

**OKLAHOMA CITY MUNICIPAL JUDICIARY
POLICIES AND PROCEDURES
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POLICIES AND PROCEDURES-JUDICIARY

CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.1
SUBJECT: INTRODUCTION	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The material in this manual pertains to policies and procedures specific to appointed members of The City of Oklahoma City Municipal Judiciary. The terms of these policies do not supersede The City of Oklahoma City Charter, municipal code, Rules of Professional Conduct, Code of Judicial Conduct or other statutory provisions applicable to the office of Judge within a Municipal Criminal Court of Record.

POLICIES AND PROCEDURES - JUDICIARY	
CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.2
SUBJECT: AUTHORITY OF THE MAYOR AND COUNCIL	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The City of Oklahoma City (City) operates under the Council-Manager form of government and provides the normal services of most large cities including municipal court.

The City is governed pursuant to the City Charter. Per Article IV, Section 5 of the Charter:

The distribution of all powers of City Government not reserved herein to the Mayor, City Council or Manager is divided into two divisions, one to be known as the Division of Public Affairs, which shall be under the control of the Mayor and Council; the other to be known as the Division of Public Management, which shall be under the control of the City Manager, who shall have complete control of the division and the City Manager may make assignments of administrative duties to such departments as the City Manager shall deem best. The City Council may, by ordinances adopted by the affirmative vote of at least two-thirds of its members, redistribute powers, create more departments, divisions or subdivisions thereof, combine or abolish existing departments, functions or establish temporary agencies for special work.

Municipal Judges fall within the Division of Public Affairs pursuant to Article IV, Section 6 and preside over Municipal Courts mandated in Section 16 of that same article and created by Chapter 33, Article I, Section 33-1 of the Oklahoma City Municipal Code. Municipal Judges are appointed by City Council. Section 33-21 of Chapter 33, mandates that the Council appoint a minimum of four (4) judges, one of which shall be designated Presiding Municipal Judge. Per Section 33-22, Municipal Judges are appointed to two (2) year, staggered terms.

Section 33-23 prohibits any full-time Municipal Judge from engaging in the practice of law while holding office.

Section 33-24 mandates the hiring of a minimum of five (5) Special Judges, subject to the same qualifications and restrictions as full-time Municipal Judges to preside over Municipal Court during the absence, illness or disqualification of a full-time Judge. Special Judges are also limited to two (2) year terms.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.3
SUBJECT: DELEGATION OF AUTHORITY	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The Mayor and Council delegate authority to amend this policy and procedure manual to the Judiciary Committee in areas and subject matter limited to procedural and/or administrative matters. Authority related to public policy, qualifications for appointment, and/or performance criteria are strictly reserved to the Mayor and Council.

POLICIES AND PROCEDURES--JUDICIARY

CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.4
SUBJECT: LEGISLATIVE ADVOCACY	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The City of Oklahoma City Judiciary shall not engage in written advocacy, bill drafting, or lobbying legislative officials, in their capacity as Oklahoma City Municipal Judges without the prior express written authorization of the Mayor and Council.

This policy is in no way intended to discourage input and/or the voicing of concerns regarding proposed or existing legislation. Such input or advocacy should be forwarded to the Chair of the Judiciary Committee for presentation to the Committee for consideration regarding recommendations to the Mayor and Council related to The City’s legislative platform.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.5
SUBJECT: RECORDS RETENTION	FORMS: CITY’S RECORD RETENTION POLICY
EFFECTIVE DATE:	
APPROVE AND ADOPTED:	

To ensure the controlling, protecting and securing auditee documents as well as audit workpapers and files, members of The City’s Judiciary shall comply with Section 24A.1 *et seq.* of Title 51 of the Oklahoma Statutes and the City of Oklahoma City’s Record Retention Policy as they relate to record retention.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: ADMINISTRATION	POLICY NUMBER: 1.6
SUBJECT: LEGAL COUNSEL-OFFICE OF THE MUNICIPAL COUNSELOR	FORMS:
EFFECTIVE DATE:	
APPROVE AND ADOPTED:	

Pursuant to Section 27-108 of Title 11 of the Oklahoma Statutes:

The municipal attorney of each municipality where a municipal court is established may be the prosecutor of the municipal court. The prosecutor shall have full power to prosecute for the violations of any ordinance of the municipality in the municipal court and shall have the power to prosecute and resist appeals and proceedings in error and review from the municipal court.

As the prosecuting arm of The City of Oklahoma City, there exists an appearance of a conflict of interest, and in some circumstances, an actual conflict of interest wherein a member of that office were to advise a member of the Municipal Judiciary on matters of fact or law related to a matter before the Court.

Municipal Judges are esteemed members of the state bar and attorneys at law subject to the Rules of Professional Conduct and Code of Judicial Conduct. In order to prevent even the appearance of impropriety, any matter of which a member of the Judiciary seeks legal counsel outside of their peers, they shall submit a request to the Chair of the Judiciary Committee to retain outside legal counsel, exercise the option to utilize the services of a Special Judge, or submit to the Chair documentation that the Judge sought an opinion from the Bar Ethics Counsel on the whether there would exist a conflict of interest were a member of the MCO to perform the research and analysis requested, and none was reported.

The limited use of a member of the MCO for legal consult, research and analysis does not prohibit the Presiding Judge from working with the Court Administrator, the MCO Criminal Justice Division Head and/or Deputy Municipal Counselor to further the procedural efficiency, efficacy and administration of the Municipal Court system. This policy should also be in no way intended to prevent communication between the Presiding Judge and Municipal Counselor related to compliance with Municipal Court Rules on the part of the Assistant Municipal Counselors appearing in Municipal Court.

POLICIES AND PROCEDURES - JUDICIARY	
CATEGORY: QUALIFICATIONS AND DUTIES	POLICY NUMBER: 2.1
SUBJECT: QUALIFICATIONS	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The City of Oklahoma City Municipal Court is a Criminal Court of Record. Judges of the Municipal Court are appointed by the Council. Pursuant to Section 121.1 of Title 20 of the Oklahoma Statutes, Municipal Judges are subject to the same qualification requirements as District Judges. Those qualifications, as dictated by the Oklahoma Constitution, Section 8, Article VII, include: 1) license to practice law in Oklahoma; 2) minimum of four (4) years' experience as a practicing attorney or as a judge of a court of record, or combination thereof; 3) be a registered voter and actual resident of The City of Oklahoma City for at least six (6) months prior to the first day of service.

In addition to the Oklahoma Constitutional qualification requirements, the Mayor and Council require the following be met for appointment as a Municipal Judge: 1) a minimum of two (2) years' experience as a practicing attorney in the area of criminal law; 2) three (3) letters of reference from at least one (1) Judge of the District Court (Federal or State) and at least one (1) member of opposing counsel in a criminal law proceeding; 3) be of good moral and ethical standing, legally and financially.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: QUALIFICATIONS AND DUTIES	POLICY NUMBER: 2.2
SUBJECT: DUTIES OF MUNICIPAL JUDGE	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

Section 33-26 of Chapter 33 of the Municipal Code define the duties and powers of a Municipal Judge as follows:

The Municipal Judges shall have power to keep and preserve the records of the court, certify transcripts, impose sentencing, issue warrants of arrest upon the filing of written verified complaints, and shall have and possess such powers as are possessed by the District Judge and as authorized by State law. The Judges shall have powers to issue discretionary alias warrants, subpoena witnesses, to issue *subpoena duces tecum*, and enforce attendance, if necessary. The Judges shall also have the power to administer oaths, to enforce due obedience to all orders, rules and judgments made by the court, and may fine up to \$500.00 or imprison for up to six months in the City Jail, or both such fine and imprisonment for contempt, either indirect or direct, committed while holding court, or to process and/or order issued by him/her.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: QUALIFICATIONS AND DUTIES	POLICY NUMBER: 2.3
SUBJECT: PRESIDING JUDGE – SELECTION AND DUTIES	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The Presiding Judge carries no supervisory authority over the manner or method by which their peers perform their duties as impartial members of the Judiciary, subject to the Rules of Professional Conduct and Code of Judicial Conduct.

Pursuant to Section 33-24, Article II of Chapter 33 of the Oklahoma City Municipal Code:

- (a) The Council shall select and designate the presiding Judge and vice presiding Judge. Such selections and designations shall be effected by resolution of Council.
- (b) In addition to the regular duties as a Municipal Judge, the presiding Judge, or in the absence of the presiding Judge the vice presiding Judge, shall:
 - (1) assign cases from the various Municipal Courts among the Judges as deemed best.
 - (2) assign duties to one or more Special Judges in case of the absence or inability of any of the Municipal Judges.
 - (3) promulgate uniform court rules of procedure.
 - (4) review the list of Special Judges annually or at sooner intervals as may be necessary and recommend appointments to the Council.
 - (5) perform such other acts as required to execute the ordinances and resolutions of the City, the Charter, and the statutes of the state. Nothing in this section shall be construed as an encroachment in any manner upon the duty, obligation and power of the Judges of the Municipal Courts to be the sole Judges of the merits of the respective cases before them and to render their judgments accordingly.
- (c) The presiding Judge and vice presiding Judge selected and designated by the Council after the effective date of this section shall serve at the pleasure of the Council.

Section 33-62, titled Payment of fines; appearance before magistrate; amount of fines delegates the following duties to the Presiding Judge:

- (a) The Presiding Judge shall designate the specified offenses within the jurisdiction of the municipal criminal court of record in respect to which payments of fines may be accepted by the Court Administrator. The Presiding Judge shall specify what number of such offenses shall require appearance before the magistrate, and shall specify by suitable schedules the amount of the fine which may be accepted in satisfaction of each specified offense for first,

second and subsequent offenses, unless otherwise provided in this Code. The fines shall be within the limits declared by this Code.

- (b) No amount, other than those fines expressly established by the Presiding Judge of the Municipal Court, shall be accepted as payment by any administrative personnel of the City.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: QUALIFICATIONS AND DUTIES	POLICY NUMBER: 2.4
SUBJECT: RESIGNATION/REMOVAL	FORMS:
EFFECTIVE DATE:	
APPROVE AND ADOPTED:	

Resignation from Office:

Pursuant to Section 8-112 of Title 11 of the Oklahoma Statutes, a member of the Judiciary may resign their appointment at any time by notifying the Mayor and Council in writing. Delivery of the written resignation to the governing body during a public meeting of such body or to the municipal clerk by mail or personal delivery during regular office hours shall constitute submission of the resignation to the municipal governing body.

A resignation submitted by a municipal officer may be withdrawn in writing at any time prior to the effective date stated in the resignation. If no effective date is stated, the resignation shall be effective immediately. Acceptance by the governing body shall not be required for the resignation to be effective.

Removal from Office:

Pursuant to Section 28-103, of Title 11 of the Oklahoma Statutes, Judges of Municipal Criminal Courts of Record may only be removed from office by an affirmative vote of the majority of all members of the governing body, ie. the Council. Pursuant to Section 93 of Title 51 of the Oklahoma Statutes:

Official misconduct within the meaning of this act is hereby defined to be:

1. Any willful failure or neglect to diligently and faithfully perform any duty enjoined upon such officer by the laws of this state.
2. Intoxication in any public place within the state produced by strong drink voluntarily taken.
3. Committing any act constituting a violation of any penal statute involving moral turpitude. Such an act has been committed, in the sense of this section, when the

official involved has been convicted thereof by a court of record; and suspension from office as provided by Section 98 [51-98] of this title shall be sought and is hereby authorized upon such conviction, even though the official so convicted has appealed such conviction.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: PERFORMANCE AND EXPECTATIONS	POLICY NUMBER: 3.1
SUBJECT: ADOPTION OF CITY EMPLOYMENT POLICIES, AUG. 2, 2024, ED. IN PART, AS MODIFIED	FORMS: HRB 25-02
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

Members of The City of Oklahoma City judiciary shall comply with policies specified below, (modified portions of The City of Oklahoma City Employment Policies, adopted August 2, 2024), as well as any related Human Resource Bulletins (HRB) and/or Personnel Service Bulletins (PSB).

Judges of the Oklahoma City Municipal Court shall adhere to the provisions of the City Charter and the Municipal Code relating to personnel policies.

HRB’s (formerly PSB’s) are issued by the Chief Human Resource Officer on an as needed basis and provide clarification of existing policies or provide notice to the various City departments of new or changed policies.

Members of The City’s Municipal Judiciary shall comply with the terms of the current HRB Prohibiting Discrimination, Harassment and Retaliation and any successor amendment, with the following distinction and deviation:

Complaints from employees of The City of Oklahoma City who allege violation of state or federal law or the City’s Employment policies applicable to members of the Judiciary shall be referred to WorkShield or the entity contracted by the City to perform such services.

Pursuant to Section 27-104 of Title 11 of the Oklahoma Statutes, all Municipal Judges are subject to the code of judicial conduct and legal ethics.

Complaints that allege violation of either code and/or are related to the performance of the duties of a Judge shall be referred to and investigated by the Judiciary Committee or designee for recommended action or inaction on the part of the City Council.

The required internal investigation in no way shall interfere with a complainant's right or ability to make the same or similar complaint to the EEOC, Oklahoma State Human Rights Commission or Council on Judicial Complaints.

Specified provisions:

ARTICLE 200 HOURS OF WORK

SECTION 201 - HOURS OF WORK

201.01 The regular work period for full-time employees shall be forty (40) hours in a seven (7) day period. All work periods shall conform with the requirements of the Fair Labor Standards Act.

201.02 The workday and/or work period within the Municipal Court may vary and shall be established or approved by the Presiding Judge depending upon the needs and requirements of the Court.

ARTICLE 300 RECORDS AND REPORTS

SECTION 301 - PERSONNEL RECORDS

The Chief Human Resources Officer is responsible for official employee records. The Presiding Judge, shall provide necessary records of changes in personal information to the Human Resources Department or human capital management system.

SECTION 302 - EMPLOYEE FILES AND RECORDS

302.01 All individual records, computer generated employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the Chief Human Resources Officer. Alteration or unauthorized revision to, or removal of any personnel record(s) is prohibited.

302.02 The Chief Human Resources Officer may authorize an employee to inspect records or files for any purpose necessary to their official administrative duties.

302.03 Employees may review their own personnel records under Human Resources Department procedures. Upon request, the Chief Human Resources Officer may authorize an employee to receive copies of material in the employee's personnel file. Employees may submit information to be considered for inclusion in their official records.

Information contained in personnel records and files may be revealed to municipal employees:

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

- (c) for any other purpose authorized by the Chief Human Resources Officer.

302.04 Removal of employee files or documents from such files from the Human Resources Department offices is prohibited unless authorized by the Employment Policies, ordinance provisions regarding public records, or approved by the City Manager or Chief Human Resources Officer (Refer to current Record Retention Policy).

Removal of employee files or documents from such files from the Human Resources Department offices is prohibited unless authorized by the Employment Policies, or ordinance provisions regarding public records. (Oklahoma City Municipal Ordinance §2-144 and §2-204).

SECTION 303 - RESTRICTIONS ON PUBLIC INSPECTION AND INQUIRY

All employee records, files and information therein, except those specified as public records by ordinance or Oklahoma State Statutes, shall be considered confidential and restricted from those outside the municipal service. Such confidential records and files shall not be available for public scrutiny and inspection. Confidential information shall be revealed only under the following circumstances, when approved by the Chief Human Resources Officer:

- (a) for the purpose of an official investigation by any local, state, or federal law enforcement or investigative officer;
- (b) the Human Resources Department may verify information for an employment reference or credit reference inquiries provided the requestor has a signed release by the employee;
- (c) pursuant to a valid subpoena or court order; or
- (d) for any other purpose authorized by the Chief Human Resources Officer.

The Chief Human Resources Officer may require proper identification of any individual requesting confidential information and may refuse to reveal or verify such information to those who fail to display proper identification.

Nothing herein shall conflict with, amend, or modify City ordinances or Oklahoma State Statutes relating to the inspection of public records.

SECTION 304 - REPORTING ADDRESS CHANGE(S)

As a condition of continuing employment, and appointment, an employee shall immediately provide any change of address to their supervisor which shall be forwarded in written or electronic form to the Human Resources Department.

SECTION 305 - REPORTING PERSONAL CONTACT CHANGE(S)

Employees shall be required to provide personal contact information and any changes to personal contact information to the Presiding Judge in order to ensure timely notification to the employee(s) for operational needs. The personal contact information may also be used to notify the employee's family in the event of an emergency. Such changes shall be forwarded in written or electronic form to the Human Resources Department (Refer to 618.02).

SECTION 306 - REPORTING CRIMINAL CONVICTIONS AND ARRESTS

Employees shall be required to immediately notify the Chair of the Judiciary Committee of any felony or misdemeanor arrest or charge filed against them (Refer to 1403.23).

Employees shall be required to report to the Chair of the Judiciary Committee any misdemeanor or felony conviction, deferred sentence, or dismissal as soon as the criminal charge has been adjudicated/resolved (Refer to 1403.22). The Judiciary Committee shall be required to immediately report this information to the Council for consideration of removal proceedings.

SECTION 511 - PAYROLL DEDUCTIONS

The deductions which may be withheld from an employee's pay check are those:

- (a) required by law;
- (b) authorized in writing and signed by the employee;
- (c) for reason of leave without pay, unexcused absences, suspension, or other disciplinary reason as authorized by the Employment Policies;
- (d) corrections of error in overpayment to an employee can be made by written agreement with the employee or against the final pay of the employee upon separation from service;
- (e) monies for which the employee is legally obligated to the City and which may be legally withheld; or
- (f) deductions authorized by City Council action.

SECTION 516 - UNEXCUSED ABSENCES

516.01 An unexcused absence is defined as an absence from work for which no leave time has been approved (Refer to 1403.05).

In addition, an unexcused absence could be designated in the event of insufficient leave balance.

516.03 FLSA exempt employees' pay may be subject to deduction for unexcused absences under certain circumstances pursuant to local, state or federal laws. FLSA exempt employees with an unexcused absence will be compensated in accordance with the City's Time and Attendance Procedure in effect at the time of the absence and FLSA regulations (Refer to current HRB Time and Attendance Procedure).

SECTION 520 - TERMINATION PAY

520.01 For all employees who leave the municipal service for any reason, and those employees who die while in the municipal service, final compensation shall be computed to the effective hour and date of termination according to the employee's established rate of pay and per City Employment Policies.

520.02 All full-time employees who leave the municipal service or who die while in the municipal service shall be compensated for all earned, but unused vacation leave. Earned but unused vacation leave shall be computed according to the vacation leave accrual rates established herein, and compensation for such time shall be computed on the basis of the employee's established rate of pay. Payout of vacation leave can and shall be made by the City only as supported by appropriations and available revenues for the then current fiscal year when the payout falls due (Refer to Oklahoma Constitution Article 10, Section 26).

520.03 Payment for the sick leave balance shall be made as follows: Employees not covered under bargaining unit agreements approved by Council: a maximum of fifty percent (50%) of the sick leave balance shall be paid at the time of retirement (disability or regular), death, or voluntary resignation; provided that the fifty percent (50%) maximum payable hours will be reduced two and one-half percent (2.5%) for each year less than twenty (20) years of creditable service.

All members of the Executive Pay Plan and Council appointees who voluntarily resign may be paid the balance of their sick leave upon their resignation, not to exceed 1,000 hours.

An employee who has been removed by statutory process shall not receive any portion of their sick leave under this section under any circumstances.

ARTICLE 600 EMPLOYEE BENEFITS

SECTION 601 - SCOPE

This article applies only to full-time employees unless otherwise specifically provided.

Leave usage must be scheduled and approved in advance by the supervisor unless otherwise provided, and is subject to departmental and divisional policies (Refer to 104.02).

SECTION 602 - HOLIDAYS

602.01 The following public holidays shall be observed:

New Year's Day	Veteran's Day or Armistice Day
Martin L. King, Jr.'s Birthday	Thanksgiving Day
Memorial Day	Day following Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	

602.02 Any public holiday which occurs on Sunday shall be observed on the following Monday, and any occurring on Saturday shall be observed on the preceding Friday, or as directed by the City Manager upon approval by the City Council.

SECTION 603 - VACATION LEAVE

603.01 *Eligibility* - A full-time employee shall be eligible for vacation leave.

603.03 *Rate of Accrual* - Vacation leave shall accrue as follows:

(a) As consideration for employment with the City, on day one (1) an employee will be credited with forty (40) hours of vacation leave. An employee with zero (0) through six (6) months of service will not accrue vacation leave. Upon successful completion of six (6) months of creditable service, an employee shall be credited with an additional eight (48) hours and six (6) minutes of vacation leave.

(b) An employee with six (6) months to five (5) years of creditable service: 3 hours 42 minutes per pay period; maximum accrual of 250 hours.

- (c) An employee with five (5) to ten (10) years of creditable service: 4 hours 18 minutes per pay period; maximum accrual of 250 hours.
- (d) An employee with ten (10) to fifteen (15) years of creditable service: 5 hours 18 minutes per pay period; maximum accrual of 400 hours.
- (e) An employee with more than fifteen (15) years of creditable service: 6 hours 12 minutes per pay period; maximum accrual of 400 hours.

The date for computing vacation leave accruals shall be the date of full-time employment (anniversary date).

603.04 *Accrual During Absence* - Vacation leave shall not accrue during any leave exceeding two consecutive bi-weekly payroll periods including, but not limited to family and/or medical leave (FMLA), personal leave of absence, sick leave, injury leave, bereavement leave, administrative leave, vacation leave, or except as covered by collective bargaining agreement.

603.05 Vacation leave must be scheduled in advance. No employee shall be entitled to use more vacation leave than accrued.

SECTION 604 - BONUS DAYS

604.01 If an employee does not use more than twenty-four (24) hours of sick leave during the anniversary year as established by date of hire, the employee will be awarded an additional sixteen (16) hours of vacation leave on the anniversary date or as specified in the appropriate collective bargaining agreement. Approved FMLA sick leave taken will not be included in the calculation of the twenty-four (24) hours. Extended unpaid personal leave of absence under 705.02 below or leave related to an on-the-job injury shall be included in the calculation of the twenty-four (24) hours.

604.02 An employee shall receive an additional four (4) days (32 hours) bonus vacation leave on their tenth (10) anniversary date and each tenth (10) anniversary of consecutive service thereafter.

604.03 Vacation accrual under the provisions of this section shall not exceed the maximum leave balance established by length of service.

SECTION 605 - PERSONAL LEAVE OF ABSENCE

605.01 A personal leave of absence is considered a privilege. In granting a leave of absence, the employee's service record and circumstances requiring the leave will be considered. Personal leave under this section shall not be in addition to or extend the maximum personal leave available under section 705.02. A leave of absence is granted with the expectation that the employee will return to regular employment. The Judiciary Committee may authorize a maximum of thirty (30) days personal leave of absence. A personal leave of absence is unpaid leave; however, an employee may request use of their accrued leave time, excluding sick leave, while on an approved personal leave of absence. The Personal Leave of Absence Request Form (Non-Post-FMLA) shall be used to document and approve/deny such requests. A copy of the approved request for a personal leave of absence will be placed in the employee's file in the Human Resources Department, if not medically related.

605.03 Unpaid personal leaves of absence will result in an adjustment in the employee's retirement eligibility. Such dates will be adjusted one day for each day of absence.

605.04 Once the employee has been in an unpaid status for two (2) consecutive payroll periods, insurance benefits will be terminated, and the employee will be offered continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, they will be responsible for all required premiums to continue health insurance coverage.

SECTION 606 - BEREAVEMENT LEAVE

606.01 A maximum of three (3) workdays off with pay may be granted in the event of a death in the family of the employee or employee's spouse. Family, for the purposes of this section, is defined as spouse, parents, step-parents, children, step-children, son-in-law, daughter-in-law, brothers, sisters, step-brothers, step-sisters, grandparents, great-grandparents, grandchildren and great-grandchildren of the employee or the employee's spouse.

606.02 The Judiciary Committee may require the employee to provide proof of the death. Abuse or misuse of bereavement leave shall be cause for initiation of removal proceedings.

SECTION 607 - MILITARY LEAVE

607.01 All actions with regard to employee's military service or training shall conform to applicable federal and state statutes. An employee of the City who is a member of the military is entitled to their full regular pay for time period defined by state statute (statutory military leave).

607.02 Employees called to active military duty and who have exhausted their statutory military leave (Refer to 607.01) are entitled to pay for the difference between their military pay and regular rate of pay provided the employee's military pay is lower. If the employee's military pay is higher than the employee's City pay, the employee is not eligible for military differential pay. Once payment of the military differential pay is started, it will continue until the individual returns from active military duty or until the durational limit of protected military services as defined by federal law is exhausted. Employees shall not be allowed to use paid leave and receive military differential pay at the same time.

607.03 Employees who are ordered to active military service shall provide a copy of such orders to the Chair of the Judiciary Committee as soon as practicable.

607.04 While on active military duty, employees may continue certain employee benefits. Prior to exhausting their statutory military leave, employees are responsible for contacting the City Human Resources Department and Total Rewards Division to review which benefits are eligible for continuation and under what conditions. Employees may choose not to continue employee benefits or voluntary products/services coverage during military service. If an employee fails to stop deductions for employee benefits or voluntary products/services, deductions will be taken from their military differential pay (if applicable). If an employee's military differential pay is not enough to fund an employee's elected deductions, the employee's deductions may continue to accrue during the employee's absence while on military leave and will be due for payment by the employee upon their return to employment.

SECTION 608 - JURY SERVICE/COURT LEAVE

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

service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service.

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

SECTION 609 - VOTING LEAVE

An eligible full-time employee who is a registered voter and is eligible to vote in the subject election shall be granted up to two (2) hours of paid time off to vote during the period when the polls are open for elections that are listed on the Oklahoma State Election Board website. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No employee shall be entitled to voting leave unless the voting time is scheduled with the Presiding Judge before election day. The Presiding Judge shall select the hours which an employee is granted to vote.

SECTION 610 - FAMILY AND MEDICAL LEAVE ACT

610.01 FMLA – Employee/Family: The Family and Medical Leave Act allows eligible employees to take up to twelve (12) workweeks leave in a twelve (12) month period for reasons authorized by the Act. The Chief Human Resources Officer shall administer the program (Refer to current HRB FMLA).

610.02 FMLA – Military: The Family and Medical Leave Act allows eligible employees to take up to twelve (12) workweeks of FMLA leave in a twelve (12) month period for a qualifying exigency. The Act further allows up to 26 workweeks of leave in a twelve (12) month period to an eligible employee who is the primary caregiver of a service member in the Armed Forces with a serious injury or illness incurred in the line of active duty. During a single 12-month period, an eligible employee's FMLA leave entitlement, as described in this paragraph, is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason. The Chief Human Resources Officer shall administer the program (Refer to current HRB FMLA).

610.03 An employee on FMLA leave will have same group health plan benefits maintained while on leave as if the employee had continued to work. The employee will continue to pay their share of the premiums during the leave period. Failure to pay the required premiums will result in cancellation of the employee's health and welfare benefits coverage. If an employee chooses not to retain group health plan coverage during FMLA leave, upon return from FMLA leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave.

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

610.04 Retaliation towards an employee who has utilized their rights under the Family and Medical Leave Act, is strictly prohibited.

SECTION 611 – NURSING MOTHERS

The City is committed to maintaining a family-friendly work environment as it pertains to nursing mothers returning to the workplace in accordance with the Patient Protection and Affordable Care Act of 2010, the PUMP for Nursing Mothers Act, and the Pregnant Workers Fairness Act (PWFA) (Refer to current HRB Providing Urgent Maternal Protections and Pregnant Workers Fairness Act).

SECTION 612 - SICK LEAVE

612.01 *Eligibility* – Full-time employees shall accrue and are eligible to utilize sick leave benefits.

612.02 *Accrual* - Sick leave accruals begin on the most recent hire date and end when an interruption of service occurs. Sick leave shall accrue at the rate of five (5) hours per pay period. Maximum accrued sick leave shall be 2,000 hours.

612.03 *Accrual During Absence* - Sick leave shall not accrue during any leave exceeding two consecutive bi-weekly payroll periods including, but not limited to Family and Medical Leave (FMLA), personal leave of absence, sick leave, injury leave, bereavement leave, administrative leave, vacation leave, or as specified by an applicable collective bargaining agreement.

SECTION 613 - USE OF SICK LEAVE

613.01 An employee may use sick leave for medical appointments, treatments or recovery from non-job-related illnesses or injuries. Injuries connected with work in City service shall not be charged against sick leave. No paid sick leave shall be allowed for an injury incurred while working in a compensated status for another employer.

An employee may use personal sick leave to care for a member of the employee's immediate family (as defined under the Family and Medical Leave Act) for recovery from illnesses or injuries, medical appointments, and medical treatments. An employee who uses three (3) or more consecutive days of personal sick leave for the care of an immediate family member may be required to provide a physician's statement supporting the need for the employee's sick leave use to be present for their immediate family member, unless such leave is FMLA approved.

613.02 An employee who uses five (5) or more consecutive days of sick leave may be required to provide the Chief Human Resource Officer (for potential referral to the Judiciary Committee) a physician's statement supporting the condition of illness upon return to work. Failure to present such a statement shall be cause for initiation of removal proceedings or failure to reappoint.

613.03 *Fitness for Duty* - Following any period of illness of ten (10) or more consecutive days, the Chief Human Resource Officer may require the employee to provide a physician's statement approving the employee's return to work and resumption of normal duties.

SECTION 615 - SICK LEAVE PAYOUT

Payment for the sick leave balance is governed by the provisions set forth in Section 620.03 herein.

SECTION 616 - INJURY LEAVE

616.01 An employee injured on the job shall be provided medical treatment in accordance with the State of Oklahoma workers' compensation laws and workers' compensation procedures approved by the City Council. A full-time employee injured on the job shall continue to receive regular salary, or rate of pay during absence from work, in lieu of total temporary disability (TTD) not to exceed a period of one thousand forty-four hours (1,044). Court-ordered disability compensation shall not duplicate City earnings.

616.02 An employee shall report a work-related injury to their supervisor within twenty-four (24) hours of the injury. Failure to report or to follow workers' compensation procedures may be grounds for denying any resulting claim against the City. No job injury benefits will be granted without the filing of an official job injury report.

616.03 No injury leave shall be allowed for any injury incurred while working for another employer, nor shall an employee so injured receive treatment under the City's approved workers' compensation procedures.

616.04 The Risk Manager shall make denial determinations under the City's approved workers' compensation procedures.

SECTION 617 – ADMINISTRATIVE LEAVE

An employee may be placed on administrative leave, with or without pay, upon approval by the Judiciary Committee upon recommendation by the Chair of the Judiciary Committee and Chief Human Resource Officer under the following circumstances:

- (a) During an investigation of an alleged improper act by an employee;
- (b) When retention of an employee in the workplace may be detrimental to the interests of the City or injurious to the employee, their fellow workers or the general public.

An employee may be placed on administrative leave, with or without pay, upon approval by the Judiciary Committee upon recommendation by the Chair of the Judiciary Committee under the following circumstances:

- (a) During a breakdown of essential facility services, such as heating, air conditioning, water or other problems wherein facilities must be closed and an employee is released early from work or not required to report to work;
- (b) During a period of equipment breakdown such that it is impossible for the employee to complete assigned tasks;
- (c) Absence authorized by law; or
- (d) Any other instance authorized by the Council.

SECTION 618 - INSURANCE BENEFITS

618.01 The City shall maintain a health care plan, group life insurance, and dental plan for full-time employees in an active payroll status. Full-time employees eligible for Section 125 (pre-taxed) benefits may participate in flexible benefit plans. The date of insurance coverage eligibility will be the first day of the month following the month of hire.

- Employees transferring between certain pension systems designated by the Human Resources Department with no gap in employment will maintain continuous coverage under the City-sponsored plan.

- Employees that go into an unpaid payroll status will have the option to continue their health, dental, and group life insurance at the employee rate through the end of the month in which the second consecutive pay period of zero pay occurs or exhaustion of FMLA leave occurs, whichever is later.
- The coverage date for employees who return from any leave of absence (including reinstatement of employment) will be dated as of their return from leave or first day of the following month based on employee's consent.
- Termination date of insurance coverage will be the first day of the month following separation of employment provided insurance premiums are paid in full.

Failure to pay employee premiums due will result in the termination of health, dental, and/or group life insurance effective the first of the month following the last month full premiums were paid and/or payroll deducted for health, dental, and/or group life. All other insurance will end the first of the month following the last month full premiums were payroll deducted.

618.02 An employee is responsible for notifying the Employee Benefits Division of the Human Resources Department in writing, of any change in name, address, telephone number, marital status or status of any enrolled dependent within 31 days of the occurrence of the change.

618.03 Failure to notify the Employee Benefits Division of the Human Resources Department in writing within 31 days of the occurrence, of any change in marital status and/or change in dependent status, that results in the improper extension of health or welfare benefits, may result in disciplinary action and/or further legal action against the employee.

SECTION 619 - PENSIONS AND RETIREMENTS

Full-time employees will contribute to the retirement programs authorized by City ordinance, and state and federal law. Refer to applicable pension plan for terms and conditions.

SECTION 704 - FALSIFICATION

Any false, incomplete, or incorrect statement, answer or representation, given intentionally or unintentionally by any applicant, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment; or pertaining to personal information or background which is elicited for any authorized form, record, or file, shall be cause for refusing employment or appointment in the municipal service, or may be grounds for removal if discovered after placement.

SECTION 705 - ARREST AND CONVICTION RECORDS

The Human Resources Department or authorized agent shall inquire into the background of applicants.

705.01 Arrest and/or conviction shall be disqualifying for appointment:

- (a) Any felony conviction or plea of *nolo contendere* since admission to the practice of law by the State of Oklahoma;
- (b) Any conviction(s) involving the following offenses: moral turpitude; non-consensual sex acts; distribution or trafficking of controlled dangerous substances; assault and battery with a dangerous weapon; any offense involving a minor as a victim.

- (c) Any applicant with a pending felony or misdemeanor charge (excluding parking ticket violations) will be ineligible for appointment, until a final disposition of the charge is made.

705.02 Any conviction that has been pardoned or expunged will not be considered in an employment decision.

705.03 If it is determined that information obtained through the applicant's criminal records check or through the United States Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division's Interstate Identification Index (III) Fingerprint background records check makes the applicant unsuitable for the position being sought, the Human Resources Department will notify the applicant of the unsuitability for the position and advise the Chair of the Judiciary Committee.

The applicant will be given seven (7) business days to provide information that negates the validity and relevance of the criminal record. If the information obtained through the criminal records check cannot be invalidated by the applicant, the applicant will be notified of elimination from consideration.

ARTICLE 800 SELECTION PROCEDURES

SECTION 801 - CHARACTER AND SCOPE

801.01 The Chief Human Resources Officer, or designee, shall authorize selection processes which may include any combination of written tests, job simulation tests, assessments, interviews, background investigations or other reasonable procedures to fairly evaluate the skills, knowledge and abilities of persons examined. Application and employment forms, reference checks, employment records, demonstrated ability, or other appropriate means may also be used to evaluate applicants.

801.02 Chief Human Resources Officer shall ensure that reasonable accommodations are made in testing procedures to provide equal employment opportunities to qualified applicants with disabilities.

801.03 Selection procedures shall be announced and held in such time, place, and manner as prescribed by the Chief Human Resources Officer that best meets the needs of the municipal service.

SECTION 802 - CUSTODY OF SELECTION MATERIAL

The Human Resources Department shall have custody of tests and materials and shall take necessary measures to protect the confidential nature of tests and materials to maintain the integrity of the selection process. The Chief Human Resources Officer, or designee, may delegate custodial authority to a Department Director, who must ensure the confidentiality of selection instruments is maintained. Any unauthorized disclosure of any selection procedure materials, information, or content will be grounds for disciplinary action, up to and including termination, or removal from a selection process.

ARTICLE 1200 CONDITIONS IN THE WORKPLACE

SECTION 1201 – UNLAWFUL DISCRIMINATION & HARASSMENT, INCLUDING SEXUAL HARASSMENT, WORKPLACE BULLYING, AND RETALIATION

As an Equal Employment Opportunity (EEO) employer, the City of Oklahoma City will not discriminate against any applicant or employee because of race, color, religion, sex (including pregnancy, actual or perceived sexual orientation, and gender identity and/or expression), national origin, age, disability (mental or physical) and genetic information (including family medical history).

The City will ensure equal employment opportunity by conducting staffing activities such as selection, promotion, demotion, transfer, training and separation, in accordance with established federal, state, and local EEO laws, policies and regulations.

The City promotes a workplace that is free of conduct that can be considered discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees regarding race, color, religion, sex (including pregnancy, actual or perceived sexual orientation, and gender identity and/or expression), national origin, age, disability (mental or physical) and genetic information (including family medical history) is strictly prohibited.

1201.01 Alleged violations under this Section shall be reported pursuant to the procedures described in the current Human Resources Bulletin (HRB) addressing EEO-related Discrimination and/or Harassment, including Sexual Harassment, Workplace Bullying, and Retaliation.

The filing of a discrimination, harassment or sexual harassment complaint does not exempt the complaining party from abiding by established workplace rules such as time, attendance or performance standards.

1201.02 Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or communication of a sexual nature which:

- (a) is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
- (c) is used as a basis for employment decisions.

1201.03 Sexually oriented jokes, remarks, gestures or pictures may be deemed offensive to another employee and will not be tolerated.

1201.04 Sexual harassment can occur between supervisors and employees, co-workers, and employees and non-employees (e.g., residents, contract laborers, vendors, etc.). Any employee who engages in such conduct is subject to disciplinary action, including termination and current HRB addressing EEO-related Discrimination and/or Harassment, including Sexual Harassment, Workplace Bullying, and Retaliation).

1201.05 The City promotes a work environment that is free of workplace bullying. The standard of employee behavior is one of cooperation, civility and respect for each other, despite any differences.

Workplace bullying is a persistent pattern of unwarranted, unwanted verbal or non-verbal conduct based on something unrelated to Equal Employment Opportunity (EEO) considerations, which is abusive, obscene, threatening or insulting to another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects an employee's performance. An employee who engages in such conduct while on duty or on City premises will be subject to corrective action, including disciplinary action, up to and including termination. An employee who engages in such conduct which occurs outside of the workplace, or off duty, and such

conduct creates an offensive, intimidating, degrading or hostile work environment, or interferes with or adversely affects an employee's performance, will be subject to removal proceedings or non-reappointment.

1201.06 Retaliation is a materially adverse action against an employee for bringing a complaint of, or participating in an investigation related to EEO-related discrimination and/or harassment (including sexual harassment), or bullying. A materially adverse action is anything that might well deter an employee from engaging in protected activity. All employees are prohibited from engaging in retaliatory conduct, and any such conduct will be grounds for initiation of removal proceedings or non-reappointment.

SECTION 1204 - VIOLENCE IN THE WORKPLACE

The City will not tolerate any acts of violence to persons or property. All acts of violence are considered and treated seriously. Each act of violence will be dealt with promptly and appropriately to minimize risk to employees, customers and property.

Workplace violence means any physical action, verbal or non-verbal, that is reasonably perceived as a threat, harassment, abuse, intimidation or personal contact that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.

An employee or knowing party shall report to the Human Resources Department any threatening or dangerous situations affecting the workplace. For matters that are of public safety or imminent danger, employees should dial 911.

SECTION 1205 - INTOXICANTS

In accordance with the City's Drug-Free Workplace Policy and the Drug and Alcohol Testing Policy, the City will not tolerate substances in the workplace that interfere with or impair an employee's mental or physical capacity to perform their duties or cause a risk to employees, property, or the public. This includes using, possessing, selling, distributing or being under the influence of intoxicants.

SECTION 1206 – SMOKING

It is the goal of the City to promote and provide a healthy workplace and to establish a policy to regulate the use of smoking products by City employees while on City premises. Employees are expected to comply with the City's policy regulating smoking, as well as applicable departmental policies, state laws and municipal ordinances. Smoking is prohibited in all City-owned-and-operated buildings, on City property and in City vehicles. For the purpose of this policy, vaping and e-cigarette devices are considered smoking products.

POLICIES AND PROCEDURES --JUDICIARY	
CATEGORY: PERFORMANCE AND EXPECTATIONS	POLICY NUMBER: 3.2
SUBJECT: PROFESSIONAL ACCOUNTABILITY	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

Members of The City of Oklahoma City Judiciary are required and expected to always retain and exhibit professional accountability to their peers. Professional accountability is an umbrella term intended to encompass necessary expectations between peers in a professional environment.

Professional accountability requires the following:

- 1) Maintaining a satisfactory and consistent quality of work;
- 2) Finishing tasks or assignments by the required or agreed upon deadline;
- 3) Attending meetings and dockets prepared and on time;
- 4) Timely and accurately communicating with peers regarding scheduling, preparedness and ability to complete tasks as agreed or instructed;
- 5) Preparing in advance for scheduled time away from the office.

Actions that will facilitate meeting this requirement:

- 1) Attending work during regular business hours;
- 2) Acknowledging mistakes, flagging issues and then coming up with potential solutions through collaboration;
- 3) Using your Outlook Calendar to stay cognizant of meetings, deadlines and time management;
- 4) Asking for support and offering yours when needed.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: PERFORMANCE AND EXPECTATIONS	POLICY NUMBER: 3.3
SUBJECT: COMPUTER USAGE	FORMS: IT ACCEPTABLE USE POLICY
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

All members of The City of Oklahoma City Judiciary shall adhere to City IT Department’s Acceptable Use Policy regarding the use of City-owned computers, phones and any other electronic devices.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: PERFORMANCE AND EXPECTATIONS	POLICY NUMBER: 3.4
SUBJECT: DRESS CODE	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The City of Oklahoma City strives to maintain a professional atmosphere that is conducive to a business environment, contributes to the morale of all employees, and projects an image of efficiency and professionalism to the public. All members of the Judiciary are relied upon to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner consistent with the goals of this policy and the dignity of the office held. Generally, Judges should maintain a clean and neat appearance in the workplace and dress in accordance with the requirements of the work being performed.

All clothing *shall* be clean, pressed, and in good repair. Clothing shall be tasteful and not create a distraction.

I. BUSINESS CASUAL ATTIRE

- a. The standard of dress for all members of the Judiciary is business casual, unless excepted below.
- b. **Business Casual Attire** is defined as ankle length slacks, khakis, or dark colored, non-tattered, non-distressed denim jeans, dress or skirt, with blouse/collared shirt or sweater and dress shoes, leather flat soled oxford styled athletic shoes, sandal (not flip flops), boots or mules.
- c. Though not required, *it is strongly suggested* that a clean set of Professional Attire (defined in subsection II.b.) be kept at the Office in the event an unplanned occurrence requires such attire to be worn.

II. TRADITIONAL, PROFESSIONAL ATTIRE

- a. Traditional Professional Attire *is required* to be worn under the following circumstances:
 - i. When appearing in court or serving as the Duty Judge; or
 - ii. When appearing before, or meeting with the Mayor and City Council.
- b. **Traditional, Professional Attire** is defined as suit, or skirt/dress slacks with suit jacket or sport coat, blouse, collared shirt and tie, or sweater. Dress shoes (or shoes similar in appearance to leather dress shoes).

III. CASUAL ATTIRE

- a. Casual Attire *is permitted* under the following circumstances:
 - i. When engaging in activities such as moving furniture, packing/unpacking supplies, relocating offices; or
 - ii. When attending approved City activities that call for departure from the standard dress code, such as holiday parties, themed events or seasons.
- b. Casual Attire is defined as colored and/or fashionably distressed/faded denim jeans, capri pants (falling at or below the calf), leggings paired with clothing with hem falling below the buttocks, dress, skirt, sleeveless blouse/non-collared shirt or sweatshirt, and athletic shoes.

IV. UNACCEPTABLE ATTIRE

The following clothing and/or accessories are deemed unacceptable and inappropriate for members of The City of Oklahoma City Judiciary: terry cloth clothing except for sweatshirts when approved above; sweatpants; leggings when not paired with clothing with hem falling below the buttocks; shorts; skirt with hem or slit falling higher than mid-thigh; capri pants falling higher than mid-calf; strapless blouses/shirts; bare mid-drift; shear and/or otherwise revealing clothing; flip-flops; crocs or similar styled footwear. This list is non-exclusive.

V. TATOOS AND PIERCINGS

When Traditional, Professional Business Attire is required by this policy, tattoos and body piercings (except earrings) shall not be visible.

POLICIES AND PROCEDURES—JUDICIARY	
CATEGORY: PERFORMANCE AND EXPECTATIONS	POLICY NUMBER: 3.5
SUBJECT: LEAVE TIME	FORMS:
EFFECTIVE DATE:	
APPROVED AND ADOPTED:	

The City of Oklahoma City Judiciary shall comply with The City’s Employment Policies relating to the types of leave available and as to the method of accruing, earning, using and reporting leave time. Leave time will include sick, vacation, sick leave conversion, CLE training, employee training, jury duty, family medical leave, military, voting, injury, leave of absence, emergency and leave without pay.

Members of the Judiciary shall notify the Chief Human Resource Officer and Presiding Judge as soon as possible when leave will be used. Vacation leave should be requested at least two weeks in advance so that docket coverage can be addressed. A leave request form must be completed when requesting leave time and submitted for routing and approval as reflected on the form.

All leave over sixteen hours should be requested on the Leave Request form in advance of leave and submitted to the Chief Human Resource Officer and Presiding Judge. Members of the Judiciary are obligated to manage leave time in a manner that does not adversely affect the function and efficiency of the Municipal Court system. Absent documented information from the Presiding Judge that necessary docket coverage is unavailable, the Chief Human Resources Officer shall approve/process the request for vacation leave usage. The Presiding Judge shall make every effort to obtain coverage of necessary dockets by Special Judges to enable use of leave benefits by appointed members of the Judiciary.

Requests for use of Family Medical Leave Act (FMLA) shall be made to and processed by the Chief Human Resource Officer or designee consistent with the law and City Employment Policies.

Any request for Leave without Pay or Leave of Absence shall be made in writing, at least two (2) weeks prior to the leave requested, to the Chair of the Judiciary Committee. Repeated requests for Leave without Pay may be grounds for removal from office.