources Office for filing in the employee's personnel file.

Section 518.0

E-mail Retention Policy

518.1 Purpose:

To prevent tarnishing the public image of the City of Coweta/Coweta Public Works Authority, as well as limit data storage on servers.

518.2 Scope:

This policy covers appropriate use of any e-mail sent from a City of Coweta/Coweta Public Works Authority e-mail address or received on a City/Authority data system and applies to all employees, vendors, and agents operating on behalf of the City/Authority.

518.3 Policy:

518.3-1 Prohibited Use:

The City of Coweta/Coweta Public Works Authority e-mail system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any City/Authority employee should report the matter to their supervisor immediately.

518.3-2 Personal Use:

Using a reasonable amount of City/Authority resources for personal e-mails is acceptable, however, common sense shall prevail. Excessive use of City/Authority resources for personal e-mails will be addressed by the City/Authority Manager if any abuse is identified.

518.3-3 Monitoring:

City/Authority employees shall have no expectation of privacy in anything they store, send or receive on the e-mail system. The City of Coweta/Coweta Public Works Authority may monitor messages without prior notice.

518.3-4 Retention of e-mail:

Employees are authorized to delete any e-mail received after thirty (30) days of receipt, as it is the policy of the City/Authority that retention beyond thirty (30) days is not required (unless it relates to any pending claim or lawsuit).

518.4 Enforcement:

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Appendix A
Forms and Notices

1. WHD Publication 1420 Federal Register, Vol. 73, No 222 11/17/08 Notice to Employees of Rights Under FMLA (WH Publication 1420)
2. Form WH-380-E November 2008 US Dept. of Labor – Certification of Health Care Provider for Employees Serious Health Condition (FMLA)
3. Form WH-380-F November 2008 US Dept. of Labor – Certification of Health Care Provider for Family Member’s Serious Health Condition (FMLA)
4. Form WH-381 November 2008 Notice of Eligibility and Rights & Responsibilities (FMLA)
5. Form WH-382 November 2008 Designation Notice (FMLA)
6. Form WH-384 November 2008 Certification of Qualifying Exigency For Military Family Leave (FMLA)
7. Form WH-385 November 2008 Certification for Serious Injury or Illness of Covered Service member – for Military Family Leave (FMLA)

CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
BUDGET PLANNING WORKSHEET - PROJECTS > \$5,000

FY 24

Project Title: Body Cameras and Storage **Location:** Coweta Police Department

Sponsoring Dept: Police **Contact:** R. Peterson

☒ New Project ☐ Revised Project ☐ Carryover ☐ Replaces Existing Project

Project Costs:	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond	Total
Design	\$ 77,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,120
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equip/Furnishing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ 77,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,120

Project Funding:	FY 24	FY 25	FY 26	FY 27	FY 28	Beyond	Total
Capital Impr Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rural Fire Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Narrative: Describe the project, its costs, funding sources, any ongoing costs, and projects replaced. Complete the project time frame, intent and needs criteria below.

The Coweta Police Department is requesting an upgrade to our body camera system. Currently, we store all our body camera storage on our server. We have approximately ten terabytes of storage and operate at just under 100%. We are requesting to move the storage to an unlimited cloud storage plan. Along with upgrading our storage, we also ask to upgrade our cameras to the Commander Smart Body Camera System. These cameras will allow Officers to classify videos in the field, have push-to-talk capabilities, SOS button that, when pushed, will automatically give the Officer's location and live stream the video off his camera back to the Department. This system will allow live-streaming video for up to 6 body cameras simultaneously. The plan is a 5-year plan. We will receive 18 cameras in the first year and another 18 in the third year. The program also includes two non-camera licenses, one for the records department and one for the District Attorney's office, allowing them access to body camera footage that has been shared. The total cost for 18 body cameras, 18 chargers, an eight-port docking station, unlimited cloud storage, an L1 communication package (GPS, push to talk, SOS

Project Time Frame:	Intent of Project:
Design	_____ Maintain existing service
Construction/Acquisition	_____ Replace existing service
Completion	_____ X Enhance existing service
	_____ Introduce new service

Needs Criteria:	
_____ Legally required	
_____ Contractually required	_____ Capital Improvement Plan
_____ Cost effective	_____ Strategic Plan
X Improve service delivery	_____ Extend life of capital asset
X Health/safety improvement	_____ Other: _____

Project Priority: 7
(Immediate Need: 10; Short Term Need: 5; Long Term Need: 1)



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Memorandum

To: Honorable Mayor and City Council

From: Brian Woodward, Interim Fire Chief

Re: Self Contained Breathing Apparatus Purchase (MSA)

Date: November 29th, 2023

BACKGROUND

The Coweta Fire Department is currently using MSA Self Contained Breathing Apparatus. Since receiving the SCBA's in 2023, Coweta Fire has since placed a 2001 Fire Engine in reserve status. The original purchase of SCBA's did not include the four SCBA's that this Reserve Engine needs to be fully operational, if needed.

When Coweta Fire station # 2 is constructed, this Reserve Engine will be placed in service. Purchasing and outfitting these items will allow this Reserve Engine to be "fully operational" if needed & will allow Coweta Fire to receive maximum points when next ISO rating is issued.

The entire purchase will be \$43,188.00 will be purchased utilizing Wagoner County Rural Fire Tax under OMES State Contract; # SW 241. Casco Industries, Inc. ID# 0000072092. Category 2. Item 17. Item ID# 10000031786 / Category Code# 46191600

STAFF RECOMMENDATION

Staff recommends a motion to approve the purchase of four SCBA units & 14 cylinders for \$43,188.00.



HEADQUARTERS: SHREVEPORT, LA 71148-8007

SERVING OKLAHOMA AND KANSAS

SOLD TO: ACCOUNT # 13680

City of Coweta

P.O. Box 850

Coweta, OK. 74429

ATTN: B. Woodward

PHONE: 918-637-9389

EMAIL: bwoodward@cityofcoweta-ok.gov

SHIP TO: Coweta Fire Department

214 North Broadway

Coweta, OK. 74429

ATTN: B. Woodward

PHONE: 918-637-9389

EMAIL: bwoodward@cityofcoweta-ok.gov

CREDIT CARD:			CUST PO NUMBER		SALES REP	SALES REP REF #
NAME/EXP DATE					173	1840
NUMBER/CODE/ZIP			TERMS	FREIGHT	DATE	FORM TYPE
TRANSACTION ID#			30	ADD	11/15/2023	QUOTE
ITEM	LOC	DESCRIPTION	QTY	SHIPPED	PRICE	AMOUNT
1		MSA G1 4500psi SCBA w/ Remote QC & iTIC	4		\$ 7,082.00	\$ 28,328.00
		#A-G1FS-444MA2C0LER			\$ -	\$ -
2		MSA G1 Facepiece w/ Harness. Sizes TBD.	4		\$ 369.00	\$ 1,476.00
		#MSA-10156459			\$ -	\$ -
3		MSA G1 SCBA 4500psi/ 30min Carbon Cylinders w/ QC.	14		\$ 956.00	\$ 13,384.00
		#MSA-10175707			\$ -	\$ -
4		Ergodine Felt Lined SCBA Mask Bags	4		\$ -	\$ -
		#EC-5080L			\$ -	\$ -
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ADDITIONAL COMMENTS BELOW					Subtotal	\$ 43,188.00
				ADD	Tax	\$ -
					Freight	\$ -
					TOTAL	\$ 43,188.00

"PROVIDING PROTECTION FOR THOSE WHO PROTECT US"



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Memorandum

To: Honorable Mayor and City Council
From: Tom E Young Jr, City Planner
Re: Public sanitary sewer line improvements
Date: 12-04-2023

BACKGROUND

The following Resolution 2023-42 will formally accept the public sanitary sewer line improvements made in the 25-foot sewer line easement on property owned by Robert Morton, Norman Blane Morton, and Charles Stanley Morton, on property owned by Andrew Talcott and Elizabeth Talcott, husband and wife, and on property owned by Dash Land Co LLC, required by the City of Coweta's Subdivision Regulations have been constructed within the City of Coweta, Oklahoma. Sewer line construction plans have been received and approved by the Community Development Department and City Engineer. We have received a letter from the City Engineer stating that all tests and inspections have been performed and the improvements is in compliance with the Coweta Design Criteria and Technical Specifications as per the Coweta Subdivision Regulations. The developer has submitted "Record Drawings" of the public sanitary sewer line improvements to the Community Development office and requests that the City Council accept the infrastructure. Upon acceptance, the two-year maintenance period will begin.

STAFF RECOMMENDATION

Staff, in accordance with the recommendation from the City Engineer, and having met all requirements as established by the Subdivision Regulations, recommends approval of Resolution 2023-42 and acceptance of the sanitary sewer line as improvements into the City of Coweta maintenance system.

ATTACHMENTS

1. Resolution No. 2023-42
2. Record Drawings
3. Letter Recommending Acceptance
4. Sanitary Sewer Bonds

RESOLUTION 2023-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ACCEPTING AS DEDICATED PUBLIC IMPROVEMENTS CERTAIN SANITARY SEWER LINE LOCATED ON PROPERTY OWNED BY ROBERT MORTON, NORMAN BLANE MORTON, CHARLES STANLEY MORTON, ANDREW TALCOTT AND ELIZABETH TALCOTT, HUSBAND AND WIFE, AND DASH LAND CO LLC, LOCATED WITHIN SECTION 1, TOWNSHIP 17 NORTH, RANGE 15 EAST OF THE INDIAN BASE AND MERIDIAN, CITY OF COWETA, WAGONER COUNTY, STATE OF OKLAHOMA.

WHEREAS, public sanitary sewer line improvements were made in the 25-foot sewer line easement on property owned by Robert Morton, Norman Blane Morton, and Charles Stanley Morton, on property owned by Andrew Talcott and Elizabeth Talcott, husband and wife, and on property owned by Dash Land Co LLC, required by the City of Coweta's Subdivision Regulations have been constructed within the City of Coweta, Oklahoma; and

WHEREAS, the design and construction of those on-site public sanitary sewer line improvements meet the requirements of the City of Coweta's Subdivision Regulations; and

WHEREAS, the City Engineer has received and reviewed the As-Built Construction Plans (Record Drawings), for those on-site public improvements; and

WHEREAS, the City has received the two-year maintenance bonds required by the City of Coweta's Subdivision Regulations for said on-site public improvements; and

WHEREAS, the City of Coweta Subdivision Regulations require that all public improvements be formally accepted by the Coweta City Council by resolution or ordinance.

THEREFORE, BE IT RESOLVED by the City Council of the City of Coweta that the sanitary sewer line improvements were made in the 25-foot sewer line easement on property owned by Robert Morton, Norman Blane Morton, and Charles Stanley Morton, on property owned by Andrew Talcott and Elizabeth Talcott, husband and wife, and on property owned by Dash Land Co LLC, is formally accepted by the City of Coweta as public property.

This Resolution is approved in open meeting by the City Council of the City of Coweta on this 4th day of December 2023.

Naomi Hogue, Mayor

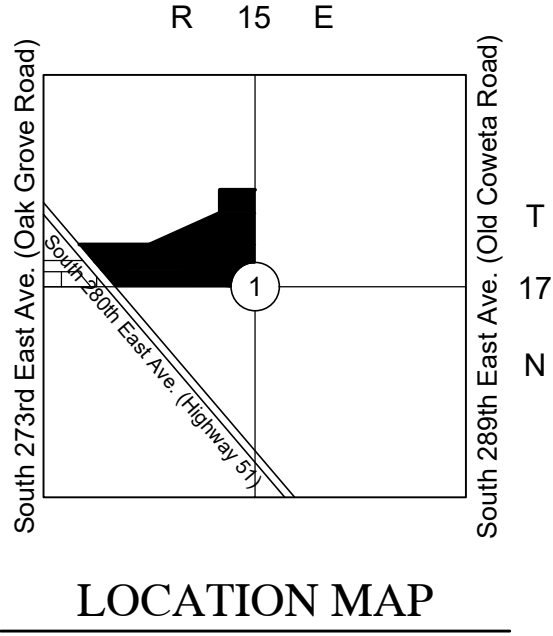
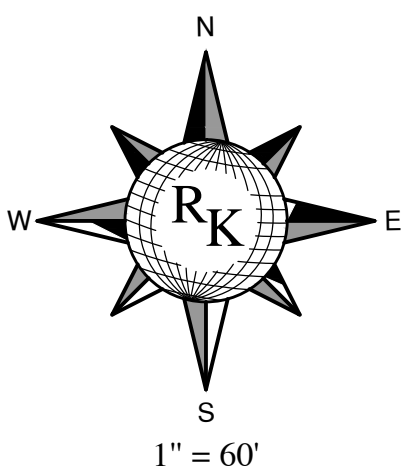
ATTEST:

Marcy Kilgore, City Clerk

APPROVED:

Jeff Stephens, City Attorney

DASH RANCH
(TRACTS A & B)
NEW 8" SANITARY SEWER LINE EXTENSION
CITY OF COWETA
WAGONER COUNTY, OK
NW/4 OF SECTION 1, T-17-N, R-15-E



Sheet Index	
1	Cover Sheet
2	Quantities & Notes
3	Sanitary Sewer Line Plan
4	Sanitary Sewer Line Profiles
5	Sanitary Sewer Standards

BASIS OF BEARINGS
Oklahoma State Plan Coordinates
Oklahoma North OK_N 3501

BENCH MARK BASIS
The Datum is
NAVD88

SURVEYOR
Haskell Saunders Surveying
1553 E. Highway 62
Ft. Gibson, Oklahoma 74434
Cell: (918) 360-4449

OWNER
Dash Land Co.
12425 South 273rd East Ave.
Coweta, OK 74429
Attn: Troy Atkin
Phone: (918) 424-2038
troy@dashland.com

ENGINEER
RK & Associates, PLC
4815 South Harvard Ave. Ste. 290
Tulsa, Oklahoma 74135
Phone: (918) 277-4784
e-mail: rkosman@sbcglobal.net
Certificate of Authorization No. 4831
Expires June 30, 2025

RECORD DRAWINGS

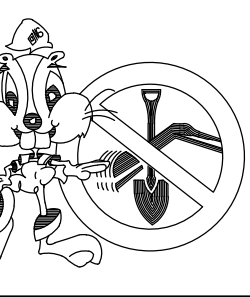
EXISTING LEGEND

- 8 SS — EXISTING 8" SANITARY SEWER LINE
- E — EXISTING ELECTRIC LINE (OVERHEAD)
- ☪ — EXISTING TELEPHONE POLE
- G — EXISTING GAS LINE
- UC — EXISTING UNDERGROUND COMMUNICATION LINE
- ✱FH — EXISTING FIRE HYDRANT
- WV — EXISTING WATER VALVE
- — EXISTING SANITARY SEWER MANHOLE

PROPOSED LEGEND

- 8 SS — NEW 8" SANITARY SEWER LINE
- — NEW 4' I.D. MANHOLE
- — NEW 18" STORM SEWER
- — 6" ROAD
- — 8"x8"x4" TEE WITH RISER

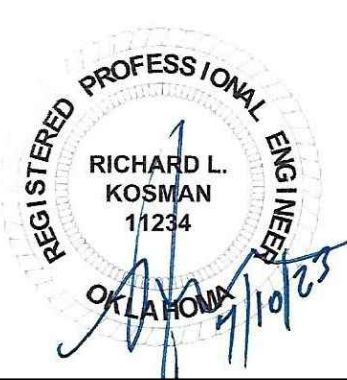
NAME	COMPANY	PHONE NO	CELL NO	EMAIL ADDRESS	ADDRESS
William Cohrs	City of Coweta	918-486-2189		wmcohrrs@cityofcoweta-ok.gov	310 South Broadway, Coweta, OK 74429
Lonny Hicks	AEP / PSO	918-250-6211		LdHicks@AEP.com	5223 South Garnett, Tulsa, OK 74119
Sean Garrison	RWD #5	918-486-5458		INFO@Ruralwater5.com rural5@valonet.com	15078 South 305th East Ave., Coweta, OK 74429
Angela Rahe	Windstream	918-451-3427		Angela.Rahe@windstream.com	1814 West Tacoma Street, Broken Arrow, OK 74102-1406
Brandon Rainbolt	ONG	918-831-8365	918-629-1072	Brandon.Rainbolt@onggas.com	5848 East 15th Street, Tulsa, OK 74112



**811
BEFORE
YOU DIG...
CALL OKIE**

LOCATIONS OF UNDERGROUND UTILITIES WERE OBTAINED FROM THE UTILITY OWNERS. BEFORE DOING ANY WORK WITH HEAVY EQUIPMENT, THE CONTRACTOR SHALL NOTIFY THE UTILITY OWNERS OR "CALL OKIE (OKLAHOMA ONE-CALL)" NOT LESS THAN 48 HOURS IN ADVANCE AND SHALL ESTABLISH THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.

REVISIONS	DATE	APPROVED

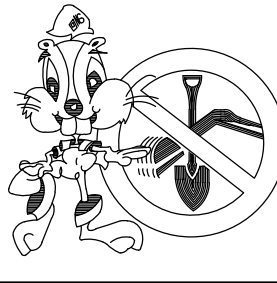


**RICHARD L. KOSMAN, PE.
& ASSOCIATES PLC**
CIVIL ENGINEERING
4815 South Harvard Ave. Ste. 290
Tulsa, OK, 74135
Phone: 918(277-4784)
Email: rkosman@sbcglobal.net
Certificate of Authority No. 4831
Expires June 30, 2025

THESE PLANS AND DRAWINGS MAY NOT BE REPRODUCED, CHANGED OR COPIED, IN ANY WAY UNLESS FIRST OBTAINING THE EXPRESS WRITTEN CONSENT OF RK & ASSOCIATES, NOR SHALL THEY BE ASSIGNED TO ANY THIRD PARTY UNLESS SAID WRITTEN CONSENT IS FIRST OBTAINED. ANY CHANGES MADE TO THESE PLANS WITHOUT THE CONSENT OF RK & ASSOCIATES SHALL RELIEVE RK & ASSOCIATES OF RESPONSIBILITY FOR ANY CONSEQUENCES RESULTING FROM SUCH CHANGES.

COVER SHEET		
DASH RANCH		
SHEET 1 OF 5	00722	DATE: 07/10/2023

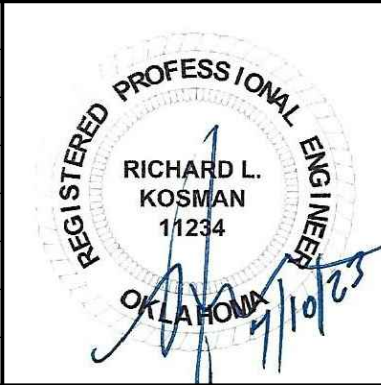




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REVISIONS	DATE	APPROVED





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SEWER PLAN		
DASH RANCH		
SHEET 2 OF 5	00722	DATE: 07/10/2023

Construction Notes

- All construction shall be in strict accordance with the current City of Tulsa Technical Specifications and attached Standards and DEQ Title 252 Chapter 656.**
2. The Contractor is responsible for familiarizing himself with each applicable Division and Section of work to include: description, materials, equipment, construction methods, special requirements, methods of measurement, basis of payment, and standard drawings in accordance with the City of Tulsa Specifications and attached Sanitary Sewer Standards. The Contractor is solely responsible for producing an acceptable end product in substantial conformance with these plans, standards and specifications.
3. The Contractor is responsible for verifying the location and depth of all Public, Utility and Pipe Lines crossings, Locations of underground Public, utility lines, and pipe lines were obtained from the Public and Utility and Pipe Line Owners, and have been shown to the extent known. The Contractor is specifically cautioned that the locations and elevations of Existing Public, Utilities, and Pipe Lines as shown on these plans have been located as nearly as practicable from information furnished. Utility Owners, from such surface indications as may exist at the construction site and, where possible measurements taken in the field. Such obstructions are shown for the purpose of advising the Contractor that they may interfere with the work to be done thereunder, but not for the purpose of indicating that the work can be performed without such interference. The information is not to be relied on as being exact or complete. The Contractor must call the appropriate Public, Utility, and Pipe Line Owner and "Call OKIE (OKLAHOMA ONE-CALL)" no sooner than ten (10) days nor later than forty-eight (48) hours prior to the start of work to request exact field locations of the Public, Utilities, & Pipe Lines.
4. A licensed Surveyor shall stake all points of connection and critical crossings of existing utilities prior to the placement of construction stakes. The Contractor shall expose each point of connection and critical crossing and notify the Engineer so the existing location and elevation can be obtained. The Engineer will then locate the existing location and elevation of each point of connection and critical crossing. Construction staking and construction work shall proceed after the Engineer's evaluation of data, any necessary revisions to contract documents have been completed, approval by the reviewing agency has been obtained, and the notification to proceed has been issued to the Contractor by the Owner. The Contractor shall provide City of Coweta surveyor Inspector and Engineer with survey cut sheets prior to excavation of trench.
5. Acceptance of the Contract to construct the proposed improvements is subject to and conditional upon written notice by Owner to Contractor to proceed with construction. The Contractor will be responsible for obtaining the proper forms, completing the forms, submission of the required documents, obtaining the approval/comments of the paper work required to obtain the necessary work orders and permits from the City of Coweta, specifications data submittals, shop drawing submittals and attendance at the pre-work conference and attendance at the final inspection. The Contractor may be required to submit as a minimum the following required documents or information:
- a. Contractor's Two Year Maintenance Bond in the amount of 100% of the construction cost and one year performance bond.
 - b. Insurance requirements per the City of Coweta.
 - c. The Engineer and Contractor are required to have a pre-construction meeting with the City Staff and can be coordinated by calling at (918)556-7467. Five (5) 11"x17" sets of Final Plans are to be provided at the time of meeting.
 - d. Contractor to submit a document listing Contractor's company name, contact person, addresses and telephone numbers for all Companies that will be contracted to install and construct all public infrastructures. This information is required to be submitted to the City Engineer prior to beginning any infrastructure construction.
- This list of required documents as stated above may not be all inclusive since requirements do change; however it is the responsibility of the Contractor for the submission of the correct documents to the City of Coweta so the construction project can begin.
6. The construction layout surveys shall be performed by a licensed Surveyor in the State of Oklahoma. The fees or expenses for the necessary construction layout surveys, site consultation and periodic observation shall be the responsibility of the Contractor. The Contractor shall give the Engineer of Record a minimum of forty-eight (48) hours' notice as to the location where construction layout surveys are required. The Engineer shall provide the surveyor, or with an electronic file of the Sanitary Sewer Plans.
7. All sanitary sewer pipe under the proposed Roadways shall be backfilled with Type "A" Aggregate Base and compacted to 95% Standard Proctor Density, or fill concrete with a 28 day strength of 65 p.s.i.. All pavement crossings shall be backfilled 2.0 feet beyond the back of curb of existing or future pavement sections with the same backfill as stated above. The cost of this backfill shall be included in the amount of bid item Excavation and Backfill, Unclassified. No additional payment shall be made.
8. All sanitary sewer manholes are to be constructed to allow for future adjustment to accommodate future grading and/or future pavement construction.
9. All excavation material in excess used for backfill shall be disposed of offsite by the Contractor in a manner acceptable to the Owner without cost to the Owner.
10. Where materials are transported in the prosecution of the work, vehicles shall not be loaded beyond the loading capacity recommended by the Manufacturer of the vehicle or prescribed by any Federal, State, Local Law or Regulation. Where it is necessary to cross existing roads, protection against damage shall be provided by the Contractor and any damage to roads shall be repaired by and at the cost of the Contractor.
11. The Contractor shall comply with all applicable Federal, State, and Local Laws governing safety, health and sanitation. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions on his own responsibility or as the Engineer may determine reasonably necessary to protect property in connection with the performance of the work covered by the contract.
12. **Traffic Control:** The Contractor shall work in cooperation with the Engineer to establish, install, maintain, and operate complete, adequate and safe traffic control during the entire construction period. The Contractor shall place traffic control Flagmen, barricades, and other devices within the vicinity of the construction as required by the Engineer. Local and through traffic shall be maintained during the project at all times.
13. **Physical Testing for Quality Assurance** as required will be the responsibility of the Contractor. The Contractor shall pay for any failed tests.
14. Contractor shall repair at his own expense any utility service lines damaged. All repairs to be completed by a licensed Plumber.
15. Contractor will be required to vacuum test all manholes according to ASTM C1244-11(2017) and conduct Hydrostatic Leakage. Hydrostatic leakage test limit of 10 gallons per inch diameter per mile of pipe per 24 hours and that the air test must have a leakage limit less than or equal to the hydrostatic test limit as required by OAC 252:656-5-(b).
16. All sewer main lines shall be inspected by the City of Coweta Inspector or their representative **prior to closing the trench.**
17. Contractor shall submit six sets of sanitary sewer material submittals to Engineer for review. Final approval to be made by City of Coweta.
18. OAC252:656-5-4(a), install metal tracer wire on all non-ferrous sanitary sewer piping.
19. Use ASTM C478 and ASTM C1821 / C1821M-16 (2021) E1 standard for manhole materials and manhole installation.

ESTIMATE OF QUANTITIES SEWER				
ITEM NO.	DESCRIPTION	NOTES	UNIT	QUANTITY
1	EXCAVATION AND BACKFILL (UNCLASSIFIED)	(2)	C.Y.	195
2	CONTRACTOR CONSTRUCTION STAKING		L.S.	1
3	8" PVC SDR 35		L.F.	412
4	4' I.D. SHALLOW STANDARD MANHOLE		EA.	3
5	8"x8"x6" TEE WITH RISE		EA.	2
6	CONNECTION TO EXISTING MANHOLE "A"	(1)	EA.	1

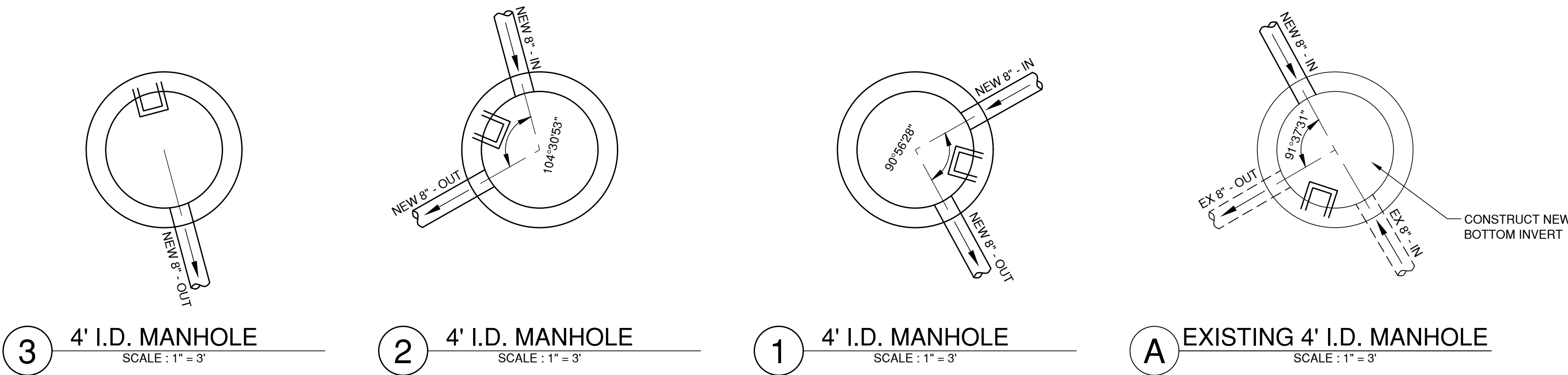
NOTES:

1. UNIT COST SHALL INCLUDE ANY COST FOR ANY BYPASS PUMPING (IF REQUIRED).

8" SANITARY SEWERS						
MAHOLE NO. NUMBER	PIPE	EXC	MANHOLES		RISERS	
	8" PVC SDR 35		4' I.D. MH	DEPTH VF		
	(L.F.)		(C.Y.)			(EA.)
A				7.40		
	218.50	100				
1			1	3.67		
	115.79	55				
2			1	4.68		
	77.68	40			2	
3			1	4.73		
TOTALS	411.97	195	3	20.48	2	

Manhole Locations for 8" Sanitary Sewer Line

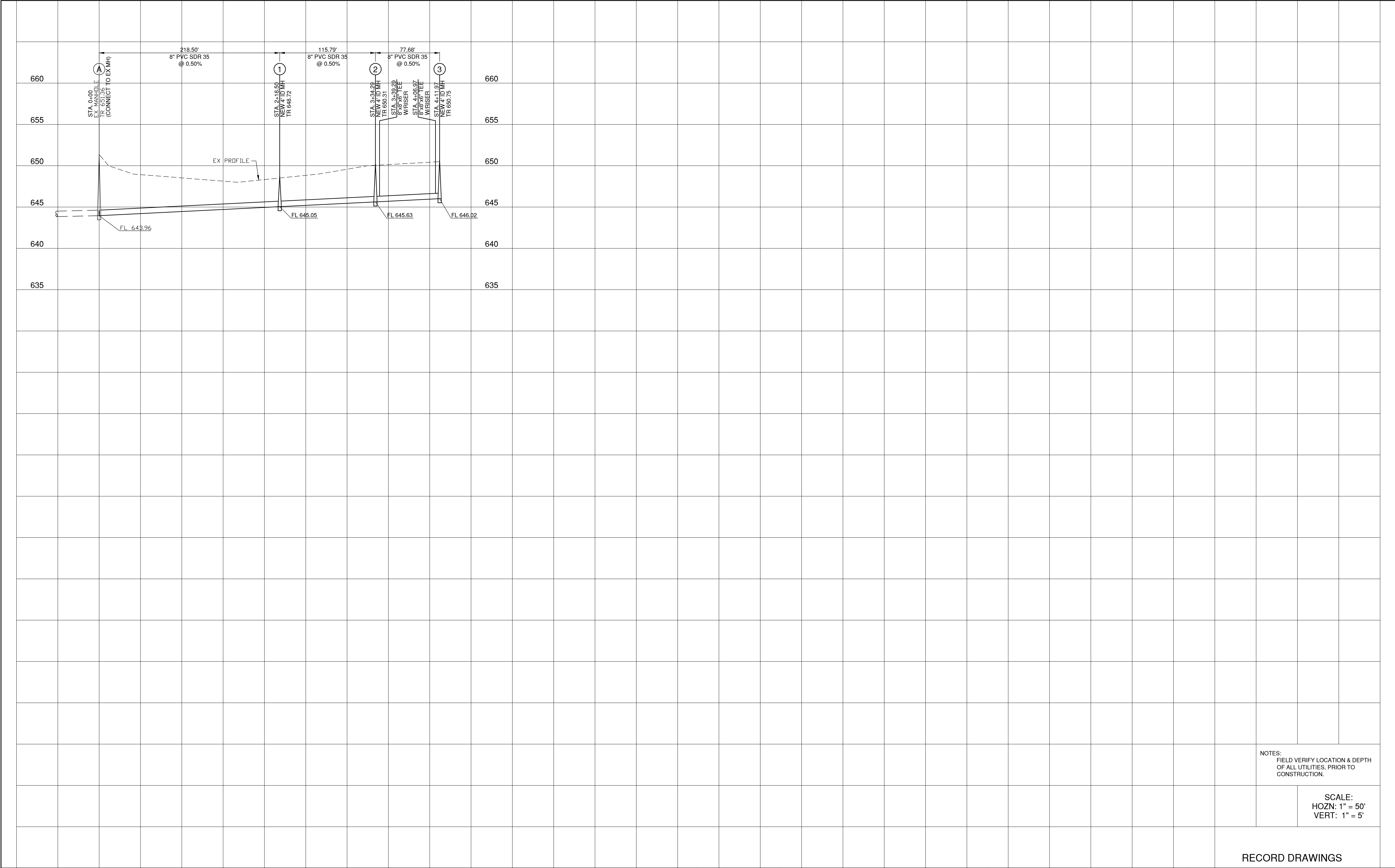
MANHOLE #	NORTHING	EASTING
1	365,382.58	2,658,985.94
2	365,439.66	2,659,086.68
3	365,514.69	2,659,066.54



MANHOLE INVERTS

RECORD DRAWINGS

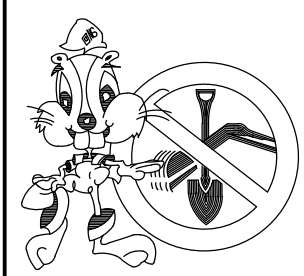
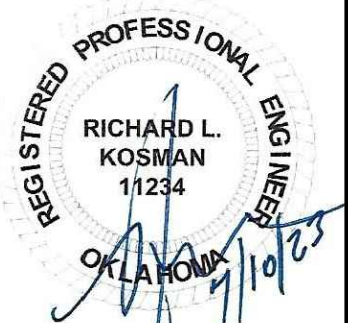
	OWNER: LOCATIONS OF UNDERGROUND UTILITIES WERE OBTAINED FROM THE UTILITY OWNERS. BEFORE DOING ANY WORK WITH HEAVY EQUIPMENT, THE CONTRACTOR SHALL NOTIFY THE UTILITY OWNERS OR "CALL OKIE (OKLAHOMA ONE-CALL)" NOT LESS THAN 48 HOURS IN ADVANCE AND SHALL ESTABLISH THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.	REVISIONS	DATE	APPROVED			RICHARD L. KOSMAN, PE. & ASSOCIATES PLC CIVIL ENGINEERING 4815 South Harvard Ave. Ste. 290 Tulsa, OK. 74135 Phone: 918(277-4784) Email: rkosman@rkglobal.net Certificate of Authority No. 4831 Expires June 30, 2025	THESE PLANS AND DRAWINGS MAY NOT BE REPRODUCED, CHANGED OR COPIED, IN ANY WAY UNLESS FIRST OBTAINING THE EXPRESS WRITTEN CONSENT OF RK & ASSOCIATES. NOR SHALL THEY BE ASSIGNED TO ANY THIRD PARTY UNLESS SAID WRITTEN CONSENT IS FIRST OBTAINED. ANY CHANGES MADE TO THESE PLANS WITHOUT THE CONSENT OF RK & ASSOCIATES SHALL RELIEVE RK & ASSOCIATES OF RESPONSIBILITY FOR ANY CONSEQUENCES RESULTING FROM SUCH CHANGES.	QUANTITIES & NOTES		
									DASH RANCH		
									SHEET 3 OF 4	00722	DATE: 07/10/2023

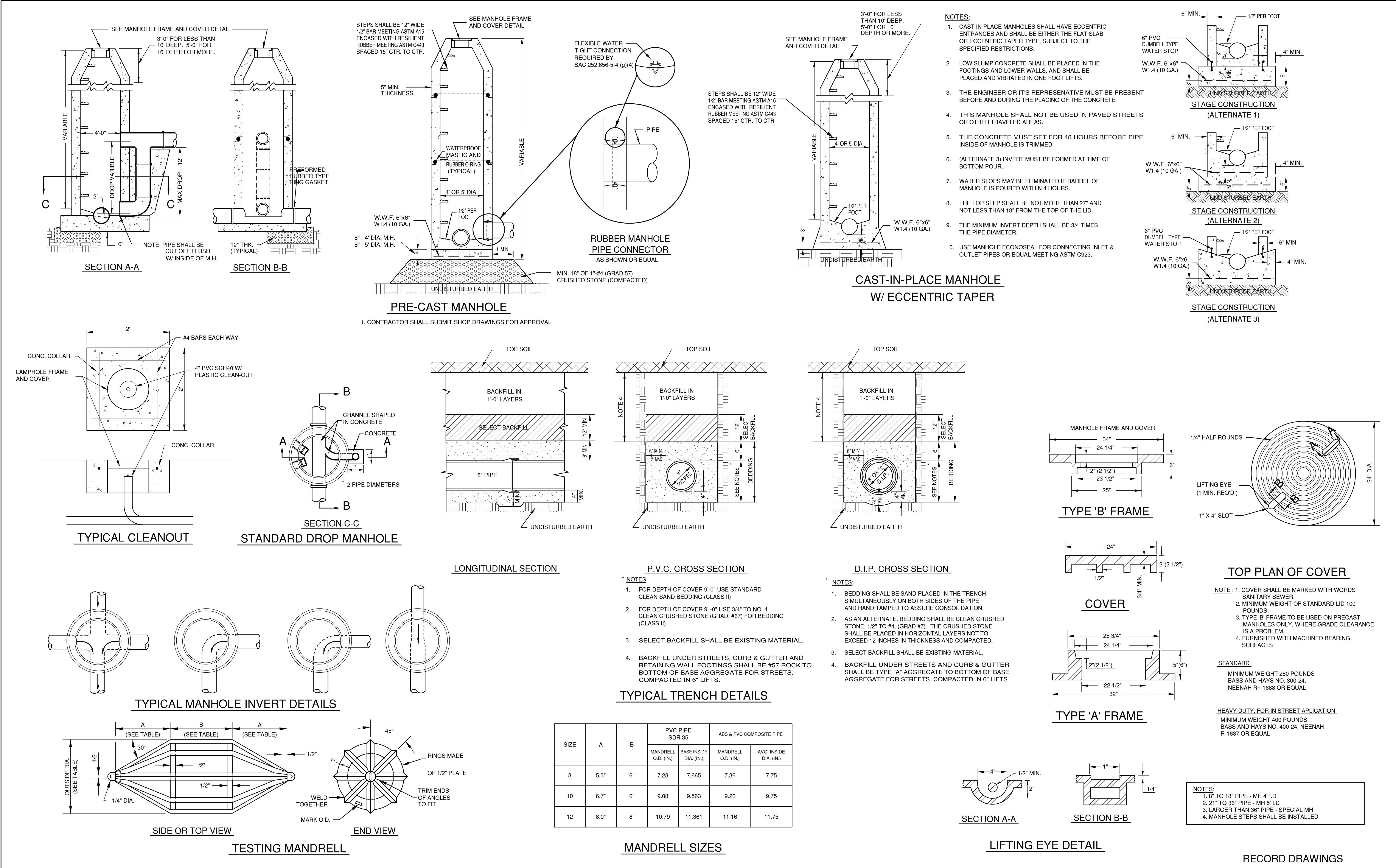


NOTES:
FIELD VERIFY LOCATION & DEPTH
OF ALL UTILITIES, PRIOR TO
CONSTRUCTION.

SCALE:
HOZN: 1" = 50'
VERT: 1" = 5'

RECORD DRAWINGS

 811 BEFORE YOU DIG ... 1-800-522-6943 CALL OKIE	LOCATIONS OF UNDERGROUND UTILITIES WERE OBTAINED FROM THE UTILITY OWNERS. BEFORE DOING ANY WORK WITH HEAVY EQUIPMENT, THE CONTRACTOR SHALL NOTIFY THE UTILITY OWNERS OR "CALL OKIE (OKLAHOMA ONE-CALL)" NOT LESS THAN 48 HOURS IN ADVANCE AND SHALL ESTABLISH THE EXACT LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES.	REVISIONS	DATE	APPROVED	  RICHARD L. KOSMAN, PE. & ASSOCIATES PLC CIVIL ENGINEERING 4815 South Harvard Ave. Ste. 290 Tulsa, OK, 74135 Phone: 918(277-4784) Email: rkosman@sbcglobal.net Certificate of Authority No. 4831 Expires June 30, 2025	THESE PLANS AND DRAWINGS MAY NOT BE REPRODUCED, CHANGED OR COPIED, IN ANY WAY UNLESS FIRST OBTAINING THE EXPRESS WRITTEN CONSENT OF RK & ASSOCIATES, NOR SHALL THEY BE ASSIGNED TO ANY THIRD PARTY UNLESS SAID WRITTEN CONSENT IS FIRST OBTAINED. ANY CHANGES MADE TO THESE PLANS WITHOUT THE CONSENT OF RK & ASSOCIATES SHALL RELIEVE RK & ASSOCIATES OF RESPONSIBILITY FOR ANY CONSEQUENCES RESULTING FROM SUCH CHANGES.	SANITARY SEWER PROFILE		
	DASH RANCH								
	SHEET 4 OF 5	00722	DATE: 07/10/2023						





WDB ENGINEERING P.L.L.C.

6330 S.E. 74th Street
Oklahoma City, OK 73135
PHONE (405) 741-7090
FAX (405) 741-7094
wdbengineering.net

November 15, 2023

Tom Young
City Planner
City of Coweta

Re: Dash Ranch – 8" Sanitary Sewer Line Extension

Dear Tom,

I have reviewed the record drawings of the 8" sanitary sewer line extension for Dash Ranch and they are approvable.

Should you have any questions, please call.

Sincerely,

David B. Wyatt, P.E.

MAINTENANCE BOND

Bond Number: 100091694

KNOW ALL PERSONS BY THESE PRESENTS, That we Morton Excavating, LLC
_____, of
PO Box 482 Coweta, OK 74429, hereinafter
referred to as the Principal, and Merchants National Bonding, Inc.

as Surety, are held and firmly bound unto City of Coweta
of 310 Broadway Coweta, OK, hereinafter
referred to as the Obligee, in the sum of Eighteen Thousand One Hundred Twenty-six & 50/100
(\$18,126.50), for the payment of which we bind ourselves, our legal representatives, successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has entered into a contract with the City of Coweta
_____, dated
_____, for Dash Ranch - Sanitary Sewer

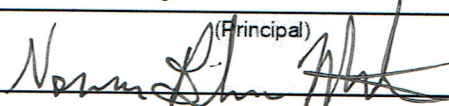
WHEREAS, said contract provides that the Principal will furnish a bond conditioned to guarantee for the period of
Two (2) year(s) after approval of the final estimate on said job, by the owner, against all defects in
workmanship and materials which may become apparent during said period, and

WHEREAS, the said contract has been completed, and was approved on _____

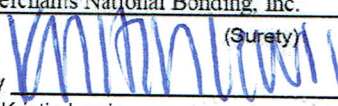
NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the Principal shall indemnify the
Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which
become apparent during the period of Two (2) year(s) from and after _____
then this obligation shall be void, otherwise to remain in full force and effect.

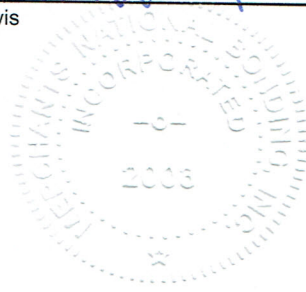
SIGNED, SEALED AND DATED this 23rd day of October, 2023.

Morton Excavating, LLC

By  (Principal) (Seal)

Merchants National Bonding, Inc.

By  (Surety) (Seal)
Kristin Lewis Attorney-In-Fact



MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Bobby J Young; Carey Kenemer; Cathy Combs; Daniel A Woolsey; Deborah L Raper; Dwight A Pilgrim; Gary Liles; James Richardson; Jamie M Burris; John Kelly Deer; John McClellan; Kristin Lewis; Michael Bettlach; Randy D Webb; Shelli R Samsel; Stephen Poleman; Teresa A Smith; Thomas Perrault; Travis E Brown; Vaughn Graham; Vaughn Graham Jr; Vicki Wilson

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

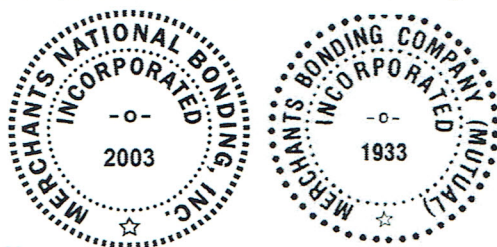
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 8th day of December, 2022.



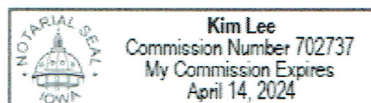
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 8th day of December, 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

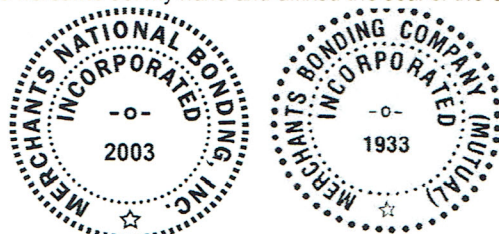


Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 23rd day of October, 2023.



William Warner Jr.
Secretary



MORTEXC-01

CBANNON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rich & Cartmill, Inc. 2738 E. 51st Street, Suite 400 Tulsa, OK 74105	CONTACT NAME: Christine Yount		
	PHONE (A/C, No, Ext): (918) 293-7178	FAX (A/C, No):	
	E-MAIL ADDRESS: cyount@rcins.com		
INSURED Morton Excavating, LLC PO Box 482 Coweta, OK 74429	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Ohio Security Ins Co		24082
	INSURER B: OHIO CASUALTY INS CO		24074
	INSURER C: American Fire & Casualty Company		24066
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			BKS55796017	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			USO55796017	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWA55796017	6/1/2023	6/1/2024	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Equipment Floater			BMO58677691	6/1/2023	6/1/2024	L/R Equip 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT:
DASH RANCH
27907 OK-51 HIGHWAY
COWETA, OK 74429
(SANITARY SEWER)

CERTIFICATE HOLDER

CANCELLATION

City of Coweta
310 South Broadway
Coweta, OK 74429

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MAINTENANCE BOND

Bond Number: 100091694

KNOW ALL PERSONS BY THESE PRESENTS, That we Morton Excavating, LLC
_____, of
PO Box 482 Coweta, OK 74429, hereinafter
referred to as the Principal, and Merchants National Bonding, Inc.
as Surety, are held and firmly bound unto City of Coweta
of 310 Broadway Coweta, OK, hereinafter
referred to as the Obligee, in the sum of Eighteen Thousand One Hundred Twenty-six & 50/100
(\$18,126.50), for the payment of which we bind ourselves, our legal representatives, successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has entered into a contract with the City of Coweta
_____, dated
_____, for Dash Ranch - Sanitary Sewer

WHEREAS, said contract provides that the Principal will furnish a bond conditioned to guarantee for the period of
Two (2) year(s) after approval of the final estimate on said job, by the owner, against all defects in
workmanship and materials which may become apparent during said period, and

WHEREAS, the said contract has been completed, and was approved on _____

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the Principal shall indemnify the
Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which
become apparent during the period of Two (2) year(s) from and after _____
then this obligation shall be void, otherwise to remain in full force and effect.

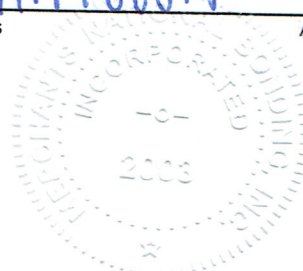
SIGNED, SEALED AND DATED this 23rd day of October, 2023.

Morton Excavating, LLC

By [Signature] (Principal) _____ (Seal)

Merchants National Bonding, Inc.

By [Signature] (Surety) _____ (Seal)
Kristin Lewis Attorney-In-Fact



MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Bobby J Young; Carey Kennemer; Cathy Combs; Daniel A Woolsey; Deborah L Raper; Dwight A Pilgrim; Gary Liles; James Richardson; Jamie M Burris; John Kelly Deer; John McClellan; Kristin Lewis; Michael Bettlach; Randy D Webb; Shelli R Samsel; Stephen Poleman; Teresa A Smith; Thomas Perrault; Travis E Brown; Vaughn Graham; Vaughn Graham Jr; Vicki Wilson

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 8th day of December, 2022.



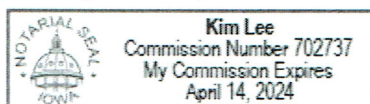
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 8th day of December 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

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William Warner Jr.
Secretary



MORTEXC-01

CBANNON

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DATE (MM/DD/YYYY)

10/23/2023

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PRODUCER Rich & Cartmill, Inc. 2738 E. 51st Street, Suite 400 Tulsa, OK 74105	CONTACT NAME: Christine Yount	
	PHONE (A/C, No, Ext): (918) 293-7178	FAX (A/C, No):
INSURED Morton Excavating, LLC PO Box 482 Coweta, OK 74429	E-MAIL ADDRESS: cyount@rcins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Ohio Security Ins Co	
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NAIC #		

COVERAGES

CERTIFICATE NUMBER:

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B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			USO55796017	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWA55796017	6/1/2023	6/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Equipment Floater			BMO58677691	6/1/2023	6/1/2024	L/R Equip 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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27907 OK-51 HIGHWAY
COWETA, OK 74429
(SANITARY SEWER)

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MAINTENANCE BOND

Bond Number: 100091694

KNOW ALL PERSONS BY THESE PRESENTS, That we Morton Excavating, LLC

PO Box 482 Coweta, OK 74429 of
referred to as the Principal, and Merchants National Bonding, Inc.

as Surety, are held and firmly bound unto City of Coweta
of 310 Broadway Coweta, OK, hereinafter

referred to as the Obligee, in the sum of Eighteen Thousand One Hundred Twenty-six & 50/100

(\$18,126.50), for the payment of which we bind ourselves, our legal representatives, successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has entered into a contract with the City of Coweta

dated
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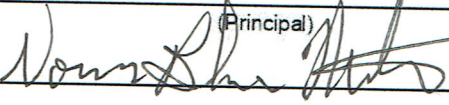
WHEREAS, said contract provides that the Principal will furnish a bond conditioned to guarantee for the period of
Two (2) year(s) after approval of the final estimate on said job, by the owner, against all defects in
workmanship and materials which may become apparent during said period, and

WHEREAS, the said contract has been completed, and was approved on

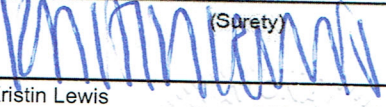
NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that, if the Principal shall indemnify the
Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which
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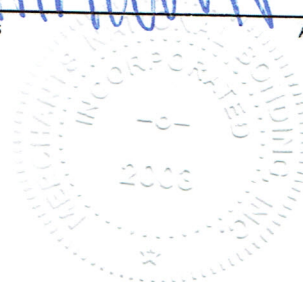
SIGNED, SEALED AND DATED this 23rd day of October, 2023.

Morton Excavating, LLC

By  (Principal)
(Seal)

Merchants National Bonding, Inc.

By  (Surety)
Kristin Lewis Attorney-In-Fact (Seal)



MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

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their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

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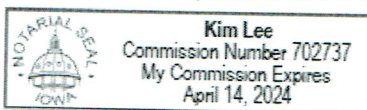
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 8th day of December 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

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MORTEXC-01

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PRODUCER
Rich & Cartmill, Inc.
2738 E. 51st Street, Suite 400
Tulsa, OK 74105

CONTACT NAME: Christine Yount

PHONE (A/C, No, Ext): (918) 293-7178

FAX (A/C, No):

E-MAIL ADDRESS: cyount@rcins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED

Morton Excavating, LLC
PO Box 482
Coweta, OK 74429

INSURER A : Ohio Security Ins Co

24082

INSURER B : OHIO CASUALTY INS CO

24074

INSURER C : American Fire & Casualty Company

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INSURER E :

INSURER F :

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	☐ CLAIMS-MADE ☒ OCCUR			BKS55796017	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	☐ POLICY ☐ PROJECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB						
	☐ CLAIMS-MADE ☒ OCCUR			USO55796017	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 3,000,000
	DED ☒ RETENTION \$ 10,000						AGGREGATE \$ 3,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ N/A			XWA55796017	6/1/2023	6/1/2024	☒ PER STATUTE ☐ OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
B	Equipment Floater			BMO58677691	6/1/2023	6/1/2024	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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COWETA, OK 74429
(SANITARY SEWER)

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AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD

City of Coweta, OK

Job Description Report

Job Title: City Manager



Basic Information

Effective Date:	12/1/2023	Revised Date:	11/27/2023
Department:	Administration	Supervises:	8
Classification:	Exempt/Salary	Pay Basis:	Salary
Reports To:	Coweta City Council	Pay Status:	FT Employee
Approved By:		Pay Frequency:	Bi-Weekly
Job Grade:	CM	Salary Range:	Depends on experience

Job Summary

Under general policy guidance from the City Council, the City Manager plans, organizes, directs, integrates, fiscally controls, administers, reviews, and evaluates municipal programs for activities and operations of the City of Coweta; serves as the top administrative executive for the City, responsible for carrying out the policies and programs determined by the City Council; ensures development and execution of the municipality's strategic plan and supervising the preparation of the annual budget that reflects projected revenue and expenses.

Supervises Directors of essential municipal departments such as Public Works, Police Department, Fire Department, Attorney's Office/Municipal Court, Community Development, Human Resources and the Assistant City Manager, ensuring City government operations and functions are effectively serving the needs of Coweta residents; and performs related duties as assigned by the City Council. Provides guidance in labor relations and contract negotiations with the city's unionized workers. Meets with community stakeholders, and business and development groups to discuss city policies and listen to residents' concerns.

Job Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to this class.

- Plans, organizes, controls, integrates, synchronizes, and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set forth by the City Council pursuant to applicable laws and regulations.
- Achieves financial objectives, with the City's management team, by developing and recommending an adoption of the annual budget; scheduling and approving expenditures; analyzing variances, initiating corrective actions, and

anticipating long term issues.

- Directs the development of the capital improvement plan and budget for approval by the Council.
- Develops Council meeting agenda with Mayor; attends and participates in all City Council meetings.
- Plans and evaluates management staff performance; establishes performance metrics and personal development targets; regularly monitors leadership performance and provides coaching, counseling and disciplining employees; planning, monitoring, and appraising for performance improvement and development.
- Takes disciplinary action, up to and including termination to address performance deficiencies, in accordance with the City's personnel code, rules and policies.
- Interprets City Council instructions and requests; working in conjunction with the City Attorney interprets City ordinances, codes, and applicable laws.
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and external agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective and professional relationships with the local media.
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies, and systems consistent with the City Council's guidance; directs and monitors the City's labor negotiations and labor relations programs and initiatives; directs the improvement of management systems, processes, and measurement techniques to improve City operations and effectiveness.
- Participates in regional, state, and national meetings and conferences to stay abreast of the latest trends and technology related to municipal programs and operations.
- Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement.
- Provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
- Works closely with the City Council, a variety of public, private and community-service organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analysis and recommendations on public policy issues and on long-range plans to sustain and build City services; develops and coordinates proposals for action on current and future City needs.
- Represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.
- Participates in professional and community organizations on behalf of the city and as part of the City's public affairs program; maintains good working relationships with key community stakeholders.
- Provides personal and professional leadership.
- Working in conjunction with city staff and council, analyzes and communicates the City's position on state and federal legislation to appropriate individuals and committees at the state and federal level.
- Oversees and provides guidance to all aspects of labor union negotiations, including contract development, mediation and arbitration hearings, personnel

policy and state legislation.

Performance Measurement

Establishing job functions and expectations, improving employee abilities through coaching and feedback. establishing employee behavior patterns that align their goals with the organization's mission, values and goals. improving communication throughout the organization.

Knowledge, Skills and Abilities

Knowledge of:

- Theory, principles, practices and techniques of organization design and development, long-range planning, public administration, public financing, municipal budgeting, financial administration, program and policy formulation, purchasing and maintenance of public records.
- Applicable state and federal laws and regulations governing the administration and operations of a municipal corporation.
- City functions and associated management, financial and public policy issues.
- Organization and functions of an elected City Council.
- Regulations and laws governing the conduct of public meetings.
- Principles and practices of public personnel management and labor management relations.
- The City's personnel rules and policies.
- Principles and practices of effective leadership and management; principles and practices of sound business communications; techniques of effective public relations.

Skills:

- Delegation skills to assign tasks to city department heads.
- Exceptional written and verbal communication skills to convey ideas to Council and staff and to interact positively with city residents.
- Knowledge of local laws and codes
- Mathematical or financial skills for effective budget management.
- Negotiation and problem-solving skills to handle difficult situations.
- Awareness of pressing issues in the city.
- Diplomacy when handling divisive issues.
- Critical thinking skills to approach complex city issues creatively.

Ability to:

- Plan, integrate and direct a broad range of complex

municipal services and programs.

- Define complex public policy, management, and operational issues.
- Perform complex analysis and research, evaluate alternatives and develop sound conclusions and recommendations.
- Present proposals and recommendations clearly and logically in public meetings.
- Understand, interpret, explain, and apply city, state and federal laws and regulations governing the conduct of City operations.
- Evaluate, develop, and implement management systems, policies, and controls.
- Exercise expert, independent judgment within general policy guidelines.
- Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
- Establish and maintain effective working relationships with the City Council, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media, and the public.
- Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.

Physical Requirements

Physical Requirements	Stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull to moderate amounts of weight; operate office equipment requiring repetitive hand movement and fine coordination; travel to other locations using various modes of private and commercial transportation; and verbally communicate to exchange information.
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Qualifications

- Graduation from an accredited college or university with a master's degree in Public Administration or Organizational Leadership preferred; bachelor's degree in public administration, political science or closely related field required.
- Must have a minimum of ten years of progressively responsible experience in the City Manager's office in the management and administration of a municipal government; or an equivalent combination of education and experience.

Disclaimer

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer. Duties, responsibilities, and activities may change at any time with or without notice.

HR Signature / Date

Hiring Manager Signature / Date