

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

**CHAPTER THREE: PERSONNEL**  
**POLICY 3.15: EMPLOYEE BENEFITS**

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**I. POLICY:**

Compensation and benefit levels for all Oklahoma County Juvenile Bureau (OCJB) employees are comparable to those for similar occupational groups in the state or region **(3-JDF-1C-17) (2-7046)**. In addition to their salary, Oklahoma County employees automatically receive a life insurance policy, a retirement program, worker's compensation and other such benefits. Employees may pay to participate in the County's elective insurance and benefits plans for themselves and their dependents **(2-7069)**. In accordance with the current Oklahoma County Employee Handbook Section 6, the Board of County Commissioners shall provide benefits for all full-time employees. Benefits information can be obtained from the Human Resources Department (HRD) or the County Clerk's Office/Website **(2-7027)**.

**II. PROCEDURE:**

**A. Credit Union:**

All full- and part-time OCJB employees are eligible to join the Oklahoma Employees Credit Union (OECU) immediately upon employment. Further information can be obtained from the HRD.

**B. Retirement:**

1. Oklahoma County contributes funds monthly for each employee into the "Employee Retirement System of Oklahoma County, Oklahoma," a 401(a) defined contribution retirement plan. This plan is subject to vesting and service credit requirements and calculations. Further information can be obtained from the HRD **(2-7027)**.
2. In addition to the defined contribution retirement plan, OCJB employees are also eligible to contribute their own moneys into a 457 retirement plan. Details are available from the HRD.

**C. Insurance **(2-7069)**:**

Full-time employees have the option of being covered under the County's Comprehensive Health Insurance Plans. It is the employee's responsibility to ensure the necessary enrollment information has been completed and that the coverage has taken effect. Participation in the Oklahoma County comprehensive health and wellness plan entitles OCJB employees to medical, prescription, dental, and vision insurance coverage as well as access to the IMWell Clinic and Wellness Plan. Further information can be obtained from the HRD.

D. Employee Assistance Program (EAP):

Employee assistance is available to employees on a voluntary, confidential and anonymous basis. The EAP benefit covers three (3) confidential short-term counseling visits at no cost to employees and their families. They also offer many additional services. Please see the forms section of the County Clerk's Benefits website for additional detailed information. Through Deer Oaks, a twenty-four (24) hour crisis help line, employees will receive information and/or referral for rehabilitative assistance regarding personal concerns, including but not limited to: health, marital, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns that may adversely affect their job performance. Deer Oaks also provides a Live Well service for help in achieving health and wellness goals. Employees may contact the Deer Oaks twenty-four (24) hour help line by calling (866) 327-2400 and at [www.deeroaks.com](http://www.deeroaks.com) online. These services are available when you need it, 24 hours a day, 365 days a year. The EAP will also coordinate with the Oklahoma County Health plan for cases that require treatment under the medical benefit **(3-JDF-1C-23)**.

E. Professional Liability Insurance:

All independent contractors working with the Oklahoma County Juvenile Bureau (OCJB) are required to have professional liability insurance. In all other matters, the County is self-insured **(2-7044) (2-7069)**.

F. Optional Benefits:

In addition to the benefits heretofore addressed, Oklahoma County offers OCJB employees the opportunity to enroll in additional optional benefits, which are 100% employee paid. These benefits may include, but are not limited to, flexible spending accounts, dependent childcare accounts, term or whole life insurance, accidental death and dismemberment insurance, disability insurance, other insurances, discounted gym memberships, and Legal Shield legal assistance.

G. Changes in Benefits:

The Board of County Commissioners of Oklahoma County and/or the OCJB reserve the right to change, interpret, withdraw, or add to the benefits package at their sole discretion and without prior notice (unless required by law) or consideration to any employee. None of the benefits have been, or are required to be, approved by an employee or employee group.

Approved: James L. Saffle 1/26/16  
James L. Saffle, Director Date