

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER THREE: PERSONNEL

Pages: 1 of 2

POLICY 3.1 Oklahoma County Employee Handbook

- I. **POLICY:** The Oklahoma County Juvenile Bureau (OCJB) follows all policies contained within the Oklahoma County Employee Handbook. In addition, the OCJB has established personnel policies for all employees. The policies address all aspects of the organization and its operation. The Human Resource Manager will review all personnel policies annually and recommended changes that are relevant to OCJB policies for all Department Heads to review and offer comment. **(3-JDF-1C-03) (2-7027)**
- II. **DEFINITIONS:** As used in this document, the following definitions shall apply:
- A. **Full-Time Employee:** An individual who is employed to work forty (40) hours per work week or 160 hours per 28 day work cycle. All OCJB employees work at the pleasure of the elected official, serve as "at will" employees, have no vested property interest in retaining employment, and may be terminated at any time regardless of the length of employment.
 - B. **Part-Time Employee:** An individual who is employed to work no more than thirty-nine (39) hours per week.
 - C. **Temporary Employee:** An individual who works for a season or short term, a period of time not exceeding ninety (90) calendar days, which may be extended one (1) time only, not to exceed ninety (90) days, upon approval by the Director.
 - E. **On-Call Employee:** An individual who is available to work as needed, but has no set hours or schedule.
 - F. **Work Period:** The period of time during which compensatory is calculated for employees who work more than the regularly scheduled number of hours. For exempt and non-exempt employees, the work period is seven (7) days (0001 hours on Sunday to 2400 hours on Saturday). For Detention Officers (Law Enforcement), the work period is twenty-eight (28) days from Sunday (0001 hours) to the fourth immediately following Saturday (2400 hours).
 - G. **Immediate Family:** Includes spouse, children, parents, step-parents, parents-in-law, grandchildren, grandparents, grandparents-in-law, brothers, sisters, step-children, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law or any individual residing in the employee's home as a member of the employee's household. This term shall include foster children and legal wards even if they do not live in the household.
 - H. **Exempt Employee:** Employees in positions classified by the Fair Labor Standards Act (FLSA) that do not qualify for overtime benefits based upon a seven (7) day work period.
 - I. **Non-Exempt:** Employees in positions classified by the FLSA that do qualify for overtime benefits based upon a seven (7) day work period.
 - J. **Law Enforcement Personnel:** The term, "law enforcement personnel" shall describe employees in positions classified by the FLSA as "first responders" and qualified to receive overtime benefit based upon a 28 day work period.

Law enforcement personnel shall include Detention Officers/Supervisors, Intake, Internal Affairs, and Probation Officers.

- K. Essential Employees: For weather-related emergencies, Detention Officers I, II, and III, Detention Shift Supervisor I and II, Culinary Specialist, and Maintenance Workers are considered essential employees. Based on other potential circumstances, events, or situations, the Director or appropriate department head may declare and/or designate other positions as essential.

III. PROCEDURES

- A. The Oklahoma County Employee Handbook (Attachment A) is organized into related sections as indicated by the Table of Contents, using common language, and terms for greater understanding.
- B. Written policy, procedure, and practice provide that a personnel policy manual is available for employee reference and covers at a minimum the following areas: **(3-JDF-1C-01) (2-7027)**
1. Section 1: Introduction
 2. Section 2: Policies
 3. Section 3: Compensation Policies
 4. Section 4: Leave Benefits
 5. Section 5: Employee Safety
 6. Section 6: Benefits
 7. Forms
- C. A copy of the Oklahoma County Employee Handbook shall be made available to all employees. Each employee signs a statement acknowledging receipt of the personnel policies and regulations **(3-JDF-1C-02)**. It is the responsibility of each employee to be aware of the contents.
- D. Complete copies of the Oklahoma county employee Handbook shall be kept in the administrative offices of the facility and in all work areas. It will also be made available for public review.
- E. The contents of the Oklahoma County Employee Handbook shall become an integral part of the employee pre-service orientation program.
- F. The Oklahoma County Employee Handbook, along with all personnel policies and practices, shall be reviewed annually by the Human Resource Manager. Any recommendation for revisions, additions, or deletions shall be forwarded to the County Elected Officials by the Director, for their review, and action.

Approved: _____

James L. Saffle, Director

1/20/15
Date

Attachment A: Oklahoma County Employee Handbook, effective 9/1/13