



## Personnel Policies and Procedures

### SECTION 800

#### GENERAL ADMINISTRATION

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## SECTION 800. GENERAL ADMINISTRATION

### 801. Reimbursement of Applicant Travel Expense

When the Personnel Department is unable to recruit locally for difficult-to-fill, key positions, the City of Tulsa may reimburse out-of-town applicants for travel expense. Interviews and travel shall be arranged by the Personnel Department and reimbursement must be authorized by the Personnel Director prior to travel. Reimbursement shall be limited to the following:

#### .1 Transportation Expenses

Round trip transportation expenses of applicants who live more than one hundred (100) miles from Tulsa, Oklahoma, may be reimbursed as follows:

.11 Private Automobile - Mileage will be paid at a rate commensurate with current transportation policy for City employees. Parking and toll fees may be reimbursed as verified by receipt.

.12 Airline - Coach-class fare for applicant only as verified by receipt or cancelled ticket.

.13 Taxi - In-City travel expense to and from airport commensurate with current transportation policy for City employees.

#### .2 Personal Expenses

.21 Lodging - The reasonable and customary rate per twenty-four (24) hour period as verified by receipt.

.22 Meals and approved miscellaneous expenses not to exceed the per diem payable to City employees under current transportation policies.

#### .3 Length of Stay

The length of stay in Tulsa for interviewing and other approved activities which are reimbursable shall be determined by the Personnel Director, but in no instance shall the length of stay exceed three (3) calendar days.

### 802. New Employee Moving Expense

When the Personnel Department is unable to fill key positions locally with qualified personnel, the City of Tulsa may reimburse some expense of moving a new employee and dependents, who are permanent residents of the employee's household, from their present residence to the Tulsa Metropolitan area. The Personnel Director or designee must approve in writing, the applicable moving expense reimbursements, prior to the

appointing authority's commitment to hire the new employee. Normally, the reimbursable expenses will be detailed in the employment offer correspondence.

.1 House Hunting Trips

Expenses will be reimbursed for the new employee and spouse covering one (1) trip to Tulsa, not exceeding one (1) week, in order to secure living accommodations. Reimbursement will be made in accordance with Section 802.2 and .3 below.

.2 Personal Transportation

Travel to Tulsa shall be reimbursed for only one (1) mode of transportation by the most direct route. Where more than one (1) mode of travel or more than one (1) vehicle are used, only the mode resulting in the greater expense shall be reimbursed. Personal transportation expenses of newly hired employees and dependents who live more than one hundred (100) miles from Tulsa, Oklahoma are reimbursed as follows:

.21 Private Automobile - Mileage and toll fees will be reimbursed at a rate commensurate with current transportation policies for City employees.

.22 Airline - Coach-class fare for the employee and each dependent as verified by receipt or canceled ticket.

.3 Personal Expense Allowance

Personal expense, in addition to transportation of newly hired employee and dependents that live in excess of one hundred (100) miles from Tulsa, will be reimbursed as follows:

.31 Personal expense incurred by the employee and dependents for lodging shall be paid at a reasonable and customary rate as verified by receipt. An allowance may be authorized to cover meals and miscellaneous expenses. The total amount of the allowance shall not exceed the per diem rate payable under current transportation policy for City employees, plus an additional ten dollars (\$10.00) for each dependent.

.32 A maximum of one (1) day's allowance per four hundred (400) miles' travel shall be authorized. In no instance shall Personal expense be paid for more than three (3) days on the road or three (3) days after arrival in Tulsa, while awaiting the arrival of a moving van.

.4 Moving Allowance

The City of Tulsa may, in selected cases, provide a cash advance to cover miscellaneous expenses incidental to the move which are not covered by other

provisions of this policy. The amount of this allowance may vary and is limited to a maximum amount equal to one (1) month's base salary of the new employee.

The Personnel Director or designee must authorize and approve the amount of this allowance in advance of the commitment to hire.

.5 Shipping Expenses of Personal Belongings

Shipping expense of personal belongings of newly hired employees and dependents that live more than fifty (50) miles from Tulsa, Oklahoma, will be reimbursed subject to the following limitations:

- .51 The City shall select a mover and arrange to move household goods to the new location. The City shall pay the moving company directly for authorized services which include:
  - .511 Containers, packing, crating at origin and unloading at destination, limited to a maximum of \$1,500.
  - .512 Transportation of household goods and personal effects from previous residence to new location.
  - .513 Insurance of transit protection up to \$1.25 per pound based on actual shipping weight (Additional coverage up to the full value of the belongings may be purchased by the employee).
  - .514 Normal servicing of household appliances at tariff rates, i.e., preparation for shipment of phonographs, refrigerator units or other appliances (The expense of removing or installing electrical or plumbing connections or television antennas is not allowed).
- .52 Expenses which are not reimbursable:
  - .521 Overtime moving charges, waiting time charges, or extra pick-ups and deliveries unless authorized in advance.
  - .522 Cost of maid service, cleaning and painting at old and new residence including cleaning of clothes, rugs or draperies.
  - .523 Shipping or storage of perishable or frozen foods; pets, cars, boats, campers, or other bulky articles as described in Inter-State Tariff Rules; firewood, bricks or other building materials.
  - .524 Removal of draperies, rugs or fixtures; removal or installation of television or FM radio antenna; television adjustment; piano tuning; utility deposits; telephone installation charges, etc.
  - .525 Assembly or disassembly of yard equipment; i.e., swing sets, jungle gyms; etc.

- .526 Purchase of furniture or appliances needed in the new residence or replacement of furnishings left at old residence such as wall-to-wall carpeting, draperies, or Venetian blinds.
- .527 Losses on such items as unexpired school tuition, club fees, registration fees, etc.
- .528 State or local personal property or use-taxes.
- .529 Realty expenses at the new location or other expenses at the new location or other expenses connected with acquiring a new home.
- .53 Should an employee engage a carrier or personal agent to perform or arrange unauthorized services, payment shall be made directly by the employee and is not reimbursable.
- .54 Claims for damage in transit are to be filed by the employee directly with the carrier as soon as possible. The employee is responsible for signing inventory lists at points of loading and unloading.

.6 Self-Move Expenses

In some instances, the City of Tulsa may elect to pay alternative shipping expenses for new employee personal belongings (Usually small apartment-size loads or less). New employee may use a self-haul truck or trailer and receive reimbursement by submitting paid receipts for this expense.

.7 Temporary Living Expense

If a new employee is unable to immediately secure living quarters in Tulsa, the City may elect to pay necessary and reasonable living expenses for lodging and meals. These expenses will be paid for a maximum period of thirty (30) days or until permanent residence is established, whichever comes first. Proper documentation of lodging expenses must be submitted for reimbursement. Meals shall be reimbursed at a rate of ten dollars (\$10.00) a day per family.

.8 Temporary Storage of Household Goods

A maximum of thirty (30) days storage charges may be reimbursed, as well as in-and-out charges and movement of household goods to the permanent residence within the Tulsa Metropolitan area. Proper documentation of expenses must be submitted for reimbursement.

.9 Administration

- .91 At the time of notice of employment, the Personnel Director shall provide each new out-of-town employee with two (2) copies of the moving information form (to be returned to the City Purchasing Agent) and one

(1) copy each of the moving allowances policy and the employee instructions. The Personnel Department shall notify the Purchasing Agent that the relocation has been authorized.

- .92 The Purchasing Agent shall select a moving company and review all arrangements for compliance with the moving allowances policy.
- .93 Employees relocated at City expense who resign within one (1) year from their employment date shall repay the City fifty percent (50%) of the total relocation expense (including personal transportation, personal expense allowance and shipping expense of personal belongings).
- .94 Expenditures or actions not in conformance with section 801 and 802 can be authorized by the Personnel Director with the approval of the Mayor.

803. Identification Card Program

- .1 An employee whose work requires providing City identification to the general public, or whose work site is in a restricted or security area, shall be issued a City of Tulsa Identification card to be carried or worn at all times. Each department shall determine which positions require identification cards.
- .2 The procedure for the issuance of an Employee Identification Card shall be as follows:
  - .21 The designated employee shall be issued a completed official employee identification card (TUL-1954) by their department along with a memo authorizing a photograph. The employee shall bring the card and memo to the Personnel Department where a photograph is taken for the identification card.
  - .22 Uniformed employee Identification Cards shall include the employee's position classification; therefore, the above procedure shall apply whenever promotions, demotions and transfers of a uniformed employee occur.
  - .23 Nonuniformed employees holding an identification card in their present position and transferring to another department where an identification card is also required for the new position shall follow the above procedure.
- .3 In the event an employee's identification card is lost or stolen, the procedure for reissuing the missing card shall be the same as for an original issuance.
- .4 Each department head shall retrieve all identification cards from employees leaving the department. Returned cards shall be destroyed. To ensure compliance with this provision, no terminated employee shall be issued a final pay check until the identification card has been returned to the department.

804. Interim Check Policy (MOVED TO SECTION 203).

805. Political Activities

- .1 Article 10, Section 10.1 "No person in the classified service shall take an active part in any campaign for the election of officers of the City, except to vote and privately state a personal opinion." Article 11, Section 5.1, No chief, officer, or sworn member of the Fire Department shall take an active part in any campaign for the election of officers of the city, except to vote and privately state a personal opinion."
- .2 Definitions
  - .21 "Employee" means an individual who occupies a position in the classified or sworn service;
  - .22 "Political party" means a National political party, a State political party, and an affiliated organization;
  - .23 "Election" includes a primary, special, and general election;
  - .24 "Active Part" means the following:
    - .241 Filing as a candidate for elective office of the City of Tulsa while employed by the City;
    - .242 Endorsing and/or opposing a candidate or party or otherwise participating in any political campaign activities for elective office of the City of Tulsa while on duty and/or in uniform.
- .3 No employee, whether on or off duty, shall cause or permit political activities to detract from or interfere with the performance of the job duties of any employee of the City of Tulsa or cause disruption in the work place.
- .4 Any employee who violates any of the provisions of the political activities policy shall be subject to disciplinary action that may include dismissal.

806. Transportation Support

- .1 It is the City of Tulsa's goal to enhance recruitment of qualified applicants and to retain employees by supplementing the cost of bus transportation and parking.
- .2 The administration of the Transportation Support Program shall be the responsibility of the Transportation Committee. Department heads shall be responsible for administering the program to their employees.
- .3 Decisions of the Transportation Committee shall not be subject to the grievance procedure.

807. Travel for Official City Business or Professional Development  
**Revised: March 18, 2002, Revised: December 31, 2012**

Employees will be allowed time for travel and participation in official meetings, conferences, seminars, workshops, examinations, and other City-related activities with approval of their department head or designee. Only those events that are necessary in the conduct of City business or are directly related to the employee's professional job development shall be authorized. Employees shall file with the Travel Authorization/Advance and Expense Voucher a completed Travel Justification Form approved by their department head that describes reason for travel, the benefit to the City and the employee, any alternative options available and outcomes expected.

- .1 A trip is defined as any business-related travel: a) beyond an eighty (80) mile radius from the employee's regular work location, and b) involving a total of at least twelve (12) hours, and c) exceeding an employee's regular workday, and d) requiring an overnight stay. Reasonable time for travel to and from a scheduled event shall be included in determining the twelve (12) hour requirement noted above. NOTE: Time spent by an employee as part of his/her regular work activities; such as travel from worksite to worksite, during the workday, does not qualify as a trip.
  - .11 For travel involving only one (1) day where an overnight stay is not required, all of the time spent traveling is considered as hours worked. Non-exempt employees shall receive appropriate compensation for such hours.
  - .12 For trips requiring an overnight stay, those hours which coincide with a non-exempt employee's regular work hours will be compensable or considered as hours worked. This applies regardless of whether the work and/or travel occur on the employee's regular workday or regular day off. Travel outside regular work hours is not compensable while traveling as a passenger on an airplane, train, boat, bus, or car and where the employee is free to relax. A non-exempt employee's hours are compensable if he/she must perform work (including driving) while traveling.
  - .13 Exempt employees shall not be eligible for overtime pay for any hours worked during travel. The department head or designee may approve straight time premium pay for an exempt employee if the trip involves an emergency project, etc. (per Section 222.3).
  - .14 Trip duration and associated expenses will be limited to a maximum of one (1) day before and one (1) day after a scheduled event as necessitated based on reasonable scheduling considerations, unless a longer stay is financially prudent and is pre-approved by the department head or designee.



- .15 If the employee elects and is approved to take additional time off combined with an approved business trip, appropriate paid leave shall be used for all time beyond that allowed within 807.14.
- .2 An individual shall be considered in an active employment status during travel and work or meeting activities directly relating to the purpose of the trip (and subject to the provisions above as relates to hours of work and compensability).
- .3 The department head or designee must give prior approval of time for travel, mode of travel, any related overtime, and participation in an authorized event. The department head shall also assure that the trip is for either official City business or is directly related to professional development activities. In some cases the Mayor or designee may authorize official City travel contingent upon the employee or another agency paying for part or all of the expenses.
- .4 Trips requiring an overnight stay or airfare require a signed Travel Authorization/Advance and Expense Voucher. A request to attend a scheduled event requiring an overnight stay or airfare should be submitted for approval at least two (2) weeks in advance of the departure date on a Travel Authorization/Advance and Expense Voucher. If unforeseen circumstances preclude the two (2) week advance approval requirement, the circumstances should be documented either on, or as an attachment to, the Travel Authorization/Advance and Expense Voucher. One day travel expenses not involving airfare may be reimbursed through petty cash or a payment request and do not require a Travel Authorization/Advance and Expense Voucher.
- .5 Travel advances may not be ready prior to the date of departure if the Travel Authorization/Advance and Expense Voucher is not submitted at least two (2) weeks in advance of the departure date. Advances will not be released more than one (1) week prior to the departure date. Airline tickets and advances may be picked up in Accounts Payable Monday through Friday during normal business hours
- .6 Factors relative to expense allowances include:
  - .61 Lodging (hotel, motel, etc.) expenses shall not exceed the single room rate at the event hotel or a nearby reasonably priced hotel. Many lodging establishments offer a "government rate". Employees making travel arrangements are to check on the availability of a lower government rate.
  - .62 While an employee is on City travel, business long distance telephone charges and limited personal calls (2 calls per day of 15 minutes or less) may be reimbursed in accordance with current Accounts Payable Policies and Procedures.
  - .63 A per diem allowance will be provided for meals and incidental expenses (M&IE rate) during trips. Incidental expenses include, but are not limited to, costs for laundry, dry cleaning and pressing of clothing, and fees and tips for persons who provide services such as food servers and luggage

handlers. Incidental expenses covered by per diem do not include taxicab fares or the cost of telephone calls. The M&IE rate will be the current IRS per diem rate for meals and incidental expenses based on geographic location of the event (using the IRS high/low method). A copy of the current rates is available in Accounts Payable or from department payroll clerks.

- .64 Departure from the City after 12:00 noon or return to the City prior to 12:00 noon shall entitle the employee to one-half the appropriate per diem rate.
  - .65 Transportation by public conveyance (airline, train, taxi, rental car, bus, or limousine) shall be reimbursed at the actual amount of such transportation. Airport parking of the employee's private vehicle and/or hotel parking at the site of the event will also be reimbursed. Airline travel reimbursement shall normally be restricted to the cost of coach class unless reasonable scheduling or routing requires a different class.
  - .66 A City pike pass may be available within some departments for approved City business through the Payroll/Personnel Clerk. Tolls will be reimbursed if a City pike pass is not used.
  - .67 Travel by means of a personal vehicle will normally be reimbursed at the standard IRS mileage rate up to a maximum of the cost of the least expensive and available coach airfare flying to that destination. Appropriate use of advance airfare opportunities should be the basis for this determination.
- .7 Completed Travel Authorization/Advance and Expense Vouchers certifying and approving final expenses must be submitted to Accounts Payable within two (2) weeks of trip completion. Failure to submit such vouchers will result in notification being sent to the employee that the full amount of any advance will be deducted from his/her next paycheck per the terms of the travel authorization form. Additionally, the employee and the employee's department head shall be notified in writing that this matter must be resolved within thirty (30) days before the employee will be eligible for another travel advance.

808. Personnel Records

- .1 In order to comply with the "Oklahoma Open Records Act", \*this policy is established to provide a timely and consistent application of the provisions governing release of personnel records to requesting persons or organizations.
  - .11 The Personnel Department is the official City holder of personnel records.
  - .12 The Personnel Director or designees shall be authorized to release personnel records, subject to specific guidelines and confidential limitations of the "Oklahoma Open Records Act".

- .2 Copies or access to the City's personnel records shall be furnished to a person or organization upon receipt by the Personnel Department of an official formal request, subject to the following provisions:
  - .21 Requests for copies or access to personnel records must be submitted on the City's official records request form.
  - .22 Requests for copies or access to personnel records which relate to current or pending litigation shall be referred to the City's Legal Department for final disposition.
  - .23 There are some personnel records which have been designated as confidential and pursuant to those published guidelines shall not be copied or made available to a requester. Confidential record disclosures are detailed in the following subsections:
    - .231 Personnel records which relate to internal personnel investigations, grievances resulting in no loss to the employee, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation are confidential.
    - .232 Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy, such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the City of Tulsa.
      - .2321 Current record of employee home address may be disclosed to the Child Support Enforcement Section of the State of Oklahoma, Department of Human Services.
      - .2322 Current record of employee home address may be disclosed to legal process or subpoena servers.
      - .2323 Disclosure of employee worksite records to subpoena servers and/or the Child Support Enforcement Section of the State of Oklahoma, Department of Human Services is required when requested.
  - .24 All personnel records not specifically covered by the previously stated confidential exceptions shall be made available for inspection or by copy to a requester including, but not limited to, the following information:
    - .241 Employment application of a person who becomes a City employee.
    - .242 Dates of employment, classification title, or position.

- .243 Any final disciplinary action resulting in loss of pay, suspension, demotion of position or termination. This information shall consist of a copy of the Personnel Action and related accompanying correspondence.
- .244 Record of current pay rate.
- .3 All City Departments shall refer persons requesting access to, or copies of, personnel records to the Personnel Department.
- .4 The Personnel Department shall charge fees for document copying or reproduction in accordance with established procedures and fee schedule for such services and materials.
- .5 The Personnel Department shall maintain a detailed record of all personnel record requests and subsequent documents furnished to the requester.
- .6 Any questions regarding appropriate release of personnel records under provisions of the "Oklahoma Open Records Act", shall be resolved by the Personnel Director, designee, or referred to the City's Legal Department for their final determination.
- .7 Recognizing that each situation may be different and that specific instructions are not possible for every case, consideration of four (4) factors should be made pertaining to any disclosure of records by the Personnel Department. Disclosure of personal records such as current home address, telephone number of employee and the worksite location may be released, based on consideration of the following criteria:
  - .71 The public's interest in the disclosure;
  - .72 The interests of the person seeking disclosure of the records;
  - .73 The degree of invasion of personal privacy caused by the disclosure;
  - .74 The availability of any alternative means of obtaining the requested information.

809. Sale of Items or Merchandise on City Property

This policy is to establish regulations governing the sale of items or merchandise by non employees and City employees while on a City property.

- .1 The sale for profit of any item or merchandise by a person not a City employee, while on City property, is prohibited.
- .2 The sale for profit of any item or merchandise by a City employee, while on City property, is prohibited.

- .3 The sale of items or merchandise for non-profit or charitable organizations by a person not a City employee, while on City property, is prohibited.
- .4 The sale of items or merchandise for non-profit or charitable organizations by a City employee, while on City property, will be permitted subject to the following limitations.
  - .41 Selling activities shall be conducted before or after regular by scheduled work hours.
  - .42 Selling activities shall be conducted only on lunch or break periods during regular by scheduled work hours.
  - .43 An employee selling an item or merchandise shall not interrupt another employee's work while attempting to make a sale.
  - .44 An employee shall not engage in selling activities on behalf of a non-profit or charitable organization unless the organization has obtained a solicitation registration as required by City ordinance.

810. Labor and Trades Collective Bargaining Policy - General

The City of Tulsa recognizes the importance of equitable and efficient management of work practices and disputes within the specialized working environment of the Labor/Trades employees. Accordingly, the City of Tulsa acknowledges that labor organizations should be recognized and the extension of certain rights of collective bargaining should be granted to the extent provided in these Personnel Policies and Procedures.

.1 Definitions

The following words and phrases, as used in the application and interpretation of these collective bargaining policies and procedures, shall have the meanings respectively ascribed herein, except where the context clearly indicates otherwise:

- .11 City Council. City Council shall mean the legislative body of the City of Tulsa.
- .12 Collective bargaining. Collective bargaining shall mean the performance of the mutual obligation of the representative of the City of Tulsa and the exclusive representative of classified employees in an appropriate governmental unit of the City to meet at reasonable times and confer in a good faith effort to reach agreement with respect to the conditions of the employment affecting such employees and to execute, if requested by either party, a written document incorporating any collective bargaining agreement reached, except that such obligation shall not compel either party to agree to any proposal or to make any concession.

- .13 Confidential employee. Confidential employee shall mean any employee who acts in a confidential capacity with respect to an individual who formulates or effectuates personnel or labor-management policies or decisions, or who is responsible for, maintains or has access to confidential personnel files and records and who is designated as such by the Mayor.
- .14 Employee. Employee shall mean all regular and part-time permanent, non-supervisory employees within the classified Civil Service of the City of Tulsa, whose job classification and pay grade is identified by the Labor/Trade (LT) designator, but shall not include:
  - .141 Confidential and temporary employees;
  - .142 Exempt/Administrative (EA), Firefighter (FD), Exempt/Supervisory (ES), Police Officer (PD), Office/Technical (OT), Professional/Managerial (PM), Part-Time Attorney (PA), Seasonal (SE), Unclassified Employees (UC), or;
  - .143 Employees who participate in any strike, work stoppage or work slow-down, of any kind whatsoever, against the City of Tulsa.
- .15 Labor organization. Labor organization shall mean any lawful organization, association, federation or council recognized by the City of Tulsa as the exclusive representative of employees in an appropriate governmental unit, composed in whole or in part of classified employees, in which classified employees participate and which has a purpose dealing with the City of Tulsa concerning conditions of employment, but shall not include:
  - .151 Any organization which, by its constitution, by-laws, tacit agreement among its members, or otherwise, denies membership or equality of treatment because of race, color, creed, national origin, sex, age, political affiliation, marital status, or disabling condition; or
  - .152 Any organization which participates in the conduct of a strike, work stoppage, or work slow-down, of any kind whatsoever, against the City of Tulsa or imposes a duty or obligation to conduct, assist, or participate in such a strike, work stoppage or work slow-down.
- .16 Strike. Strike shall mean the concerted failure to report for duty, the willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges or obligations of employment. Nothing contained in this

definition or the application thereof shall be construed to limit, impair or affect the right of any employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to conditions of employment or their betterment, so long as the same does not interfere with the full, faithful and proper performance of the duties of employment.

.2 Extension of Collective Bargaining Rights

.21 The City of Tulsa hereby grants each employee the right to form, join or assist any labor organization, or to refrain from any such activity, freely and without fear of penalty or reprisal, and each employee shall be protected in the exercise of such. Except as otherwise provided by Charter or these policies and procedures, such rights shall include the right:

.211 To act for a labor organization in the capacity of a representative and the right, in that capacity, to present the views of the labor organization to appointed or elected officials, the heads of departments or agencies, and other appropriate authorities of the City of Tulsa.

.212 To engage in collective bargaining with respect to conditions of employment through representatives chosen in a manner provided for in rules and regulations adopted by the Mayor.

.22 Provided that those collective bargaining rights granted shall not include the right to strike or the right to engage in any work stoppage or slow-down. Participation in any strike, work stoppage or work slow-down shall be unlawful and grounds for removal from employment in the classified service.

.3 Management Rights and Authority

All rights, powers and authority of the City of Tulsa granted by Charter or policies and procedures adopted by the Mayor regarding Labor/Trades employees shall be retained. Moreover, the provisions of these policies and procedures and any collective bargaining agreement adopted there under shall always be interpreted in a manner consistent with Tulsa's Charter, as well as with the requirements of an effective and efficient government.

.4 Continued Recognition of an Existing Collective Bargaining Organization

By virtue of this section, the City of Tulsa hereby finds that: In 1973, the American Federation of State, County and Municipal Employees (AFSCME), Local 1180, became the exclusive collective bargaining organization and agent for employees, pursuant to Oklahoma statutes in effect at that time. In acknowledgement thereof, the City of Tulsa has continuously negotiated with AFSCME Local 1180, prior to the adoption of these policies and procedures. Therefore, it is proper that the City of Tulsa shall continue its recognition of

AFSCME, Local 1180 as the exclusive collective bargaining organization and agent for employees until such time as that recognition is withdrawn, consistent with policies and procedures adopted by the Mayor.

.5 Representation and Representation Challenge Procedures

Prior to the City's discontinuation of the recognition of an existing labor organization or the recognition of any labor organization as the exclusive bargaining agent for Labor/Trades employees, the petition and election procedures of this section shall be followed.

.51 Filing of Representation Petitions

A representation petition shall be filed with the Personnel Director by:

.511 A labor organization alleging that thirty percent (30%) of employees wish to be represented in collective bargaining by a particular labor organization chapter or local.

.512 A labor organization or an individual employee alleging that thirty percent (30%) of employees have stated that the recognized exclusive labor organization of employees is no longer the representative of the majority of employees.

.52 Contents of Representation Petitions

A representation petition shall contain the following information, except when the purpose of the petition clearly indicates that the information is unnecessary or inappropriate:

.521 A statement as to whether the petition is filed by a labor organization or an individual employee;

.522 The name(s) and address(es) of all labor organizations or employees who are properly participating parties to the proceedings;

.523 A statement that the petitioner is authorized to represent at least thirty percent (30%) of employees and has sufficient authorization cards or other evidence in support thereof;

.524 The name(s) and address(es) of any other labor organization(s) known to the petitioner, who claim to represent employees;

.525 The name and affiliation, if any, and the address of the petitioner;

.526 Any other relevant facts which the petitioner deems material to the issue of representation;



.53 Evidence of Legitimate Interest

- .531 Evidence regarding issues of representation or legitimate interest may be shown by either individual authorization cards, membership records, or by petition. In any case, the petitions, membership records, or authorization cards must show the employee's name, social security number, employing department, job title, residence or work address and be signed and dated by the employee expressing an interest as to the representation of a specific labor organization. Cards shall be considered valid if the dates thereon, and other evidence provided the City Clerk or designee indicate a regularity of continuing interest by the signing employees within ninety (90) calendar days prior to the date the petition is filed.
- .532 Subsequent to the filing of a representation petition, the City Clerk may direct the Personnel Director to conduct an investigation of all questions concerning representation, including whether the showing of interest requirement has been met and whether there is agreement among the participating parties as to any relevant issues.
- .533 Following the filing of a representation petition and any investigation by the Personnel Director, the City Clerk or designee shall conduct a hearing on the adequacy of the representation petition. At such hearing any employee, Personnel Department representative or labor organization representative may present relevant and material evidence regarding the issues of representation.
- .534 At the conclusion of a representation hearing, if the City Clerk finds that the number of employees expressing a legitimate interest in a particular labor organization's representation meets or exceeds thirty percent (30%), then the Mayor shall call an election within thirty (30) calendar days on the issue(s) raised by the petitioner. However, upon finding that the number of employees expressing a legitimate interest in a particular labor organization's representation is less than thirty percent (30%), then the petition shall fail, no elections shall be allowed and the Mayor shall not consider any of the same issues presented by the petitioner for the following twelve (12) months.

.54 Representation Election Procedures

- .541 All elections on questions of whether Labor/Trades employees shall be represented by a labor organization shall be by secret ballot, at times, places and in such manner as the Mayor may direct, and shall be conducted by a designated representative of

the City Clerk whose determination of all questions arising shall be final, subject only to review by the Mayor.

- .542 No less than five (5) working days before an election is scheduled, the Personnel Department shall furnish the participating labor organization(s) an alphabetical list of employees who were employed on the date the representation petition was filed, which shall include the employees' departments and job titles, and the date of the furnishing of the list.
- .543 A pre-election conference shall be held no less than three (3) working days before the election in order to check the list of employees eligible to vote. Participating labor organizations may examine the eligibility list and raise any questions concerning listings or omissions. Employees may be added or deleted from the list by agreement. When a labor organization asserts that an employee should be added and the Personnel Director disagrees, the employee shall not be added, but it shall be understood that the contested employee may appear at the polling place to cast a challenged ballot. If a labor organization maintains that an employee should be stricken and no agreement is reached, the labor organization may challenge the voter at the polling place. After the voter eligibility list has been checked, a representative from the Personnel Department and a representative from the labor organization shall initial it, signifying that it shall be the official eligibility list. Initialing shall not be construed as a waiver of the right to challenge.
- .544 Any prospective voter may be challenged for cause. A challenged voter shall be permitted to vote, but the vote shall not be cast. The ballot shall instead be sealed in a separate, unmarked envelope under the supervision of the City Clerk or designee then inserted in a special identifiable envelope and placed in the ballot box.
- .545 No electioneering of any kind shall be permitted within sight or sound of the polling area. Any violation of this provision by any employee, party or their representative or agent may be grounds for the Mayor to set aside the election. All objections to any conduct during the election and all exceptions to the conduct of the City Clerk or designee shall be submitted to the Mayor in writing, for consideration at the time the election results are certified.
- .546 The City Clerk's designated representative shall certify the election results to the Mayor. Certified results shall account for all ballots cast, including challenged ballots.

- .547 The Mayor alone shall determine the validity and final results of any representation election. If challenged ballots are insufficient in number to affect the election result, the Mayor shall take no action on them. Otherwise, the Mayor shall conduct a hearing in which any employee, Personnel Department representative or labor organization representative may present relevant and material evidence on whether challenged ballots shall be cast. A majority of votes cast by all employees shall determine whether a labor organization shall be or shall no longer be the Labor/Trades employees' exclusive representative in collective bargaining. If a participating labor organization is removed as the employees' representative or not selected as the employees' representative, no election shall be held involving the same labor organization for the following twelve (12) months.
- .548 If at the conclusion of any representation election no labor organization shall remain as the employees' exclusive collective bargaining representative, the Mayor shall immediately develop and implement a plan for the assimilation of employees within the operation of the Classified Service as governed exclusively by the City's Personnel Policies and Procedures.

.6 Labor Organization Standards of Conduct

- .61 The City of Tulsa shall not accord recognition to any labor organization which:
- .611 Denies membership or equality of treatment because of an employee's race, color, creed, national origin, sex, age, political affiliation, marital status, disabling condition;
- .612 Participates in the conduct of a strike of any kind whatsoever against the City of Tulsa, or imposes a duty or obligation to conduct, assist or participate in a strike; or
- .613 Is not free from corrupt influences or practices which shall include: the engagement in concerted criminal activity on the part of the labor organization's officers or agents; the participation in business or financial interests on the part of the labor organization's officers or agents which result in a conflict of interest with their duties to the organization or its members;
- .614 Coerces, intimidates or harasses employees who decline to join, assist or pay dues to a labor organization or otherwise wish to refrain from collective bargaining rights granted to Labor/Trades employees;

- .615 Fails to fairly represent any Labor/Trades employee in the pursuit of any grievance or disciplinary appeal, regardless of labor organization membership.

.7 Labor Organization Decertification

- .71 Whenever the Personnel Director or Mayor, in good faith, believe that the recognized labor organization of employees has violated any standard of conduct established in Section 816 of these Policies and Procedures, then withdrawal of the City's recognition of that labor organization may be sought by either of them by filing an application for decertification with the City Clerk or designee.
- .72 When an application for decertification is filed, it shall contain:
  - .721 A brief statement of facts which support the applicant's allegation that the labor organization has violated any standard of conduct;
  - .722 The identification of all officers, agents or employees known to the applicant to have participated in the alleged violation;
  - .723 The identification of witnesses, exhibits and any other evidence which support the applicant's allegation, including a brief outline of the testimony of each witness;
  - .724 A subscribed statement by the applicant, asserting that the allegations contained in the application are true;
  - .725 A certificate of mailing, certifying that a copy of the application was mailed to the subject labor organization.
- .73 Within twenty (20) calendar days of the filing of an application for decertification, the respondent labor organization shall file a response with the City Clerk or designee which shall contain:
  - .731 A brief statement of facts admitting, denying or explaining facts that were alleged in the application for decertification;
  - .732 The identification of witnesses, exhibits and any other evidence which support the respondent's answer, including a brief outline of the testimony of each witness;
  - .733 A subscribed statement of the labor organization's chief officer, asserting that the statements made by the respondent are true;
  - .734 A certificate of mailing, certifying that a copy of the labor organization's response was mailed to the applicant.

- .74 The City Clerk or designee shall hold a hearing on the issue of whether the labor organization shall be decertified within twenty (20) calendar days of the filing of the labor organization's response. The hearing shall be conducted in accordance with the rules of evidence generally followed by administrative tribunals, but without formal or technical adherence to those rules which prevail in a court of law. Questions of admissibility of evidence, competency of witnesses and any questions of law shall be ruled upon by the City Clerk or representative. Both the applicant and the respondent may be represented by counsel, and the burden of proof shall be upon the applicant. No application shall be sustained, except upon preponderance of the evidence.
- .75 After a decertification hearing, if the City Clerk or designee finds that there is insufficient cause for withdrawing the City's recognition of the labor organization, the labor organization shall continue to be the exclusive representative of employees. However, if the City Clerk or designee shall find cause for decertification, then the City Clerk or designee may prohibit the labor organization from representing employees for any length of time deemed appropriate and/or prohibit employees from exercising any collective bargaining right for a length of time not to exceed five (5) years. Upon making a decision, the City Clerk or designee shall render the findings of fact and decision in writing.

.8 Negotiation of Collective Bargaining Agreements

Representatives of the City of Tulsa, under supervision of the Personnel Director or designee, shall meet at reasonable times with agents of the employees' labor organization to confer in a good faith effort to reach agreement with respect to conditions of employment affecting employees. Whenever wages, rates of pay or any other matters requiring the appropriation of funds are to be included as a subject of collective bargaining, the employees' labor organization shall notify the Personnel Director or designee, in writing, no later than the last Friday in the month of February immediately prior to the beginning of a new fiscal year for which no collective bargaining agreement has been negotiated. Negotiations for a new collective bargaining agreement shall begin no earlier than the first working day in March and no later than the first working day in April. Any collective bargaining agreement shall always be subject to the appropriation of adequate and sufficient funds by the City Council in any fiscal year the agreement is intended to be effective. If the City Council shall fail to appropriate sufficient funds to support any agreement, such agreement shall be null and void. In such event, notification requirements to initiate collective bargaining shall be waived. Should any successor collective bargaining agreement fail to be negotiated prior to the expiration of a preceding collective bargaining agreement, the City of Tulsa shall nonetheless recognize the extension of terms of the preceding agreement, regardless of its expiration, until such time as the Mayor, and/or the Civil Service Commission and the City Council, consistent with the authority granted them by Charter, affirmatively adopt policies, procedures and plans modifying such terms. Provided that any such extension of terms shall

always be subject to the appropriation of adequate and sufficient funds by the City Council.

.9 Approval and Execution of a Collective Bargaining Agreement

.91 Once a tentative collective bargaining agreement has been reached, the employees' labor organization shall submit it to its membership for a ratification vote within fifteen (15) calendar days.

.92 Following ratification by the employees' labor organization, the Mayor shall consider the terms of the tentative agreement. If the Mayor approves the agreement, both the Mayor and the Union's representative(s) shall sign and the Agreement shall become binding on the City and the Union. If the Mayor should disapprove the tentative Agreement, he/she shall reduce his/her objections to writing, particularly stating each item which is deemed unacceptable, and the parties shall resume negotiations.

.93 Any collective bargaining agreement shall always be subject to the appropriation of adequate and sufficient funds in each fiscal year the agreement is to be effective. If the City Council shall fail to appropriate sufficient funds to support any agreement, such agreement shall be null and void.

.10 Resolution of Labor Disputes

.101 In the event that the labor organization's bargaining agent and the City representative are unable, within thirty (30) calendar days from and including the date of the first meeting, to reach an agreement on a collective bargaining agreement, any and all unresolved issues shall be submitted to dispute resolution upon written request of either party.

.102 Within ten (10) calendar days from the date of a request for dispute resolution, the labor organization's bargaining agent and the City's representative shall reduce to writing all outstanding issues in negotiations which shall be submitted to dispute resolution. Thereafter, the parties shall jointly request a hearing before an impartial arbitrator. If the representatives of the City and the Union are unable to agree on an arbitrator, they may contact the Federal Mediation and Conciliation Service for a panel of seven (7) arbitrators. The representatives shall alternately strike names from the panel until one (1) remains who shall serve as the arbitrator. The arbitrator selected shall call a hearing to be held within thirty (30) days after the arbitrator receives notification of his/her selection. The hearing shall be informal and the rules of evidence prevailing in a court of law shall not be binding. Any and all documentary evidence and other data deemed relevant to the arbitrator may be received in evidence. The hearing shall be concluded within twenty (20) calendar days of commencement and the arbitrator shall issue written findings and recommendations with respect to all issues presented within

thirty (30) calendar days of commencement of the hearing. A copy of the arbitrator's recommendation shall be mailed or delivered to both parties.

.103 The Mayor may accept, reject or modify the arbitrator's recommendation, which shall be binding upon the employees' labor organization and the City of Tulsa, and thereafter implement his/her decision consistent with his/her authority granted by Charter.

.11 Employee Appeals and Grievances

.111 Employees who receive a suspension without pay, a demotion or are dismissed from employment with the City shall be required to appeal such disciplinary action only through appeal procedures provided by Charter and/or the Personnel Policies and Procedures of the City of Tulsa.

.112 All grievable matters which are contractual in nature and not involving suspensions without pay, demotions or dismissals shall be resolved through a grievance procedure established within the parties' collective bargaining agreement.

811. Hazardous Conditions Policy Revised: December 21, 2011

.1 Because of the critical nature of the public services the City provides, circumstances rarely warrant closing of City offices. However, each employee needs to make a personal judgment pertaining to his/her personal safety in traveling to and from work, understanding that any absences puts a greater burden on those employees that come to work despite difficult conditions. This policy will apply whenever there is a hazardous condition to insure the public continues to receive necessary services and to provide for the safety and well-being of City employees. This policy is applicable only to non-sworn employees.

Definitions

.11 Hazardous Condition - is a situation or condition the Mayor finds constitutes an immediate potential threat to the life, health, safety, and/or welfare of the City's employees or to the life, health, safety, and/or welfare of the inhabitants of the City. Each Hazardous Condition is a separate and unique condition.

.12 Adverse Driving Condition - is a circumstance in which the Mayor finds the condition of the roadways constitutes an immediate potential threat to the life, health, safety, and/or welfare of the City's employees or to the life, health, safety, and/or welfare of the inhabitants of the City. Each Adverse Driving Condition is a separate and unique condition.

.13 Essential Hazardous Condition Personnel - are those non-sworn employees deemed by their department heads to be necessary to the work of the City during the time a Hazardous Condition or an Adverse Driving Condition has been declared. Nothing contained herein shall limit

the authority of the Mayor or a department head to require personnel to report to work or to require any employee to undertake additional duties in response to the declared condition. Assignment as Essential Hazardous Condition Personnel shall be considered a condition of employment.

- .14 Non-Essential Hazardous Condition Personnel - are those non-sworn employees not required by their department heads to report to work during the time a Hazardous Condition has been declared.
- .15 Regular Working Hours - are the periods of time during which an employee is regularly scheduled for work.
- .16 Emergency Leave Policy - allows Non-Essential Hazardous Condition Personnel, with the permission of their supervisors, to make unscheduled use of their accrued vacation leave, compensatory time or Floating Holidays or to use leave without pay (LWOP) immediately before or after the time that a Hazardous Condition is declared or during the time an Adverse Driving Condition is declared.
  - .161 Floating Holidays used under the Emergency Leave Policy must be expended in whole day increments.
- .17 Hazardous Condition Leave - provides non-sworn employees paid leave during the time in which a Hazardous Condition has been declared by the Mayor, up to a maximum of forty (40) hours, without having to use accrued leave.

## .2 Authority and Procedure

- .21 The Mayor or designee may declare, verbally or in writing, the existence of a Hazardous Condition or an Adverse Driving Condition and take the actions deemed prudent and necessary under such condition. The Mayor's actions may include instituting an Emergency Leave Policy for Non-Essential Hazardous Condition Personnel; altering or reducing Regular Working Hours for Non-Essential Hazardous Condition Personnel; causing or allowing departments, divisions, and/or specific work locations to be closed or to operate with reduced personnel when such personnel are not required to respond to the Hazardous Condition; ordering employees to report to duty outside of Regular Working Hours; and providing such other extraordinary responses as the Mayor or designee deems essential.

## .22 Essential Hazardous Condition Personnel

- .221 Non-Exempt employees who have been designated as Essential Hazardous Condition personnel will be paid at their regular rate for all hours worked during the period of time the Hazardous Condition is in effect.



.222 Exempt employees who have been designated as Essential Hazardous Condition personnel and who are required to work during such periods as a condition of employment will receive their regular rate of pay only.

.23 Provision for Leave Time

.231 Collective Bargaining Agreements to Apply. FLSA non-exempt employees required to work beyond their regular work schedule during a declaration of a Hazardous Condition or an Adverse Driving Condition shall receive such compensation for hours actually worked as is provided in their respective collective bargaining agreements, where applicable, or in the Personnel Policies and Procedures Manual.

.232 Hazardous Condition - Paid Leave for Non-Essential Personnel. When a Hazardous Condition is declared and the Mayor authorizes reduced working hours for Non-Essential Hazardous Condition Personnel, such personnel will be granted Hazardous Condition Leave for the time authorized by the Mayor.

.233 Provisions for Leave Usage

.2331 A Non-Essential Hazardous Condition Personnel who reports late for duty after a Hazardous Condition has ended or leaves duty before the Hazardous Condition is declared by the Mayor will be charged Vacation Leave or compensatory time for those hours not authorized by the Mayor. Floating Holidays may also be used but only in whole day increments. If an employee has no accrued paid leave or the absence is not approved in advance, such employee will be charged leave without pay and may be subject to disciplinary action.

.2332 Leave approved prior to the declaration of a Hazardous Condition shall be counted against leave balances on the day or days a Hazardous Condition is declared in the amounts originally approved, unless the Non-Essential Hazardous Condition Personnel is required to report to work that day.

.2333 A Non-Essential Hazardous Condition Personnel who is denied use of leave under the Emergency Leave Policy during a Hazardous Condition or an Adverse Driving Condition and does not report for some or all duty on such day, will be charged LWOP for the entire period missed and may be subject to disciplinary action.

.2334 Employees serving disciplinary suspension during a Hazardous Condition are not eligible to receive Hazardous Condition Leave.

.2335 Temporary Employees are not eligible for paid leave under this policy. Temporary employees, with the permission of supervisors, may be allowed to flex their hours to make up missed time once the Hazardous Condition is ended. Such flex time may only be used within regular work hours and on regular work days and must be worked within the same work week the time was missed.

.2336 The number of hours the City is officially closed during the employees scheduled workday or workweek will be recorded on time sheets and leave records as Hazardous Condition Leave and will be recorded in the Time and Attendance System as such. Hazardous Condition Leave will not be counted as time worked when computing overtime.

.234 Failure to Report for Duty. Essential Hazardous Condition Personnel who fail to report to work may be charged LWOP for the hours they did not report for duty and will be subject to disciplinary action.

### .3 Employee Responsibility

Any employee who knows or believes a Hazardous Condition has been declared and is not sure when or if he or she is required to report to work, is responsible for contacting his or her supervisor or another person within the departmental chain of command for instructions on reporting to work.

.31 Any Non-Essential Hazardous Condition Personnel who reports to duty after a Hazardous Condition has been declared which results in their department or division being closed should not report to work, and doing so may subject them to disciplinary action.

.32 Non-exempt employees may not work at home or at any non-City site without the express permission of their Department Head and the Personnel Director. Violations may result in disciplinary action for the employee and/or their supervisor.

### 812. Position Status

Each position within the City shall be designated by position type which will indicate benefits for which the incumbent will be eligible (employees shall be eligible for all rights and benefits specified for their position type regardless of source of funding). Positions shall be designated as follows:

- .1 Regular (.011) employees shall be those classified, probationary or permanent employees who are scheduled to work forty (40) or more hours per week (full time).
- .2 Part-Time (.012) employees shall be those classified, permanent employees who are scheduled to work less than forty (40) hours per week.
- .3 Temporary (.013) employees shall be those unclassified, full or part-time employees hired for a limited time.
- .4 Emergency employees shall be those unclassified, full or part-time employees hired for the express purpose of maintaining the health and safety of the local citizenry or of preserving private or municipal property. Employment in this status shall not exceed five (5) consecutive work days in any fiscal year.
- .5 Appointed (.021) employees shall be those unclassified, permanent employees appointed directly by an elected official.
- .6 Fire (.051) employees shall be those unclassified, sworn employees of the Fire Department.
- .7 Grant (.061, .062, .063) employees shall be those unclassified employees whose positions are supported in whole or in part by grants from state and federal programs.

813. Special Employment Provisions-Temporary Employment

The City Charter, Article 16, Section 5-Classified and Unclassified Service states "all officers and employees whose salaries are wholly paid by the City of Tulsa except the following shall be in the classified service:

"This section of the Personnel Policies and Procedures Manual contains provisions covering exception "(d) Temporary, emergency, and special qualification personnel employed for temporary periods or under contract, as defined by the Commission."

- .1 Temporary employees shall be defined as follows:
  - .11 Those unclassified employees hired for a limited time for a temporary, budgeted position;
  - .12 Individuals employed by an outside agency who are performing services for the City, through a temporary help agreement with the outside agency and the City in order to ensure continued operation of core City services provided by a classified position, either due to long term absence of the incumbent or position vacancy (concurrent with Merit hiring process occurring).

- .2 Temporary employment limitations shall apply as follows:
  - .21 A temporary employee may work a maximum of one thousand (1,000) hours during any rolling twelve (12) months.
  - .22 A budgeted temporary position may be filled for one thousand (1,000) hours during any rolling twelve (12) months.
  - .23 A temporary employee shall not be eligible for employee benefits, including life insurance, health insurance, dental insurance, long-term disability insurance, retirement program and a voluntary deferred compensation plan. In addition, temporary employees shall not be eligible for paid leave such as vacation, holiday, sick and other types of leave provided for in Section 300 "Leave", of the Personnel Policies and Procedures Manual.
  - .24 A temporary employee may be considered for permanent classified employment as an external applicant and will be reviewed along with any other external applicants as part of the competitive employment process.
- .3 The need for temporary employees should be assessed regularly by department management (prior to a temporary employee approaching the 1,000 hour limit) to determine if the position can be filled by a permanent full time employee through the City Merit processes outlined in Section 100 of the Personnel Policies and Procedures Manual.
  - .31 At such time as a temporary employee reaches the maximum allowable hours, the department shall notify the temporary agency and request a new temporary employee.
  - .32 Human Resources will be responsible for monitoring the hours worked by temporary employees and will provide notification to departments.
- .4 Independent Contractor Limitations
  - .41 Contracts or renewals thereof with individuals for specialized services, for specified periods shall be reviewed by the Legal Department, prior to execution of the contract, in order to assure that the provisions of the Fair Labor Standards Act and Article 16, Section 5 of the City Charter are not violated.
  - .42 If any questionable issue is detected by the Legal Department regarding the Fair Labor Standards Act or City Charter provisions, it shall be presented to the Human Resources Department for final resolution.
  - .43 The City shall not provide employee benefits for independent contractors.

.44 Each contractual agreement shall be considered for review on an individual basis. The following factors are relevant in determining if an individual is an independent contractor:

- the extent to which the services performed by the individual are an integral part of the employer's business;
- the permanency of the relationship;
- the amount of the individual's investment in facilities and equipment;
- the nature and degree of control by the employer of the individual;
- the individual's opportunities for profit and loss; and,
- the amount of initiative, judgement or foresight required for the individual's independent enterprise to succeed in competition with others.

.45 An individual, then, is generally not considered to be an independent contractor unless he or she runs a business that is financially independent and physically separate from that of the entity receiving the services and serves a number of customers on a regular basis.

814. Use of Commercial Employment Agencies

Although applications referred by commercial employment agencies will be accepted, the City of Tulsa shall accept no obligation to the employment agency or to the referred applicant for any agency fee without approval of the Mayor.

815. Second Employment with the City and Outside Employers  
**Revised: September 20, 2005**

.1 Non-sworn employees (employees other than PD or FD) may obtain second jobs with another employer provided that:

.11 The employee's supervisor is informed in writing of the second employment, and

.12 The performance of the work does not simultaneously benefit both the City and the second employer, and

.13 The second employer is completely disassociated from the City, and

.14 The performance of the outside employment cannot be construed by the public to be or to constitute an official act of the City.

.2 Sworn employees engaged in public safety activities (PD or FD) may obtain second jobs provided the work is performed solely at the employee's option and the second job is for a separate and independent employer.

.3 No employee's authorized outside employment shall have, or potentially have a conflict of interest with the City (See Section 806), or interfere in any way,

including but not limited to physical or mental capacity, with the employee's ability to perform his or her City job.

- .4 In certain circumstances, the Mayor or Human Resources Director may grant permission for an employee to perform a second job that is in the same or similar capacity as the employee's primary occupation for the City when such employment would also benefit the City. Such approval may be granted provided the outside employment would not create any legal or operational conflicts as determined by the Mayor or designee.
- .5 In certain circumstances, the Human Resources Director or designee may grant permission to an employee to perform a second job for the City of Tulsa provided the work is occasional or sporadic, part-time, solely at the employee's option, and in a different capacity from the employee's primary occupation.
- .6 Employees authorized to perform a second job may not do so during their regular work hours for the City or use City resources (including but not limited to tools, equipment, vehicles, computers, or data, information or contacts gained through the City) except as specifically approved by the department head or designee.

816. Volunteer Activities

City employees are generally not allowed to engage in volunteer activities which directly benefit the City or any of its operations. In no circumstance should City employees volunteer to perform work which is the same or similar in nature to the employee's primary job function.

817. Internet/Intranet Policy **Revised Date: July 5, 2001**

The Internet and Intranet access systems are owned and provided by the City to assist employees and other users in conducting City business. The following procedures have been established concerning the use of these systems. Violation of the provisions of this policy may result in disciplinary action up to and including termination of an employee and/or other appropriate legal action as concerns both employees and other users.

- .1 Information accessed and transmitted over the Internet and Intranet may be subject to disclosure under provisions of the Open Records Act. There is no guarantee of privacy nor should there be any expectation of privacy with regard to any Internet or Intranet transaction or site. Any Internet or Intranet information accessed or transmitted is considered a business record of the City and accordingly may be used in administrative, judicial or other proceedings to the extent allowed by law.
- .2 The Internet and Intranet systems may not be used to solicit, communicate or proselytize for outside commercial ventures, religious or political causes, organizations not connected to City business, or other non-job-related solicitations.

- .3 The Internet and Intranet access systems are not to be used to access, view or transmit any offensive or disruptive messages, or contents that violate other City or internal departmental policies. Offensive messages include but are not limited to messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses age, sexual orientation, religious or political belief, national origin, or disability.
- .4 The Internet and Intranet access systems shall not be used to knowingly send (upload) or retrieve (download) copyrighted materials, trade secrets, proprietary financial information, chain letters, or similar materials without prior authorization from a department head and/or the City Attorney as appropriate.
- .5 The City reserves and may exercise the right to review, audit, intercept, access, disclose, delete, and purge all messages or contents created, received or sent over the Internet and Intranet access systems for any purpose. An employee's or other user's use of the Internet or Intranet system grants management permission to review any and all transactions or sites.
- .6 The Internet access system may be used for personal communications or transactions provided that such use does not interfere with the conduct of City business, cause system cost increases, unreasonably interfere with the employee's duties or work time, or violate any provision of the Personnel Policies and Procedures Manual or established policies and procedures within individual departments.
- .7 Any employee who discovers a violation of this policy shall notify his or her immediate supervisor as soon as reasonably possible.

818. E-Mail Policy **Revised Date: July 5, 2001**

The electronic mail (Email) system is owned and provided by the City to assist employees and other users in conducting City business. The following procedures have been established concerning the access and disclosure of Email messages sent or received by City employees/users. Violation of the provisions of this policy may result in disciplinary action up to and including termination of an employee and/or other appropriate legal action as concerns both employees and other users.

- .1 Communications and material on the Email system may be subject to disclosure under provisions of the Open Records Act. There is no guarantee of privacy nor should there be any expectation of privacy with regard to any Email. Email messages are business records of the City; accordingly, they may be used in administrative, judicial or other proceedings to the extent allowed by law.
- .2 All messages composed, sent, or received on the Email system are and remain the property of the City. They are not the private property of any employee/user.
- .3 It is understood that occasional and limited use of the Email system for personal messages to other individuals will occur. Employee's/User's personal use of Email shall be subject to review for inappropriate or excessive use. The Email

system may not be used to solicit, communicate or proselytize for outside commercial ventures, religious or political causes, organizations not connected to City business, or other non-job-related solicitations.

- .4 The Email system is not to be used to harass employees/users or create any offensive or disruptive messages, or messages that violate other City or internal departmental policies. Offensive messages include but are not limited to messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political belief, national origin, or disability.
- .5 The Email system shall not be used to knowingly send (upload) or retrieve (download) copy-righted materials, trade secrets, proprietary financial information, chain letters, or similar materials without prior authorization from a department head and/or the City Attorney as appropriate.
- .6 The City reserves and may exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the Email system. An employee's/user's use of the Email system grants management permission to review any and all messages. Therefore, the confidentiality of any message should not be assumed due to possible audit or Open Records process. Even when a message is deleted, it may be possible to retrieve and read that message from City server archives. However, only those personal messages which are in violation of this policy, constitute or disclose a City work rule violation, or that could negatively impact City work processes shall normally be disclosed or acted upon by management absent an Open Records request.
- .7 While management reserves the right to retrieve and read Email messages, such messages should be treated as confidential by other employees/users and accessed only by the intended recipient or other authorized individual. Employees/Users are not authorized to retrieve or read any Email messages that are not sent to them. Any exception to this provision must receive prior approval from a department head and/or the City Attorney as appropriate.
- .8 Any employee who discovers a violation of this policy shall notify his or her immediate supervisor as soon as reasonably possible.

819. Personal Computer (PC) Usage Policy      **Effective Date: July 5, 2001**

The City owns and provides personal computers to assist employees in conducting City business. The following procedures have been established as the City's PC policy. Violation of this policy may result in disciplinary action up to and including termination of an employee and/or other appropriate legal action as concerns both employees and other users. For purposes of this policy the term "user" includes all permanent and temporary employees, all contractors, subcontractors, consultants, and vendors who are permitted to use the City's computer systems for any reason. The term "personal computer", for purposes of this policy, shall include any software, peripheral device, hardware, or media used to store, transfer, manipulate, or otherwise use information electronically.



### Limited Personal Use

- .1 Supervisors may permit the occasional, limited, appropriate use of a City computer if the use does not: (a) interfere with the employees/users work performance, (b) interfere with any other employee's work performance, (c) have undue impact on the network or operation of any City information/computer system or the business of the City, or (d) violate any other provision of this policy or any other policy, guideline, or standard of the City of Tulsa.
- .2 The City does not guarantee the safekeeping of personal data stored on a City computer. Employees/Users who choose to use a City computer to store personal data assume all the risk of losing such data regardless of the cause.

### Expectation of Privacy

- .3 Employees/Users expressly waive any right of privacy in anything they create, store, send, or receive on a City computer or through the Internet or any other computer network. By utilizing City PCs, employees/users consent to allow personnel of the City to access and review all materials employees/users create, store, send or receive on the computer or through the Internet or any other computer network.
- .4 The City has the right, but not the duty, to monitor any and all aspects of its computer systems, including, but not limited to, monitoring sites visited by users on the Internet, including chat groups and news groups, reviewing material downloaded or uploaded by employees/users to the Internet, and reviewing Email sent and received by employees/users.

### Personal Software or Hardware

- .5 Employees/Users may not add software or hardware (including peripherals) to any computer system owned or operated by the City without first obtaining the express permission of their department head or designee. Employees/Users requesting that personally owned software be loaded onto City computers must demonstrate proof of ownership of the software.

### Moving or Relocating PCs

- .6 Employees/Users may not move or relocate computer systems owned or operated by the City of Tulsa without first obtaining the express permission of their department head or designee.

### Copyright Production

- .7 Employees/Users are responsible for knowing and complying with copyright law and applicable licenses that apply to software, files, books, documents, messages, and other material they wish to download or copy. Employees/Users may not illegally copy, request to copy, or allow others to copy material protected

under copyright law. Employees/Users who are uncertain as to whether any material is copyrighted should seek guidance from their department head or designee.

#### Prohibited Activities

- .8 Material that is fraudulent, dangerous, harmful, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by Email or other form of electronic communication or displayed on or stored in City computers. Employees encountering or receiving this kind of material should immediately report the incident to an exempt supervisor.

#### 820. Telephone and Cellular Telephone Policy    **Effective Date:    July 5, 2001**

The City owns and provides telephones and cellular telephones (cell phones) to assist employees in conducting City business. The following procedures have been established concerning the use of the City's telephone and cellular phone systems. Misuse or illegal use of City telephone equipment or violations of the provisions of this policy may result in disciplinary action up to and including termination and/or other appropriate legal action.

#### General Policy

- .1 Incoming and outgoing personal calls should be limited in terms of number and duration so as to not interfere with City business and overall employee performance.
- .2 City telephone systems may not be used to solicit, communicate or proselytize for outside commercial ventures, personal profit, religious or political causes, organizations not connected to City business, or other non-job-related solicitations.
- .3 The City reserves the right to review City telephone usage. Additionally, supervisors shall control the use of City telephones and review telephone bills for purposes of detecting misuse or monitoring customer service quality. Supervisors shall distribute billing detail forms to each employee for secondary review and compliance with Section 820.10. Periodically, broader system audits are also performed to determine if any abuse has occurred.
- .4 Any City manager who may be implementing telephone monitoring or recording systems shall contact the Human Resources Director to ensure appropriate legal considerations are addressed.
- .5 Telephone activity and cell phone use records may be a matter of public record under the Open Records Act and may be requested and/or published by the media.
- .6 Collect calls should not be accepted on City telephones except in emergency conditions or when necessary to the operation of the department.

- .7 The Telecommunications and Information Services Department is the sole contact with telephone companies. The Help Desk at 596-1600 will assist in any telephone requirements.

#### Personal Use

- .8 Personal long distance calls made from City office telephones or cell phones shall be billed to the caller's personal long distance calling card or home telephone number. In the event personal long distance calls are charged to the City due to an emergency or mistake, the employee must reimburse the City for the cost of the call.
- .9 Employees shall likewise avoid using City-owned cell phones for personal calls. Each call, incoming or outgoing, directly or indirectly incurs costs to the city. Airtime is charged based on utilization and by the minute and may be more expensive than long distance.
- .10 Employees shall reimburse the City for all personal long distance calls made on City telephones and any personal calls (local or long distance) made on City cell phones which result in additional costs to the City. The employee shall identify and mark such calls on the billing detail and reimburse the City by check or money order by sending the billing detail and payment to: Revenue Processing, City Hall, Room 108. Failure to reimburse the City within ninety (90) days of receipt of the invoice may result in termination of cellular service and/or possible disciplinary action up to and including termination and/or other appropriate legal action.

#### Cell Phone Usage

- .11 The general use of cell phones shall not be in lieu of more cost effective, practical, and available means of communication. The assignment and purchase of cell phones and subsequent rate plans shall be approved by the department head or designee and shall be based on the employee's job requirements.
- .12 Cell phones are the property of the City of Tulsa and must be turned in immediately upon termination of employment.
- .13 Employees should recognize that cellular transmissions are not secure; consequently, discretion should be used during cell phone calls especially as involves confidential information.
- .14 Cell phones should not be used for extended conversations. Arrangements should be made to call back from a standard telephone.
- .15 Employees should be selective as to whom they provide their cell phone number. In order to better control cell phone usage, employees should rely on voice mail and pagers when practical.

- .16 Office phones should not normally be forwarded to a cell phone. If necessary, voice mail can be set up to allow the zero option to roll emergency calls to an employee's cell phone. Upon approval of the department head or designee, installation of voice mail can be requested by calling 596-1600.

#### 821. Information Systems Security Policy

The City owns and provides information systems and network facilities to assist employees and other users in conducting City business. The following procedures have been established concerning the City's information systems security policy. For purposes of this policy the term "user" includes all permanent and temporary employees, all contractors, subcontractors, consultants, and vendors who are permitted to use the City's information systems for any reason. The term "information system" includes any software, network, peripheral device, computer, or media used to store, transfer, manipulate, or otherwise use information electronically. This also includes any documents in any form, including electronic or printed, used to prepare, support, manage or use an information system. Violation of the provisions of this policy may result in disciplinary action up to and including termination of an employee and/or other appropriate legal action as concerns both employees and other users.

##### Authorization

- .1 Employees/Users shall be responsible to comply with the provisions of this policy, the Oklahoma Computer Crimes Act (OCCA), and any internal departmental security procedures. The OCCA is provided on the City's Intranet site in the Legal Department's document (DOC) library.
- .2 Employees/Users will sign an affidavit acknowledging notification and agreement to follow and comply with the OCCA and this policy. The security affidavit will become a part of the employee's personnel file and provides authorization for the employee/user to utilize specific City information system resources as assigned by the department head or designee. Any non-employee user shall be provided a copy of this policy through a sign-off/receipt process by the hiring manager with a copy retained by the hiring manager.
- .3 Unauthorized use of any information system, or access by any unauthorized means or any violation of the OCCA or this policy may result in disciplinary action including termination and/or other appropriate legal action as concerns both employees and other users.

##### Authentication

- .4 Authentication is a control established for each information system, and consists of: (a) identification of a person requesting use and/or being permitted use of the system, and (b) validation of that person's identity such as a password, magnetic card, biometric device, or by some other means.

- .5 Employees/Users shall use the identification and validation assigned to them and not divulge it to others or leave it unprotected. Using or attempting to use any other method of authentication or identification is prohibited.

#### Remote Computing

- .6 Remote access is connecting to a City information system where a portion of the physical path is not under City control, dial-up for example.
- .7 Employees/Users using remote access shall comply with all provisions of this policy.
- .8 In addition to department head authorization to access the City's Wide Area Network (WAN), separate authorization by the IT Department is required for remote access. Employees/Users requiring such access shall contact the Help Desk (596-1600) to receive such authorization.
- .9 Programs which emulate a City-networked PC from a remote location are not allowed.
- .10 VPN (Virtual Private Network) access shall be granted to exempt employees and only to a limited number of non-exempt employees who have been granted approval by their Department Head and the Personnel Director or his/her designee. If an employee transfers to another position (either within the same department or in another department), it is the responsibility of the department submitting the original request to terminate the employee's VPN access. A separate request for VPN access in the new position should then be completed.

All employees who access the City network through VPN are responsible for ensuring their personal computers are secure, have appropriate and current virus protection and other necessary security software to minimize risk to the City of Tula network. Employees are required to abide by all security and confidentiality policies and procedures when accessing the City network using VPN.

#### Protection of Information, Detection and Reporting Violations

- .11 The Information Technology Security Board (ITSB) is responsible for establishing security procedures for information systems.
- .12 ITSB will establish methods of prevention and detection of security violations and shall investigate suspected violations.
- .13 An employee shall be responsible to promptly notify their supervisor of any suspected violations of this policy. Supervisors shall notify the department head as soon as possible concerning any such alleged violation.

822. Sexual Harassment Policy    **Effective Date:**    **August 3, 1998**

The City of Tulsa is committed to and shall provide a work environment which is free from all forms of discrimination and harassment, including sexual harassment. City, State and Federal laws strictly prohibit sexual harassment in the work place by any person and in any form.

.1 All managers, supervisors, employees (including contract and temporary employees), customers, citizens and vendors are expressly prohibited from any form of conduct which has the purpose and/or effect of interfering with another individual's work performance or which creates a hostile, offensive or intimidating work environment.

.2 The City of Tulsa will not tolerate any form of harassment based on gender, age, ethnicity, disability, religion, national origin, or race. City policy requires that all employees conduct themselves in accordance with the highest moral and ethical standards. Any manager, supervisor or employee who violates this policy is subject to disciplinary action up to and including termination. Customers and/or vendor representatives who violate this policy will be asked to leave City premises.

.3 Definitions:

.31 Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Note: Sexual harassment includes conduct directed at members of the same as well as the opposite sex.

.32 Harassment

Any slurs, jokes and/or other degrading verbal or physical conduct relating to a person's gender, age, ethnicity, disability, religion, national origin, or race constitutes harassment when such conduct:

- 1) has the purpose or effect of substantially interfering with an individual's work performance or,

- 2) creates an intimidating, hostile or offensive work environment or,
- 3) adversely affects another employee's work efforts and employment.

.4 Examples of prohibited conduct include, but are not limited to:

- a. unwanted offensive sexual flirtation, advances, propositions, touching or hugging;
- b. graphic or suggestive comments concerning a person's dress or body;
- c. display of sexually suggestive objects or pictures;
- d. display of degrading objects, pictures or making inappropriate comments specific to gender, age, ethnicity, disabilities, religion, national origin or race;
- e. non-verbal harassment including suggestive or insulting sounds, leering, whistling, obscene gestures or inappropriate electronic or voice mail messages.

.5 Employee Responsibilities

Any employee who believes he or she has been the subject of sexual or gender related harassment and/or discrimination (harassment) must immediately report the incident(s) either verbally or in writing in accordance with the procedures in this section:

.51 Complaints of harassment should be made to one of the following:

- the employee's immediate supervisor;
- any supervisor in the employee's chain of command;
- a department manager or department head;
- the Human Resources Director or designee.

The employee may bypass the immediate supervisor or anyone else in the supervisory chain of command if the employee is uncomfortable in making the report to that person.

.52 Employees have the right to report any harassing conduct without fear of retaliation of any kind or form. Employees who file false or malicious allegations of sexual harassment will be subject to disciplinary action up to and including termination.

.53 In order to minimize sexual harassment allegations and complaints, employees are encouraged to notify the offending party that the conduct is unwelcome and offensive. Often this notification will terminate the

offensive behavior. Such notice is not required but is encouraged where appropriate.

Note: Complaints concerning harassment or discrimination other than sexual harassment or sexual discrimination shall be filed according to the provisions of Section 104, Discrimination. Also, see .71, Civil Service Commission authorities regarding sexual harassment.

#### .6 Manager/Supervisor Responsibilities

- .61 It is the responsibility of managers and supervisors to read, understand and implement this policy and assure that their employees have received and signed an acknowledgement per Section 822.9 below. It is also the responsibility of managers and supervisors to assure that their employees comply with the provisions of this policy to the best of the manager's or supervisor's knowledge.
- .62 It is the responsibility of managers and supervisors to assure employees that sexual harassment will not be tolerated in the work place and to take immediate action if they become aware of such harassment.
- .63 If an employee files a formal complaint, the manager or supervisor shall immediately advise the Human Resources Director or designee in writing.
- .64 If a complaint has not been filed but the manager or supervisor is aware of circumstances where sexual harassment may be occurring, regardless of whether the harassment is in the supervisor's department or in another department, it is the responsibility of the manager or supervisor to advise the Human Resources Director or designee of the matter in writing.
- .65 If allegations of sexual harassment are substantiated after the investigation, the department manager shall take appropriate disciplinary action against the offending employee(s) after consulting with the Human Resources Department.
- .66 It is the responsibility of managers and supervisors to counsel employees to be sensitive to others and to avoid making comments that may embarrass co-workers, even if such comments do not rise to the level of harassment.
- .67 Failure of any manager or supervisor to take action as required by this policy will be grounds for discipline up to and including termination.

#### .7 Human Resource Department Responsibilities

- .71 Classified employees bringing forth sexual harassment or sexual discrimination claims which involve promotional related issues or appeal cases involving termination, suspension or demotion (only) shall be processed through the Civil Service Commission discrimination procedure



under Section 104. All other claims of alleged sexual harassment or sexual discrimination shall be processed under the administrative procedures described in Section 822.72 through 822.76.

- .72 After receiving a complaint or an allegation of sexual harassment, the Human Resources Director or designee shall contact the complainant and conduct a prompt, fair and thorough investigation. The investigation shall include a review of the context, frequency, and circumstances of the alleged harassment and interviews with witnesses or others who may have knowledge of the circumstances of the alleged harassment.
- .73 The complainant, alleged offender and other witnesses shall be interviewed and asked to sign an affidavit concerning their knowledge of the alleged sexual harassment. All employees shall cooperate with such investigations and be truthful in their statements. Failure to cooperate and/or making of false statements shall constitute grounds for discipline up to and including termination.
- .74 All parties shall be advised that the investigation is confidential and that confidentiality must be maintained outside of the investigation.
- .75 The Human Resources Director or designee shall discuss the findings of the investigation with the department manager and discuss appropriate disciplinary action for the offenders, if necessary.
- .76 At the conclusion of the investigation, the Human Resources Director or designee shall meet with the complainant, explain the findings of the investigation and any actions taken to eliminate the sexual harassment. Normally a complainant shall receive the City investigatory findings and action determinations within thirty (30) working days. Any necessary deviation from this time frame shall be communicated to the complainant.

.8 Confidentiality

- .81 Information concerning the allegation(s) and or result(s) of the investigation shall be limited to the complainant, the alleged offender, witnesses and those managers or supervisors who have a legitimate need to know or who must receive information in order to facilitate the investigation.
- .82 All complaints filed, investigations conducted and disciplinary action recommended and/or taken shall be handled in a confidential manner to the extent that is reasonably possible so that neither of the parties involved nor the City will suffer unnecessary embarrassment, intimidation or other undesired consequences.

.9 Dissemination

All employees, including new employees, shall acknowledge in writing, receipt of this policy, an acknowledgement that the employee understands the policy and an agreement that the employee will utilize the complaint procedures contained in the policy, if the need arises.

823. Social Media Policy

**Effective: July 12, 2010**

The City of Tulsa has an official Facebook, Twitter, Flickr®, and YouTube page that can be used to promote City of Tulsa services, programs and events with authorization from the respective department head and the Communications Department.

The City of Tulsa uses social media to further the goals of the City and the missions of its departments where appropriate with an emphasis on brand integrity in its messages.

The City of Tulsa has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on social media sites. This policy establishes guidelines for the use of social media.

.1 The City of Tulsa’s Web site, [www.cityoftulsa.org](http://www.cityoftulsa.org) will remain the City’s primary and predominant internet presence.

.11 The best and most appropriate City of Tulsa uses of social media tools fall generally into two categories:

- a. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
- b. As marketing promotional channels which increase the City’s ability to broadcast its messages to the widest possible audience.

.12 Wherever possible, content posted to City of Tulsa social media sites will also be available on the City’s main Web pages.

.13 Wherever possible, content posted to City of Tulsa social media sites should contain links directing users back to the City’s official Web sites for in-depth information, forms, documents or online services necessary to conduct business with the City of Tulsa.

.2 City of Tulsa social media sites shall comply with City of Tulsa’s Charter and ordinances, including without limitation the Ethics Code, provisions of the City of Tulsa Personnel Policies and Procedures Manual and administrative rules.

.3 City of Tulsa social media sites are subject to State of Oklahoma open records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any open records request for public records on

social media. Content related to City business shall be maintained in an accessible format and can be produced in response to a request (see the City of Tulsa Facebook, Twitter, Flickr® and YouTube standards). Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

Users shall be notified that open records requests must be directed to the relevant departmental records custodian.

.4 Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Tulsa social media site articles and comments which do not comply with paragraph 2 above or those containing any of the following forms of content shall not be allowed.

.41 Comments not topically related to the particular social medium article being commented upon;

.42 Comments in support of or opposition to political campaigns or ballot measures;

.43 Profane language or content;

.44 Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

.45 Sexual content or links to sexual content;

.46 Solicitations of commerce;

.47 Conduct or encouragement of illegal activity;

.48 Information that may tend to compromise the safety or security of the public or public systems; or

.49 Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City of Tulsa Facebook, Twitter, Flickr® and YouTube standards).

.5 All new social media tools proposed for City use will be approved by the Mayor's Communications Director or designee.

.6 Administration of City of Tulsa social media sites.

- .61 The Communications Department will maintain a list of all City of Tulsa social media sites, including login and password information.
- .62 The City shall be entitled, in its sole discretion, to immediately edit or remove content from social media sites.
- .7 All media tools used by the City will follow:
  - .71 Operational and use guidelines
  - .72 Standards and processes for managing accounts on social media sites
  - .73 City and departmental branding standards
  - .74 Enterprise-wide design standards
  - .75 Standards for the administration of social media sites

The following social media tools have been approved for use by the City of Tulsa:

- Facebook
- Twitter
- Flickr®
- Video – YouTube (Video On Demand)

- .8 If there is an unauthorized site that is an existing account as of July 12, 2010 the Communications Department will review the material (such as Facebook, Twitter, Flickr®, or YouTube), for the appropriateness of the content and branding. If changes need to be made to an existing account, a plan of action will be submitted to the appropriate department head or their designee for compliance within 10 business days. Non-compliance will result in disciplinary action.
  - .81 **Facebook** – The City of Tulsa hosts a Facebook page where all city-related events, programs and services may be posted with the Communications Department approval. Any Facebook page that appears to be an official City of Tulsa Web page that has not been authorized will be reported to Facebook and will be subject to termination.
  - .82 **Twitter** – The same policy that is applied to Facebook accounts apply to Twitter. There is only one official Twitter account that is currently administered by the City of Tulsa Communications Department and staff.
  - .83 **Flickr®** – The same policy that is applied to Facebook accounts apply to Flickr®. There is only one official Flickr® account that is currently administered by the City of Tulsa Communications Department and staff.
  - .84 **YouTube** – The City of Tulsa maintains a YouTube account where all city-related events, programs and services may be posted with the Communications Department approval.

Additional social media sites will be established and administered by the Communications Department.

.9 Procedure

Social media can be an effective tool for communicating with citizens. The Communications Department will act as the clearinghouse for social media sites. Any requests submitted to the Communications Department for a Facebook message must be limited to 500 words or for a Twitter message must be limited to 140 characters, including your URL. Working with the requestor, the Communications Department will determine the key words and best descriptors for the event, program or service for the Flickr® and YouTube accounts to attract the greatest number of viewers possible.

824. Media Relations Policy

**Effective: July 12, 2010**

The City of Tulsa (City) seeks to inform the residents of the city of Tulsa, businesses, and visitors by engaging in a proactive communications program. The purpose of this policy is to define the roles and responsibilities for working with the media within those operations of the City government under the authority of the City.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations.

Rather, the intention is to establish a framework for achieving an effective working relationship with the media and to maintain consistent high-quality public relations for the City. The City sincerely desires to do business in an open, honest and straightforward manner. However, sensitive legal or personnel matters remain confidential. All efforts will be made to comply with the Oklahoma Open Records Act and the Freedom of Information Act.

.1 Media Inquiries

Inquiries from the media are given a high priority by the City and should be responded to as quickly and efficiently as possible with a focus on accuracy. Every effort should be made to cooperate with the media and ensure that all information released is timely. To facilitate these objectives, the City Communications Director and/or Manager is principally responsible for coordinating the City media relations, with the exception of most public safety issues.

The majority of media requests are initiated when the media contacts the Communications Director and/or Manager. Since the media often works with tight deadlines, it is important that departments respond as soon as possible when the Communications Director and/or Manager or designee requests information or a spokesperson. Specific guidelines for responding to media requests are provided in the following sections.

.2 General or Routine Response to Media Inquiries

- .21 If a department does not have a designated spokesperson, media inquiries should be referred immediately to the Communications Director and/or Manager or the Communications Department, who will work with the appropriate City staff to coordinate a response for the media.
- .22 In the event that no spokesperson is designated for a department, Communications will work with the appropriate department head(s) to designate a spokesperson, if needed, to speak on departmental topics.
- .23 Other authorized spokespersons for the City of Tulsa will be designated and included as they are added (please see the attachment to this policy).
- .24 It is the responsibility of the spokesperson to notify the Communications Director of any media contacts. The Communications Director will in turn contact the Mayor's Office if deemed necessary.

.3 Authorized City of Tulsa Spokespersons

- .31 In order to expedite consistently high quality and accurate information going to the media, Communications will work to designate a spokesperson to speak on all topics within the realm of their responsibilities. In the event that no spokesperson is designated for a department, media inquiries will be directed to the Communications Director or designee.
- .32 A designated spokesperson will possess excellent communication skills, as well as the ability to extemporaneously respond to media inquiries involving difficult issues and problems. The spokesperson will act as the primary media source for statistics, history, description of projects and programs, facilities, services and other public information. During media interviews, employees serving as spokespersons should not speculate or state their personal opinion.

.4 Litigation and Personnel Issues

- .41 Generally, the business conducted by the City is public and therefore is public information. Inquiries regarding pending litigation, matters involving a significant exposure to litigation and certain personnel-related information are exceptions.
- .42 Media inquiries regarding pending or potential litigation should be referred to the City Legal Department or the Communications Director and/or Manager. Media inquiries regarding personnel matters should be referred to the Communications Director and/or Manager and the Director of Administration. As a rule, the City declines comment on pending litigation and pending personnel matters.

.5 Personal Points of View

- .51 It is recognized that all employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City official policy. Therefore, employees who write letters to the editor of any newspaper or other media outlet may not use City stationery. The same rule applies to “blogging” or commenting on any social network or news outlet Web site. Personal viewpoints can be shared but should not be done on City time or City computers.
- .52 If an employee chooses to identify himself or herself as a City employee in any personal letter or e-mail to print, electronic media, or an additional media outlet, or in any similar personal statement published or submitted for print/media publication, he or she must include language which states that the views set forth therein do not represent the views of the City, but rather are the employee’s personally held opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program, unless the employee has received prior approval to serve as an official representative of the City.
- .53 Violations of the above policies could result in disciplinary action after being reviewed by Communications and HR.

.6 City of Tulsa Initiated Public Communications

- .61 Most proactive media contact is initiated by the City Communications Director and/or Manager. This includes issuing press releases, media advisories, and personal contacts with reporters and editors for coverage.
- .62 All news releases must be approved by the Communications Department unless otherwise agreed upon by the specified department head, with the exception of the Police Department.
- .63 Departments seeking publicity for events or activities should complete a copy of the “*Department Project Form*” (available on the City of Tulsa intranet, under the Communications Department) or contact the Communications Director and/or Manager via phone or e-mail as soon as possible to ensure the best media coverage of the activities. The Communications Director and/or Manager or designee will work with the department to create the best possible news release or other type of presentation.
- .64 Departments should not initiate news media contacts before notifying the Communications Director and/or Manager.
- .65 It is the intention of the City to make every effort to publicize the good work of City departments. If an employee, whether in management or otherwise, believes something to be newsworthy, he or she is

encouraged to make it known to the Communication Director and/or Manager.

- .66 Any department that creates and determines they need a media communications policy, such as photos or external communications must submit their policies to the Communications Department for approval.

825. Visitors and Children in the Workplace      **Effective: October 8, 2012**

- .1 The City of Tulsa values the work/life balance of their employees. However, frequent, recurring visitors in the workplace during work hours is unsuitable and causes decreased productivity, increased liability and health/safety issues for the City of Tulsa. All visitors to City of Tulsa facilities should check-in at the appropriate location within each facility and prominently display any identification issued to them at check-in.
- .2 Any visitor who is not in a City facility to conduct City business should limit his/her visit to a brief timeframe and should not be present in the facility on a frequent, recurring basis.
- .3 Children and infants are welcome to visit the workplace on an occasional basis for brief visits. However, the City of Tulsa does not permit continual presence of children in the workplace in lieu of other childcare arrangements.
- .4 The policy regarding children in the workplace would not apply in the following situations:
  - .41 Specific events when children are invited to the workplace, such as Take Our Sons and Daughters to Work Day, which is announced in advance with established guidelines.
  - .42 When children are using City of Tulsa facilities as a patron of those facilities, such as a recreational center. At no time should the child require the parent's supervision at the facility if the parent is working at the City of Tulsa facility during the timeframe of the event and their position does not require the employee to supervise individuals engaged in events or at the facility.
  - .43 When approved in advance by the employee's immediate manager or supervisor, such approval should be limited to instances when the manager believes the employee's attendance at work is necessary at that particular time (eg meetings or deadlines), and the child(ren) will not cause a distraction to the employee or others. Employees are not to take responsibility for another employee's child(ren) in the workplace. An employee should not request another employee to care for their child while in the workplace.