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CHAPTER 1

GOVERNMENT ORGANIZATION

SECTION 2-101 FORM OF GOVERNMENT.

The city is governed under the council-city administrator form of government. All powers of the city shall be exercised in the manner prescribed by the city charter, by the city code, by state statute and in such manner prescribed by ordinances adopted by the city council, only if not in conflict with the city charter.

Charter Reference: Similar provisions, Section 1-2 of the charter.

SECTION 2-102 MEETINGS OF THE COUNCIL.

A. Regular meetings of the council shall be held at least once every month in council chambers at city hall unless the council designates another place. Any adjourned meeting may be held at any other place in the city designated by the council.

B. The council may from time to time adopt rules to govern the proceedings of the council. (Prior Code, Secs. 1-3, 1-4)

State Law Reference: See also Open Meetings Act, 25 O.S. Sec. 301 et seq.

Charter Reference: Council Composition, see Sec. 2-1 of the charter; council meetings, Sec. 2-8 of the charter, rules, quorum and roll call, Sec. 2-12 of the charter.

SECTION 2-103 MAYOR'S POWERS AND DUTIES, VICE MAYOR.

The mayor and vice mayor shall have all the powers and duties prescribed by the charter, and state law, and as may be prescribed by ordinance.

Charter Reference: See Section 2-2, 2-3 of the charter on mayor, vice mayor powers.

SECTION 2-104 CITY ADMINISTRATOR APPOINTMENT BY COUNCIL, POWERS AND DUTIES.

The city administrator shall be appointed by the city council and shall be the administrative officer and head the administrative branch of the city government and shall exercise the powers and duties granted him by the city charter.

Charter Reference: See Secs. 3-1 to 3-3 of the city charter on city administrator.

SECTION 2-105 CITY CLERK APPOINTMENT, DUTIES.

The city clerk is an officer of the city, appointed as provided in the charter. The city clerk shall be head of the department of finance. The city clerk shall collect or receive all revenue and other monies of the city and shall deposit same with the city treasurer. The city clerk shall be the clerical officer of the council and shall perform such other duties as provided by law, by ordinance, or by the council. The same person may hold the offices of city clerk and city treasurer.

Charter Reference: See Sec. 4-1 of the charter for city clerk duties.

SECTION 2-106 CITY TREASURER APPOINTMENT, DUTIES.

The city treasurer is an officer of the city, appointed as provided in the charter. The treasurer shall deposit daily all funds coming into his hands for the city in such depositories as the council may designate, and shall disburse such funds in the manner provided by applicable laws or ordinances. He shall have such other powers, duties and functions as may be prescribed by the charter, by applicable law or by ordinance. The same person may hold the offices of city clerk and city treasurer.

Charter Reference: See Sec 4-2 of the charter for city treasurer duties.

SECTION 2-107 CITY ATTORNEY.

The city attorney is an officer of the city, appointed as provided in the city charter. The city attorney shall attend council meetings, prepare ordinances and resolutions when directed, advise the council and administrator and, with council approval, advise other officers of the city, represent the city in lawsuits and perform such other duties as provided by law or ordinance.

Charter Reference: See Sec. 5-1 of the city charter on city attorney duties.

SECTION 2-108 ADMINISTRATIVE DEPARTMENTS, OFFICERS AND AGENCIES.

There shall be such other administrative departments, agencies and officers as the council may establish.

Charter Reference: Similar provisions, Sec. 3-4 of the charter.

SECTION 2-109 BONDS FOR CITY OFFICERS AND EMPLOYEES.

The city administrator, the clerk, the treasurer and such officers and employees as are designated by the city council shall, before entering upon the discharge of their duties, execute and file with the city clerk surety bonds issued by a surety company authorized to operate in the state

conditioned upon the faithful performance of their duties. The city shall pay the premium on such bonds.

Charter Reference: Similar provisions, Sec. 8-7 of the charter.

SECTION 2-110 COMPENSATION OF MAYOR AND COUNCIL.

Compensation of elected officers of the city shall be as provided by the charter and ordinances of the city.

Charter Reference: Similar provisions, Sec. 2-4 of the charter.

Ed. Note: Ord. No. 213, 4/22/85, set compensation for council members at $25.00 per month effective 5/1/87.

SECTION 2-111 BOOKS DELIVERED TO SUCCESSOR.

All books, vouchers, monies or other property belonging to the corporation in charge or possession of any officer of the same shall be delivered to his successor when qualified.

SECTION 2-112 PERSONNEL BOARD ESTABLISHED.

The personnel board of the city shall consist of three (3) members appointed as provided in the city charter. The personnel board shall have such powers and duties as established by the charter.

Charter Reference: Similar provisions, Sec. 8-2 to 8-4 of the charter.

SECTION 2-113 PERSONNEL REGULATIONS ADOPTED.

The city's personnel regulations, as adopted by Ordinance No. 265 on July 25, 1985, and as may be amended from time to time by the city, shall govern personnel matters. (Ord. No. 265, 7/25/85)

SECTION 2-114 ABSENCES TO TERMINATE CERTAIN POSITIONS.

If any member of a board or commission of the city shall be absent from more than one-half (1/2) of the meetings of the board or commission, regular or special, held within any period of four (4) consecutive calendar months, he shall cease to hold office effective with the entering of a certificate of such absence in the official records of the city by the city clerk. The city council may, in its sole discretion, waive the provisions of this section only where the absences are due to illness of the member of the board or commission. (Prior Code, Sec. 1-55.1)

SECTION 2-115 ABSENTEE BALLOTS.

In all municipal elections in the city, absentee ballots are hereby authorized in accordance with applicable state law. The county election board of Canadian County is hereby authorized and directed to prepare and distribute such absentee ballots as may be authorized under applicable state law. (Ord. No. 293, 6/24/91)

CHAPTER 2

RETIREMENT AND PENSIONS

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ARTICLE A

SOCIAL SECURITY

SECTION 2-201 CITY OFFICERS AND EMPLOYEES UNDER FEDERAL SOCIAL SECURITY.

A. It is hereby declared to be the policy of the city to extend, at the earliest date, to the employees and officials thereof, not excluded by law or this section, and whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old-age and survivors insurance as authorized by the Federal Social Security Act, and amendments thereto. In pursuance of this policy, the city shall take such action as may be required by applicable state or federal laws or regulations.

B. The mayor is hereby authorized and directed to execute all necessary agreements and amendments thereto with the State Department of Human Services as agent or agency, to secure coverage of employees and officials as provided in Subsection A hereof.

C. Withholdings from salaries or wages of employees and officials for the purpose provided in Subsection A hereof are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by the laws or regulations.

D. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, which shall be paid over to the state or federal agency designated by said laws or regulations.

E. The city shall keep such records and make such reports as may be required by applicable state or federal laws or regulations.

F. There is hereby excluded from this section any authority to make any agreement with respect to any position or any employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the city.

G. There is hereby excluded from this section any authority to make an agreement with respect to any position or any employee or official, compensation for which is on a fee basis, or any position or any employee or official not authorized to be covered by applicable state or federal laws or regulations.

ARTICLE B

FIRE FIGHTERS PENSION AND RETIREMENT SYSTEM

SECTION 2-211 SYSTEM CREATED.

There is hereby created, for the purpose of providing pension retirement allowance and other benefits for fire fighters of the city, a fire fighters pension and retirement system. It is declared to be the official policy of the city to participate in the pension system as provided by state law. (Prior Code, Sec. 1-52)

State Law Reference: Firefighter's pension system, 11 O.S. Secs. 49-101 et seq.

SECTION 2-212 SYSTEM TO BE OPERATED IN ACCORDANCE WITH LAW.

A. The fire fighters pension and retirement system as established by Sections 49-100.1 et seq. of Title 11 of the Oklahoma Statutes is hereby adopted by reference.

B. The local board of trustees of the fire fighters pension and retirement system, servicing the fire fighters of the city, shall be constituted as provided by state law and shall have the powers and duties prescribed thereby. (Prior Code, Secs. 1-57, 1-58, in part)

ARTICLE C

POLICE PENSION AND RETIREMENT SYSTEM

SECTION 2-221 SYSTEM CREATED.

There is hereby created, for the purpose of providing pension retirement allowance and other benefits for police officers of the city, a police pension and retirement system. It is declared

to be the official policy of the city to participate in the pension system as provided by state law. (Prior Code, Sec. 1-59, in part)

State Law Reference: Police pension system, 11 O.S. Secs. 50-100.1 et seq.

SECTION 2-222 SYSTEM TO BE OPERATED IN ACCORDANCE WITH LAW.

A. The police pension and retirement system as established by Sections 50-100.1 et seq. of Title 11 of the Oklahoma Statutes is hereby adopted by reference.

B. The local board of trustees of the police pension and retirement system shall be constituted as provided by state law and shall have the powers and duties prescribed thereby. (Prior Code, Secs. 1-60 to 1-62, as amended)

CHAPTER 3

CITY RECORDS

SECTION 2-301 CITATION.

This chapter shall be known as the city Public Records Act. (Ord. No. 290, 3/25/91)

SECTION 2-302 PURPOSE.

It is the purpose of this chapter to establish reasonable fees and charges for the provision of access to or copies of open public records in the possession of the city to avoid the necessity of using general public funds of the city to subsidize special services and benefits to a record requester. (Ord. No. 290, 3/25/91)

SECTION 2-303 DEFINITIONS.

As used herein, the terms "record", "public body", "public office", "public official", and "law enforcement agency" shall carry the same meaning as those terms or words are defined in the state statutes. (Ord. No. 290, 3/25/91)

SECTION 2-304 OPEN RECORDS.

All records of the city required to be available for inspection by the state Open Records act shall be open to any person for inspection, copying or mechanical reproduction during regular business hours; provided that this chapter does not apply to records specifically required by law to be kept confidential, including, but not limited to:

1. Records not discoverable or not public or open records under state or federal law;

2. Records protected by an evidentiary privilege such as the identity of informer privileges, etc.;

3. Records of what transpired during meetings of the city council of the city during executive sessions authorized under the state Open Meetings Act; or

4. Such other records as would upon release or inspection by third parties constitute an invasion of privacy of a particular person or entity.

Nothing herein shall be construed as requiring the city to maintain any records nor shall the city be required to maintain any particular system for filing or indexing records. (Ord. No. 290, 3/25/91)

SECTION 2-305 FEES.

A. A reasonable fee for the recovery of the cost of document copying or mechanical reproduction shall be charged. In those instances where the request is made solely for commercial purposes or clearly would cause excessive disruption of essential functions of any department, then, and in that event, a fee shall also be assessed to recover the direct cost of document search. A schedule of the fees to be charged for the document copying and document search shall be as set by the city by motion or resolution for law enforcement records and other municipal records. Such fees shall be posted with the city clerk of the city and with the county clerk of the county. In no case shall a search fee be charged when the release of the documents is made to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the city are honestly, faithfully and competently performing their duties; however the actual cost of photocopying may be charged.

B. Any person who attempts to avoid the fees established for copying, reproduction or search by falsely claiming to be exempt as set out herein shall be guilty of a misdemeanor. (Ord. No. 290, 3/25/91)

SECTION 2-306 CUSTODIANS OF RECORDS.

A. The following city officers are hereby designated as official custodians of the records of the city:

1. City clerk/city treasurer;

2. City administrator;

3. City attorney;

4. City payroll clerk;

5. Fire chief;

6. Police chief;

7. Court clerk; and

8. Utilities clerk.

Each of the official custodians appointed herein are hereby authorized to designate any subordinate officers or employees to serve as record custodians of their office or department.

B. All members of the public in seeking access to or copies of a public record in accordance with the provisions of this chapter shall address their request to the custodian charged with the responsibility for the maintenance of the records sought to be inspected or copied.

C. Whenever any city officer, employee appointed or designated as a custodian under this section is presented with a request for access to or a copy of a public record which record the custodian does not have in his possession and for which he has not ben given the responsibility to keep and maintain, the custodian shall so advise the person requesting the record. (Ord. No. 290, 3/25/91)

SECTION 2-307 CONFIDENTIAL PERSONNEL RECORDS.

The following personnel records of city employees are considered confidential and are not subject to public inspection:

1. Those personnel records which relate to internal personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation; or

2. Such personnel records which, if disclosed, 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.

(Ord. No. 290, 3/25/91)

CHAPTER 4

PERSONNEL REGULATIONS

SECTION 2-401 GENERAL PROVISION

1. PURPOSE.

In accordance with the provisions of Section 8-1, Charter of the City of Piedmont, Oklahoma, which provides that the City Council may regulate personnel matters and provide for personnel administration, this system is established.

It is the purpose of these rules to set forth the principles to establish normal procedures which will serve as a guide to administrative action concerning the various personnel activities and transactions.

Employment shall be based on merit, fitness, and equitable incentives free of personal consideration in order to establish, maintain, and promote efficiency and economy in municipal government.

2. POSITIONS COVERED.

All officers and employees of the City shall be divided into the classified and the unclassified service.

The following shall constitute the unclassified service:

(a) The Mayor and other councilmembers, the Municipal Judge or Judges, and the City Clerk and the City Treasurer when appointed by the Council.

(b) The City Manager, one Assistant City Manager, if any, the principal secretary to the City Manager, if any, and the City Attorney.

(c) Members and secretary of each board, commission, or other plural authority.

(d) All personnel who serve without compensation, except volunteer firefighter and reserve police officers.

(e) All temporary and all part-time officers and employees, except those whom the Council may place in the classified service by ordinance or personnel rules.

All other officers and employees shall be in the classified service. Nothing herein shall prohibit including unclassified personnel in the classification plan for pay purposes.

3. ADMINISTATION.

These rules shall be administered by the City Manager, under the direction of the City Council and in conformity with these rules.

SECTION 2-402 CLASSIFICATION PLAN.

1. PURPOSE.

The classification plan provides a complete inventory of all positions in the municipal service and an accurate description and specification for each class of the employment. The plan standardizes titles each of which has an indicative meaning throughout the classified service.

2. COMPOSITION OF THE CLASSIFICATION PLAN.

(a) A grouping in classes of positions which are approximately equal in difficulty and responsibility, which call for the same general qualifications and which can be equitably compensated within the same range of pay, under similar working conditions.

(b) Class titles – Descriptive of the work of the class which identify each class.

(c) Written Class Specifications for each class of positions containing a description of the nature of work and of the relative responsibility of the positions in the class, requirements in terms of knowledge, abilities and skills necessary for performance

of the work and a statement of experience and training desirable for recruitment into the class.

3. USE OF CLASS TITLES.

No person will be appointed to or employed in a position in the classified service under a title not included in the classification plan and budgeted from the appropriate fund.

4. USE OF CLASS SPECIFICATIONS.

Specifications are deemed to be descriptive and explanatory of the work performed and not necessarily inclusive of all duties performed.

5. USE OF THE CLASSIFICATION PLAN.

The classification plan is to be used:

(a) As a guide in recruiting and examining candidates for employment.

(b) In determining line of promotion and in developing employee training programs.

(c) In determining salary to be paid for various types of work.

(d) In providing uniform job terminology, understandable by all City officials and employees, and by the general public.

6. ADMINISTRATION OF THE CLASSIFICATION PLAN.

The City Manager is charged with the maintenance of the classification plan so it will reflect the duties performed by each employee in the classified service, in a class to which each position is allocated. It is his duty to examine the nature of the positions as they are created and to allocate them to the existing class or to create new classes in conformity with this rule; to make such changes in the classification plan as are necessary by changes in the duties and responsibilities of existing positions, and to review the entire classification plan and recommend appropriate changes.

7. ALLOCATION OF POSITIONS.

Whenever a new position is established, or the duties of an old position change, department supervisors shall submit in writing a comprehensive job description, describing in detail the duties of such position. The City Manager shall then establish the appropriate class allocation or create a new class.

SECTION 2-403 PAY PLAN.

1. COMPENSATION.

The compensation plan includes the basic salary schedule as adopted by the City Council by resolution and all subsequent amendments, and the schedule in salary ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions included in the classification plan as adopted by the City Council by resolution and all subsequent amendments.

2. MAINTENANCE OF THE COMPENSATION PLAN.

The compensation plan is intended to provide fair compensation for all classes in the classification plan with regard to range of pay for other classes, general rates of pay for similar employment in private establishments and other public jurisdiction in the area, the cost of living data, the financial condition of the City, and other factors as determined by the City Manager.

The City Manager will, from time to time, make comparative studies of all factors affecting the level of salary ranges, and will recommend such changes in salary range as appear to be needed. A yearly adjustment in the compensation plan as outlined in the Cost of Living Index as published by the Bureau of Labor Statistics, with approval of and at the discretion of the City Council, may be given to all personnel.

3. THE USE OF SALARY RANGES

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class providing employee incentive, and in rewarding employees for their meritorious service.

The following procedures will be followed in the granting of movement within the range increases:

STEP 1: The minimum rate established for the class is the normal hiring rate except in those cases where usual circumstances appear to warrant the appointment of an employee at a higher rate. Appointment above the minimum step rate may be made when the City Manager determines it is in the best interest of the City. Approval will be based on qualifications of the applicant being in excess of the requirements for the class; that there is a shortage of qualified applicants available at the minimum step, and that qualified applicants decline employment at the minimum step.

STEP 2: Upon successful completion of the probationary period, employees will be automatically advanced to the second step.

STEP 3: On the first anniversary of employment, at the end of the probationary period (normally a total of 18 months), the department supervisor will consider various factors affecting the performance of employees and may recommend advancement to the third step. The third step in considered to be the normal rate for the class adequate to compensate for satisfactory service of the employee.

If an individual is eligible to be recommended for a merit step increase and is submitted by their department supervisor without recommendation and disapproved by the City Manager, the individual will not be eligible for reconsideration until ninety (90) days have passed.

An employee who holds a permanent appointment may be considered for a further merit pay step increase when the following requirement has been fulfilled:

4. LONGEVITY PAY.

In addition to the compensation provided in the pay plan eligible employees shall receive longevity pay as follows:

(a) Five through nine consecutive years, $35.00 per month.

(b) Ten or more consecutive years, $60.00 per month.

5. PAY RATES AND PROMOTION, DEMOTION, TRANSFER, OR RECLASSIFICATION.

When an employee is promoted, demoted, transferred, or reclassified the rate of pay in the new position shall be established in accordance with the following:

(a) When an employee is reclassified to a new grade, they shall be advanced to a step in the new grade equivalent to one step rang higher than the step promoted from, but no employee being reclassified shall be in a pay grade and step less than employees under their supervision.

(b) When a regular employee is demoted to a position in a lower range the employee's salary shall be set at the same step range as previously held; or if the employee is demoted within the same range, the employee's salary shall be set no lower than one step rate below their current step rate

(c) When an employee is transferred from the position of one class to the position of another class at the same level, the employee should continue to be paid at the same step rate.

6. HOURLY RATES.

Certain employees may be paid on an hourly rate basis, as established by the City Manager. Such employees will receive pat at straight time for maximum of a forty (40) hour week. No overtime work, pay, or compensatory time off will be allowed except where authorized by the City Manager.

7. PAY CHECKS.

Payroll checks are written bi-weekly and distributed on alternate Fridays. If the normal pay day falls on a holiday, payroll checks will be distributed on the last normal work day prior to the holiday. No exceptions will be made to this rule unless approved by the City Manager.

SECTION 2-404 RECRUITMENT AND EMPLOYMENT.

1. ELIGIBILITY.

Individuals shall be recruited from a geographic area as wide as necessary to assure obtaining well qualified candidates for the various types of positions. Employment shall not necessarily be limited to residents of Piedmont; however, in cases where residents and non-residents are equally qualified for particular vacancies, the resident shall receive first consideration in filling such vacancies. Employees may reside within any geographical area but must be able to respond within thirty minutes to emergency call backs.

2. NOTIFICATION.

The City Manager shall prepare recruiting notices to publicize vacancies and to provide candidates for vacant positions. Such various media or publicity shall be used as might be expected to bring notice of vacancies to as many qualified persons as possible.

3. ACCEPTANCE OF APPLICANTS.

Applications for employment shall be accepted at any time there is a need for applicants. As a result of a single application, a candidate shall be considered for all classes of positions in which their qualifications might profitably be used. Each candidate for employment shall make application forms provided by the City.

4. REFERENCES.

As part of the pre-employment procedure, former supervisors, employees, and references provided by the candidates will be contacted as a precaution against obtaining undesirable employees. Reference checks made by person or telephone shall be documented and made a part of the applicant's file. These contracts shall be made prior to an offer of employment. All such information will be handled as privileged information.

5. DISQUALIFICATION.

The City Manager may remove from further consideration at any time, the application of an applicant who:

(a) Does not possess the minimum qualifications.

(b) Has established an unsatisfactory employment or personnel record of such a nature as to demonstrate unsuitability for employment.

(c) Has made a false statement of any material fact, or practiced deception on his/her application.

(d) Is afflicted with any mental or physical disqualifying disease or defect that would prevent satisfactory performance of his/her duties.

(e) Is confirmed to be addicted to the habitual use of drugs or intoxicants.

(f) Fails to accept appointment within two (2) days or to report for duty within the time prescribed in the offer.

(g) Fails to have and/or maintain a valid Oklahoma Driver's License or Chauffeur's License, which must be produced prior to employment, provided the position for which they are being hired requires them to operate a motor vehicle.

(h) Fails to produce a social security card which must be seen prior to employment.

(i) Fails to sign loyalty oath – reference Section 8-8 Charter of the City of Piedmont.

SECTION 2-405 EXAMINATIONS.

1. EXAMINATIONS.

Where applicable, all persons shall be required to take an oral, written, or practical examination for the specific position applied for before being offered employment.

2. CHARACTER OR EXAMINATIONS.

All examinations shall be of such a nature that they will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the particular position to which they seek appointment. Such examination shall, in addition to questions of general knowledge, provide for inquiry into the applicant's knowledge of and qualifications for the position for which they are applying. In all municipal departments competitive examinations need not be required for positions which require manual labor services or exceptional qualifications of a scientific, managerial, or professional nature as determined by the City Manager.

3. CONTENT OF EXAMINATIONS.

Examinations for entrance into the municipal service, and for promotion within these service, shall consist of one or more of the following parts as considered appropriate for the various classification of positions:

(a) Written Test. This part, when required, shall include a demonstration designed to show the familiarity of applicants with the knowledge needed in the class of positions to which they seek employment, and the range of their general information.

(b) Oral Interview. This part, when required, shall include a personal interview with applicants for positions where ability to deal with others, to meet the public, or other personal qualifications are to be determined. An oral examination may also be used in examinations where a written test is unnecessary or impracticable. Whenever an oral examination is used, the questions shall be approximately the same for all applicants.

(c) Performance Test. This part, when required, shall include such tests of performance as will determine the ability and skill of applicants to perform the work involved.

(d) Physical Examination. All applicants who have become eligible for hire in all other respects to include voluntary fire men and reserve police officers, are required to take a physical examination, administered by a licensed physician. Physical examinations will be returned to the City Manager prior to anyone being employed or performing and duties for the City. Charges for the physical examination will be encumbered by the City.

(e) Adaptability and Aptitude Test. This part, when required, shall include test designed to determine general adaptability or to ascertain special traits and aptitudes.

(f) Training and Experience. This part shall be required and shall consist of questions

on education and/or experience contained in the application form. The City Manager may, at his discretion, investigate and govern his rating accordingly.

4. CONDUCT OF EXAMINATIONS.

(a) The actual conduct of every examination shall be under the direction of the City Manager, or designated examiner.

(b) The identity of examinees in all competitive written examinations conducted by the City for purpose of establishing eligibility, shall be concealed.

(c) An applicant who in any examination uses, or attempts to use unfair or deceitful means to pass such examination, shall be informed by the examiner witnessing the act that the applicant's actions will be reported to the City Manager with a recommendation that he/she be excluded from further consideration.

5. PASSING SCORE, WRITTEN EXAMINATION.

Weighing on a basis of one hundred present (100%) perfection, seventy percent (70%) shall be the score for passing any test, and no person shall be eligible to appointment whose score on the complete test is less than seventy percent (70%). No person shall be eligible for re-testing until six (6) months has passed for any entrance testing.

6. ORAL INTERVIEW.

All applicants are required to have a personal interview with the City Manager and the department supervisor, if any. The interviews are held in an attempt to determine the applicant's ability to deal with others to meet the public, to fit into our particular work situations, or other personal qualifications.

SECTION 2-406 APOINTMENT, TRANSFERS, DEMOTIONS, REEMPOLYMENT.

1. TYPES OF APPOINTMENT.

The following types of appointments may be made to the City service in conformity with the rules established:

Permanent, seasonal, emergency, probationary, part-time, temporary, re-employment, and return from leave.

(a) Permanent Employees. A permanent employee works fulltime on a continuing basis. They are subject to all rules and regulations and receive all benefits and rights as provided by the personnel ordinance.

(b) Seasonal Employees. These employees are appointed in the same manner and are subject to the same procedures as permanent employees, except that they will be terminated at the close of the season for which they are appointed. They do not receive the benefits provided for permanent employees.

(c) Emergence Employees. In order to prevent the stoppage of public business or loss or serious inconvenience to the public, appointment of employees on a temporary basis may be authorized by the City Manager in accordance with this rule. They do not receive the benefits provided for permanent employees.

(d) Probationary Employees. These employees are working toward a permanent status and will become permanent employees at the end of six (6) months unless they have been terminated or the department supervisor submits a reason for not promoting the employee to permanent status. They receive all benefits and rights as provided by the personnel ordinance.

(e) Part-time Employees. Part-time employees are employees who work less than the normal work week, but on a regular basis. They receive the benefits provided for permanent employment, on a pro-rate basis.

(f) Temporary Employees. Temporary appointments are made when a special project requires the addition of employees for a specific time or to fill a position of an employee on a leave of absence. They do not receive the benefits provided for permanent employees.

2. METHOD OF MAKING AN APPOINTMENT.

Whenever a department supervisor wishes to fill a vacancy, the request for an employee shall be submitted to the City Manager. No specific job recruiting will begin, no appointment will be made, and no appointee will receive compensation for work done until they are formally appointed or hired by the City Manager. As far as practical each vacancy shall be anticipated sufficiently in advance to permit time to determine the best qualified replacement.

3. TRANSFER.

An employee in the classified service may be transferred to a higher classification within the same department or any other department within the City, provided they are qualified for the upgrading. All employees transferring will have a one-hundred eighty (180) day probationary period in their new classification. An employee desiring to be transferred should make their desires known to the department supervisor. When a vacancy occurs, the City Manager will

arrange a meeting between the employee and the department supervisor to which they desire to be transferred. Transferring of employees from one classification to the same classification within the municipal organization will be prohibited unless justified it is in the best interest of the City to do so.

4. DEMOTIONS.

An employee may be demoted to a position of lower grade for which they are qualified for any of the following reasons:

(a) When an employee would otherwise be terminated because their position is being abolished, lack of work, lack of funds.

(b) When an employee does not possess the necessary abilities to render satisfactory Service in the position they hold.

(c) When an employee voluntarily requests such demotion.

SECTION 2-407 PROBATION.

1. OBJECT.

The probation period is an important part of the employment process. It shall be utilized to observe closely the work to secure the most effective adjustment of a new employee in their new position, and to reject an employee whose performance does not meet required work standards.

All regular appointments shall be for a probationary period of six (6) months of actual service, and no appointment shall be deemed finally made until the appointee has satisfactorily served their probationary period. All promotional appointment shall be for six (6) months of actual service, and no appointments shall be deemed finally made until the appointee has satisfactorily served a probationary period. In the event a promotional appointee's employment is not satisfactory or is found incompetent or unqualified to perform the duties of the position to which they were promoted, it shall be the duty of the department supervisor to request a demotion to the level the employee is qualified to perform.

2. DURATION.

The probationary period shall be for six (6) months. For Police Officers and Fire Fighters the period shall be one (1) year after training in completed.

3. DISMISSAL.

During the probationary period an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits and dependability do not merit their continuance in the service of the City, will be terminated.

SECTION 2-408 SEPARATION AND DISCIPLINARY ACTION.

1. TYPES OF SEPARATION.

All separation of employees from positions in the classified service shall be designated as one of the following types and shall be accomplished in the manner indicted: Resignation, lay-off, disability, death, retirement, left job, termination of appointment, and dismissal.

2. RIGHTS OF EMPLOYEES.

Permanent employees who separate shall receive payment for all earned salary, payment for all accumulated vacation leave, and payable upon retirement or after five (5) years of continuous service, for one-half (1/2) of all accumulated sick leave up to three hundred twenty hours (320).

3. RESIGNATIONS.

An employee may resign by informing the City Manager of the reason and the effective date, but a minimum of two (2) weeks' notice is desired. Failure to comply with this requirement may result in poor job recommendation and be cause for denying future employment with the City of Piedmont.

4. LAY-OFF.

The City Manager may lay off an employee in the classified service when they deem it necessary by shortage of work or funds, or the abolition of a position.

5. DISABILITY.

An employee may be separated for disability when they cannot perform the required duties due to physical or mental impairments. Action may be initiated by the employee, their legal representative, or the City, but in all cases it must be supported by medical evidence.

6. DEATH.

Separation shall be effective as of the date of death. All compensation due, in accordance with this ordinance, will be paid to the estate of the employee.

7. RETIREMENT.

When an employee reaches the age of seventy (70) years, they must retire unless the City Manager approves an extension of employment. Applicable employees may submit annual extension requests together with recommendations from their department supervisor to the City Manager, accompanied by a complete up-to-date physical report. The City Manager may approve additional extensions for a period of one (1) year each, not to exceed a total of five (5) extensions, or until the employee reaches the age of seventy-five (75) years, at which time retirement shall become mandatory. The applicable employee's physical and mental capabilities shall be considered in granting or denying each annual request. At any time during an extension period should the employee become unable to perform his/her duties, the City Manager may cancel the extension and the employee shall become immediately eligible for retirement.

8. LEFT JOB.

When an employee is absent from work for two (2) consecutive work days, without authorization from the City Manager, the employee will be terminated. A record of an employee who is terminated under such conditions will show the individual may not be eligible for rehire.

9. TERMINATION OF EMPLOYEES.

Employees who have been appointed to a position other than permanent, will be terminated when the job they were hired to accomplish has been completed. Employees performing satisfactory service that are terminated under this condition are eligible for rehire.

10. GROUNDS FOR REMOVAL

Grounds for removal for just cause of an employee in the classified service may include, but shall not be limited to:

(a) Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for any kinds of employment in the municipal service.

(b) Theft or destruction of municipal property.

(c) Incompetence, inefficiency, or negligence in the performance of duty.

(d) Insubordination.

(e) Conviction of a criminal offense.

(f) Unauthorized absences or abuse of leave privileges

(g) Acceptance of any valuable consideration which was accepted under the understanding that the employee's service would be adversely influenced.

(h) Falsification of records or use of official position for personal advantage.

(i) The unwillingness to meet financial obligations as may be demonstrated by garnishments of an employee's records. More than two garnishments may result in termination.

(j) Violations of the provisions of the Piedmont City Code.

(k) Drinking of intoxicants while on duty or reporting for duty while intoxicated.

(l) Employee subsequently becomes physically incapacitated.

(m) Failure to maintain a valid Oklahoma state Driver's or Chauffeur's license.

11. DISCIPLINARY ACTION.

Whenever an employee's performance, attitude, work habits, or personal conduct falls below a desirable level, the City Manager shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.

(a) Reprimand – A situation where oral warning has not resulted in an expected improvement or where more severe initial action is warranted. A written reprimand will be placed in the employee's personnel file and the employee will be furnished a copy for his records.

(b) Suspension – An employee may be suspended without pay by the City Manager for reasons of misconduct, negligence, insubordination, disloyalty, unauthorized absence, or other justifiable reasons when alternate actions are not appropriate. The

employee will be provided written notice of the suspension and a copy of the document will be placed in the employee's personnel file.

SECTION 2-409 GRIEVANCES.

1. POLICY.

The most effective accomplishment of the work for the City requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the City to adjust grievances informally and both supervisors and employees are expected to make every effort to resolve problems as they arise.

2. EXTENT.

The City Manager or any other authority who lays off, suspends without pay for more than ten (10) days, demotes, or removes any officer or employee in the classified service after a probationary period of six (6) months shall, at that time or within five (5) days thereafter, deliver, have delivered, or mail by registered, certified, or similar special mail, to the officer or employee a written statement of the reason or reasons for the layoff, suspension, demotion, or removal.

3. PROCEDURE.

Such officer or employee may appeal in writing to the personnel board. The appeal must be filed with the secretary of the board or with the City Clerk for transmittal to the board within ten (10) days after receipt of notice of the layoff, suspension, demotion, or removal.

4. PERSONNEL BOARD.

As soon as practicable within the next sixty (60) to ninety (90) days the board shall hold a public hearing on the appeal, or give an adequate opportunity therefor, and shall report in writing its findings and recommendations in cases of subordinates of the City Manager to the City Manager, and in other cases to the respective authorities having power of removal within thirty (30) days after the conclusion of the hearing. The City Manager or other authority having power of removal shall then make a final decision in writing regarding the appellant's layoff, suspension, demotion, or removal was made for a political reason or reasons, or for any other reason or reasons than just cause, it shall modify or veto the layoff, suspension, demotion, or removal, and the action by the City Manager or other authority shall be nullified thereby.

SECTION 2-410 LEAVES OF ABSENCE.

1. GENERAL POLICY.

The following types of leave and no other are authorized:

Holidays, vacations, sick leave, injury leave, military leave, civil leave, emergency leave, maternity leave, and leave of absence.

All leaves may be granted in conformance with the rules established for each type of leave, and shall receive the approval of the City Manager. All absences will be reported to the time clerk of the employer's payroll time record sheet.

2. HOLIDAYS WITH PAY

The following, and such days as set by the Council, are paid holidays for employees, except emergency and part-time employees:

New Year's Day (January 1st)
President's Day (3rd Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Veteran's Day (Date observed by State of Oklahoma)
Thanksgiving Day (4th Thursday in November)
Friday following Thanksgiving
Christmas Day (December 25th)
The day before Christmas or the day following Christmas (as determined by the City Manager on an annual basis)
One Floating Holiday to be determined by the employee.
Employee's Birthday (must be taken in pay period in which birthday falls)

It shall be the policy of the City to insure that all employees enjoy the same number of holidays each year. Any holiday falling on a Saturday, the preceding Friday or work day will be observed as the holiday. For employees on a work week other than Monday through Friday, their supervisor shall designate the work day that shall be observed.

(a) When a holiday falling on a Saturday, the preceding Friday or work day will be observed as the holiday. Any holiday falling on Sunday will be observed on the following Monday or work day.

(b) Non-exempt employees assigned to a forty (40) hour work week who are required to work on any City scheduled holiday because of the nature of the work, shall receive compensation (either in overtime or compensatory time at the Department Manager's request), at one and one-half (1½) times their hourly rate of pay plus the regular pay for the day.

(c) A holiday falling during a period of paid leave, including vacations, shall not be counted as a work day against the leave expended. However, when an employee is absent without approved leave on a holiday for which they are scheduled to work, such time shall be charged to leave without pay and they shall not be eligible to receive an additional day off at the later date.

(d) Employees must work the day before and the day after a holiday to be eligible for holiday pay unless they are on an authorized paid leave.

(e) An employee terminating their service with the City whose last scheduled work day falls on a holiday shall have the effective date of their separation on the work day immediately preceding the holiday and they will not be eligible for the holiday pay.

3. VACATIONS.

Permanent employees are the only employees eligible for vacation. Vacation time is accrued from the time of your current appointment as follows:

1. Three (3) hours per two week period, eighty (80) hours per year (a two hour adjustment will be made on the employee's anniversary date) for employees with less than five (5) years' service with the City.
2. Eight (8) hours per month, ninety-six (96) hours per year for permanent employees with at least five (5) years of continuous service but less than ten years of continuous service with the City.
3. Ten (10) hours per month, one hundred twenty (120) hours per year for employees with ten (10) years of continuous service with the City.

Vacation time off normal work will be changed at the rate of eight (8) hours. Employees should request use of annual vacation leave in writing at least two (2) working days before taking the requested leave. Request for vacation leave in fewer than two (2) working days may not be granted because of the short notice and the department work load. Vacation leave should be

taken during the year in which it is earned, but can be accumulated from one year to the next as follows:

(a) For employees with less than five (5) years continuous service the maximum accumulation is one hundred sixty (160) working hours.

(b) For employees with at least five (5) years continuous service but less than ten (10) years continuous service the maximum accumulation is two hundred forty (240) working hours.

(c) For employees with ten (10) years or more of continuous service the maximum accumulation is three hundred twenty (320) working hours.

If an employee has unused vacation time and is separated from employment, then they shall be paid for all accumulated vacation leave. No employee shall be given vacation leave in excess of that accumulated. If a newly hired probationary employee is separated, they shall not receive any payment. Although probationary employees accrue vacation time, they may not take vacation leave until they become full-time, permanent employees.

4. SICK LEAVE.

All employees who have successfully completed probationary employee are eligible for sick leave. Sick leave with pay shall be granted for the following reasons:

Personal illness or physical incapacity resulting from causes beyond the employee's control.

Enforced quarantine of the employee in accordance with health regulations. Employees that are absent from work because of illness must notify their supervisor or the City Manager prior to the actual work period beginning time, but in no case later than two (2) hours after the scheduled work period begins.

(a) Amount – Each employee is allowed three (3) hours a pay period for pay for sick leave. Sick leave need not be used within specified time but may be accumulated up to a maximum of seventy-eight (78) work hours at the end of a calendar year. Except as hereinafter provided, there shall be no pay for accumulated sick leave. An employee with more than five (5) years of continuous service may upon separation from employment be paid for accumulated sick leave, but never exceeding 320 hours.

(b) Statement of Attending Physician – A written statement by a licensed physician certifying why the employee's condition prevented same from performing the duties of the position for which they are employed may be required by the City Manager.

(c) Sick leave will not be utilized unless the employee has accumulated same.

(d) Payment of all unused sick leave is authorized when an employee retires. Employees terminating, but not retiring, must have at least five (5) years of continuous service in order to receive payment for unused sick leave. Pay for accumulated hours will be based upon one-half (1/2) of the total accumulated sick leave, but never exceeding 320 hours.

(e) Sick leave may be used where leave is necessitated by serious illness of an employee's immediate family (spouse, children, parents, siblings, parents-in-law, or any members of employee's household).

(f) An employee May transfer not more than forty (40) hours of accumulated sick leave to another employee who has exhausted their accumulated sick leave. The transfer shall be in writing signed by the employee transferring the sick leave. Transfer of sick leave shall be completely voluntary.

5. INJURY LEAVE.

Any employee who is injured in performance of assigned duties shall be eligible for injury leave with pay not to exceed thirty (30) calendar days for each separate injury, and such leave is not charged against sick leave or vacation leave.

(a) Use of Injury Leave – The employee's eligibility for injury leave will be dependent upon the notification of accident or injury being made to the supervisor immediately and a written accident report submitted by the supervisor within twenty-four (24) hours after the occurrence thereof to the City Manager. A written report signed by the attending physician authentication the extent of the injury and the estimated date the employee shall return to work. The departmental supervisor will not let the employee perform any assigned duties until a release from the attending physician is obtained.

(b) Payment for Injury Leave – Pay for days of injury leave will be computed on the basis of the employee's regular salary, minus payments made to the employee under the provisions of the Oklahoma Workmen's Compensation Pay Schedule.

(c) Medical care will be provided to the employee under the provisions of the Oklahoma Workmen's Compensation Law.

6. MILITARY LEAVE.

Military duty means training and service performed by a reservist, or any entrant into a temporary component of the Armed Forces of the United States, or as a member of the National Guard of the United States, where the call is for training only.

(a) Eligibility – all employees who are members of the National Guard, Reserve Forces of the Army, Navy, Air Force, Marines, and Coast Guard, or any component of the Armed Forces of the United States shall, when ordered by proper authority, to active service, be entitled to a leave of absence from employment for the period of such active service, without loss of pay during the first twenty (20) calendar days of such leave during any calendar year.

7. CIVIL LEAVE.

Any employee shall be given necessary time off without loss of pay when subpoenaed for jury duty or as a witness; provided, subpoena action does not involve the employee's personal affairs or in a case where an employee would normally testify in performance of assigned duties, not to exceed thirty (30) days in any twelve (12) month period.

8. EMERGENCY LEAVE.

All employees are eligible for emergency leave. Emergency leave with pay shall be granted for the following reasons:

Serious illness of a member of employee's household, such as trip to emergency, or life-threatening illness that requires their personal car or attention.

Death in the employee's immediate family (spouse, parents, grandparents, brothers and sisters, sons, daughters, mother-in-law, father-in-law, and members of the employee's household.

Maximum time allowed off at one time is three (3) working days. This leave is in addition to all other leaves.

9. MATERNITY LEAVE.

Disabilities caused or contributed to a pregnancy, miscarriage, abortion, childbirth, or recovery therefrom are, for all job-related purposes, temporary disabilities and should be treated as such. The time when a pregnant woman should cease working or return to work must be determined on an individual basis and depends upon the physical condition of the particular woman and the nature of the job as determined by the attending physician. An employee who adopts a child shall be eligible for maternity leave.

SECTION 2-411 CONDUCT OF EMPLOYEES.

1. HOURS OF WORK.

Employees shall work forty (40) hours a week, and the hours during which Municipal offices shall be open for business shall be from 8:00 A.M. to 5:00 P.M. Monday through Friday. Work hours for employees other than Municipal Building employees shall be set by the respective department supervisor, but should conform to the 8:00 A.M. to 5:00 P.M. work day, if possible. No compensatory time is authorized without approval of the City Manager. Overtime hours authorized by the City Manager will be granted compensatory time off in accordance with the Fair Labor Standards Act.

2. OUTSIDE EMPLOYMENT.

Employees may engage in additional employment outside of the office hours of duty if approved in writing by the City Manager. If at any time the City Manager feels that outside employment is interfering with an employee's job performance, he may request that employee to give up their other employment. In all instances of outside employment, the employee's personnel file will contain a copy of the City Manager's approval.

3. PECUNIARY INTEREST.

No municipal officer or employee, or any business in which said officer or employee, or the spouse of the officer or employee, has a proprietary interest shall engage in:

(a) Selling, buying, or leasing property, real or personal, to or from the municipality.
(b) Contracting with the municipality; or,
(c) Buying or bartering for or otherwise engaging in any manner in the acquisition of any bonds, warrants, or other evidence of indebtedness of the municipality.

4. POLITICAL ACTIVITY

Municipal employees may attend and express their views at City Council meetings, or any other public meetings of municipal entities. Any municipal employee may actively participate in partisan and nonpartisan political activities, provided, the political activity in which the employee participates shall be exercised only during off-duty hours and while not in uniform. Any federal statutes restricting the political activities of certain municipal employees shall supersede the provisions of this section as to such employees. Municipal employees will refrain from filing as a candidate for public office while employed by the City of Piedmont.

5. NEPOTISM.

Neither the City Manager, City Councilmembers, nor any other authority of the City government may appoint or elect any person related to the Mayor, and Councilmember, City Manager, or to himself, or in the case of plural authority to one of its members, by affinity or consanguinity within the third degree, to any office or position of profit in the City government; but this shall not prohibit a person so related from continuing in the service of the City.

Except as may be otherwise provided by this ordinance, the same person may hold more than one office or position in the City government. The City Manager may hold more than one such office, or position, through appointment by himself, by the City Council, or by other City authority having power to fill the particular office or position, subject to any regulations which the City Council may make by ordinance; but they may not receive compensation for service in such other offices or positions. Also, the City Council, by ordinance, may provide that the city Manager shall hold ex officio any designated administrative offices subordinate to the position of City Manager, as well as other designated compatible City offices.

6. USE OF CITY EQUIPMENT.

City of Piedmont buildings, equipment and tools are for official use only and are to be used with care and is to be used only for official business by City officials or employees.

(a) Any employee found to be using City equipment, buildings or tools for non-work related tasks or in a manner which personally benefits the employee shall be subject to disciplinary action up to and including immediate discharge. Only equipment that has been assigned directly to an employee by the City Manager may be taken to an employee's place of residence or out of the City limits.

(b) Any employee who compels another employee to work on non-city related tasks while on City time shall be subject to disciplinary action up to and including immediate discharge.

(c) Any employee found to be working on personal projects while on City Time shall be subject to disciplinary action up to and including immediate discharge.

(d) Any employee found to be using any City equipment or tools in a carless or negligent manner shall be subject to disciplinary action up to and including immediate discharge.

(e) Employee using City equipment or tools shall be responsible for them at all times. Equipment or tools lost or damaged due to negligence on the employee's part shall be replaced at the employee's expense.

(f) No employee may remove City equipment or tools form City property without approval from the Department Manager.

This particularly applies to City-owned vehicles. Such vehicles will be assigned by the City Manager, in writing, to those employees who are required by the nature of their duties to make use of a City vehicle on an emergency call basis. Any City-owned vehicle that is not required to be left in the City's custody during the hours from 5:00 P.M. to 8:00 A.M. and during the weekend, must be parked on the employee's property and not in the street right-of-way. Written assignment of a vehicle by the City Manager will be filed in the employee's personnel file.

7. TRAVEL.

If a City employee is authorize by the City Manager at attend a meeting, a seminar, or school that pertains to City business with expenses not exceeding Five Hundred Dollars ($500.00), a request will be submitted to the City Clerk for funds to cover the cost of enrollment as substantiated by an official program of the meeting, seminar, or school, and other expenses that may be incurred, not to exceed the following amounts:

(a) Transportation by private vehicle – mileage rate allowable under current Internal Revenue Service regulations.

(b) Public air transportation – this amount will be equal to the cost of a round-trip, tourist class ticket, including airport limousine or tax service not to exceed Twenty Dollars ($20.00) per trip. A greater amount may be authorized by the City Manager. Any trip outside of the State of Oklahoma will be made by air, or compensated for on this basis.

(c) Food – Per Diem Rates as established by the U.S. General Service Administration. Greater amounts may be approved by the City Manager if required in advance, except for those meals obtained as a normal part of the travel fair, registration fee, or seminar fee. www.gsa.gov

(d) Lodging – Per Diem Rates as established by the U.S. General Service Administration. Greater amounts may be approved by the City Manager if required in advance, except for those meals obtained as a normal part of the travel fair, registration fee, or seminar fee. www.gsa.gov

(e) Miscellaneous – This amount is to cover tips and taxi fares. Expenses anticipated to be covered by the same standard and procedures given above. Receipts are required for reimbursement upon completion of travel for all items other than miscellaneous. A written estimate of such expenses shall be prepared and approved by the City Manager in advance of travel.

8. GIFTS.

Gifts may be exchanged if it is done on an office, department, or City-wide employee basis and involves gifts which cost Twenty Dollars ($20.00) or less.

SECTION 2-412 TRAINING AND DEVELOPMENT.

1. ELIGIBILTY.

All employees are eligible to participate in all required training, recommended training, and on-the-job training programs; provided, each course will tend to improve the services which the employee was hired to perform. Enrollment in any course must be proceeded by an authorization form from the department supervisor to the City Manager for approval or disapproval. A copy for the authorization form will be placed in the individual's personnel file, When the course is completed the individual will provide a copy of any certificate, diploma, etc. to the City Manager which will be filed in the individual's personnel file.

2. TUITION ASSISTANCE.

Tuition assistance for permanent employees may be provided for those who have requested courses in advance of enrollment, and which are administered by an accredited college, university, or technical training center. To be acceptable for reimbursement of tuition and book fee each course taken must provide training which will tend to improve the services which the employee was hired to perform or may be reasonably expected to perform and completed with a grade of "c" or "satisfactory" is acceptable. Correspondence will not qualify for assistance. A copy of the official courses needed towards a degree must be attached to the individual's request. The request must be approved in writing by the City Manager and filed in the individual's personnel file. Tuition reimbursement will be limited to the hour/credit rate for community colleges in the Oklahoma City Standard Metropolitan Statistical Area, and not to exceed six (6) hours/credits per semester. Tuition reimbursement will be budgeted on an annual basis, and no reimbursement shall exceed the budgeted amount.

3. COMPLETION.

Upon successful completion of an approved course or courses the applicant will initiate a claim on a purchase order for reimbursement of books and tuition as follows:

(a) The employee must present a receipt from the university or college reflecting the amount paid for books and tuition.

(b) The employee must present a grade report from the registrar reflecting grade "C" or higher, or "satisfactory".

(c) The above items must be attached to a completed purchase order.

4. INVENTIVE PAY.

The City will provide education incentive pay as follows:

(a) College/University Degree: Permanent full-time employees will receive pay in addition to the base pay plan for educational achievement as follows:

$100.00 annually for Associate Degree
$200.00 annually for Bachelor's Degree
$300.00 annually for Advanced Degree.

The payment for educational achievement shall not be cumulative in that only one educational benefit shall apply to each employee based upon the highest degree obtained. The educational benefit shall be paid on the last pay period of the calendar year (along with normal payroll with each pay period payment being the applicable percentage of the annual payment, commencing on the first pay period) following proof of award of such degree.

(b) Technical Certification Pay. Each permanent employee will receive pay in addition to the base pay plan for technical certification as follows:

$100.00 annually for DEQ Class D Water/Sewer Operator's License
$150.00 annually for DEQ Class C Water/Sewer Operator's License
$200.00 annually for DEQ Class B Water/Sewer Operator's License
$250.00 annually for DEQ Class A Water/Sewer Operator's License

The technical certification pay shall be paid on the last pay period of the calendar year (along with normal payroll with each pay period payment being the applicable percentage of the annual payment). Said payment commencing on the first day period following proof of issuance of license.

Other certifications pay will be paid along with the normal

$150.00 annually for Court Clerk Certification.
$150.00 annually for City Clerk Certification.

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