
OKLAHOMA CITY GOLF SYSTEM

Policies and Procedures



UPDATED JANUARY 8, 2025

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SECTION 1 – GOLF COMMISSION

Section 1.1 – Golf Commission Creation

The Golf Commission was created via resolution adopted between the City of Oklahoma City (CITY) and the Oklahoma City Park Trust, and the Oklahoma City Public Property Authority (OCPPA) on January 11, 1966. The resolution stated that the OCPPA will create a board of Golf Commissioners consisting of seven (7) members.

The Golf Commission was expanded to nine (9) members via resolution on April 12, 1988.

Section 1.2 – Current Golf Commissioners

Mike Cassady

Term Expires: December 31, 2025

Mick Cornett (Chairman)

Term Expires: December 31, 2026

LeeAnn Fairlie (Vice Chairman)

Term Expires: December 31, 2027

Tom Caraway

Term Expires: December 31, 2028

Andy Coats

Term Expires: December 31, 2029

Ramon Renteria-Lara

Term Expires: December 31, 2030

Michaela Dierinzo

Term Expires: December 31, 2030

Christopher Burden

Term Expires: December 31, 2030

D. Eliot Yaffe

Term Expires: December 31, 2031

Section 1.3 – Golf Commission Assignments and Committees

The Golf Commission appoints a Chairman and Vice-Chairman for a term of one year, with eligibility for re-election. The Chairman appoints a group of Golf Commissioners to be Advisors to each course and to various subcommittees each January. Current Assignments were appointed January 8, 2025.

OFFICERS:

CHAIR: Mick Cornett
VICE CHAIR: LeeAnn Fairlie

GOLF COURSE ADVISERS:

EARLYWINE PARK: Eliot Yaffe; Mike Cassady
LAKE HEFNER: LeeAnn Fairlie; Tom Caraway; Mick Cornett
LINCOLN PARK: Andy Coats; Christopher Burden; Michaela DiRienzo
TROSPER: Mike Cassady; Ramon Renteria-Lara
JAMES STEWART: Andy Coats; Christopher Burden

FINANCE COMMITTEE:

Chair: Mick Cornett
Andy Coats
LeeAnn Fairlie
Eliot Yaffe

MARKETING COMMITTEE:

Chair: Tom Caraway
Christopher Burden
LeeAnn Fairlie
Eliot Yaffe

POLICIES & PROCEDURES:

Chair: Mike Cassady
Michaela DiRienzo
Ramon Renteria-Lara
Cesar Armenta

EXECUTIVE COMMITTEE:

Chair: Mick Cornett
LeeAnn Fairlie
Mike Cassady
Andy Coats

EARLYWIN BUILDING SUBCOMMITTEE:

Chair: Eliot Yaffe
Mike Cassady

LAKE HEFNER BUILDING SUBCOMMITTEE:

Chair: LeeAnn Fairlie
Mick Cornett
Tom Caraway
Andy Coats

*The Chairman and Vice-Chairman are ex-officio members of all committees. The committees above are standing committees, and the Chairman may create and appoint members to other committees as needed.

SECTION 2 – SCHEDULE OF GOLF FEES

Section 2.1 – Green Fees

Daily Fees				
	Earlywine	Lake Hefner	Lincoln	Trosper
18 Holes or Less	\$ 33.00	\$ 33.00	\$ 33.00	\$ 31.00
Senior	\$ 20.25	\$ 20.25	\$ 20.25	\$ 19.25
Junior	\$ 9.25	\$ 9.25	\$ 9.25	\$ 8.25
Twilight	\$ 27.50	\$ 27.50	\$ 27.50	\$ 25.50
Dusk	\$ 21.25	\$ 21.25	\$ 21.25	\$ 20.25
Sunset	\$ 14.00	\$ 14.00	\$ 14.00	\$ 13.00
9 Holes or Less	\$ 22.50	\$ 22.50	\$ 22.50	\$ 21.50
Senior - 9 Holes	\$ 15.00	\$ 15.00	\$ 15.00	\$ 14.00
Plus 9	\$ 10.50	\$ 10.50	\$ 10.50	\$ 9.50
Senior Plus 9	\$ 5.25	\$ 5.25	\$ 5.25	\$ 5.25
School Fee	\$ 7.75	\$ 7.75	\$ 7.75	\$ 7.75
Replay	\$ 12.00	\$ 12.00	\$ 12.00	\$ 11.00
School/Jr. Tourney	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
Par 3 – Hefner	N/A	\$ 9.25	N/A	N/A
Range Tokens (30 Balls)	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.25
Annual Fees				
	Earlywine	Lake Hefner	Lincoln	Trosper
Regular	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,100.00
All Courses	\$ 4,062.50	\$ 4,062.50	\$ 4,062.50	\$ 4,062.50
Senior	\$ 2,025.00	\$ 2,025.00	\$ 2,025.00	\$ 1,925.00
Senior All Courses	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00

Section 2.2 – Cart Rental Fees

Cart Rental Rates				
	Earlywine	Lake Hefner	Lincoln	Trosper
<i>18 Hole 1/2 Cart</i>	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
<i>9 Hole 1/2 Cart</i>	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.00
<i>Cool Deal 1/2 Cart</i>	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00
<i>Sunset 1/2 Cart</i>	\$ 7.50	\$ 7.50	\$ 7.50	\$ 7.50
<i>Trail Fee</i>	\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00
<i>Senior Trail Fee</i>	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
<i>Single Rider Cart Fee</i>	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
<i>Single Rider Trail Fee</i>	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00
<i>Par 3 Cart (Hefner)</i>	N/A	\$ 7.25	N/A	N/A

Section 2.3 – James E. Stewart Golf Course Fees

James Stewart Green Fees and Cart Rental	
<i>9 Holes or Less</i>	\$ 14.50
<i>Senior</i>	\$ 10.75
<i>Junior</i>	\$ 5.75
<i>School/Jr. Tourney</i>	\$ 6.50
<i>1/2 Cart</i>	\$ 8.00
<i>Range Tokens (30 Balls)</i>	\$ 4.25

Section 2.4 – Fee Policies

Senior Rates:

Customers must be 62 years of age or older to qualify for a Senior Green Fee. Senior Fees are not available on weekends or holidays.

Junior Rates:

Customers must be 18 years of age or younger. Availability of this fee is scheduled at each course.

Section 2.5 – Room Rental Rates

Earlywine Rental Schedule												
Earlywine Banquet Room												
All Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	\$1,500	\$1,500	\$2,000	\$3,000	\$3,000	\$3,000	\$2,500	\$2,500	\$3,000	\$2,500	\$2,000	\$3,000
Sunday through Thursday	\$1,000	\$1,000	\$1,500	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250	\$1,500	\$2,250
Open to 5pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Sunday through Thursday	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
5pm to 11pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	\$1,500	\$1,500	\$1,500	\$2,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,000	\$1,750	\$1,750	\$1,750
Sunday through Thursday	\$1,250	\$1,250	\$1,250	\$1,500	\$1,750	\$1,750	\$1,750	\$1,750	\$1,000	\$1,000	\$1,000	\$1,000
*50% Deposit Due at Reservation (Non-Refundable)												
Room Credit: 15% of Earlywine Food purchased up to \$500.00 (excludes Alcohol & Sales Tax)												
Overlook Restaurant & Pub with Banquet Room Rental												
Open to 5pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5pm to 11pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	\$750	\$500	\$500	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,000	\$1,000	\$1,000	\$1,000
Total with Earlywine Banquet Room	\$2,250	\$2,000	\$2,000	\$3,250	\$3,750	\$3,750	\$3,750	\$3,750	\$3,000	\$2,750	\$2,750	\$2,750
5pm to 11pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Sunday through Thursday	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Total with Earlywine Banquet Room	\$2,000	\$2,000	\$2,000	\$2,250	\$2,500	\$2,500	\$2,500	\$2,500	\$1,750	\$1,750	\$1,750	\$1,750
*50% Deposit Due at Reservation (Non-Refundable)												
Room Credit: 15% of Earlywine Food purchased up to \$500.00 (excludes Alcohol & Sales Tax)												
Event Lawn with Banquet Room Rental												
	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Based on banquet room time	N/A	N/A	\$100	\$150	\$200	\$200	\$200	\$200	\$150	\$100	\$100	\$100
*50% Deposit Due at Reservation (Non-Refundable)												
Overlook Restaurant & Pub												
Open to 5pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Friday or Saturday	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5pm to 11pm												
Friday or Saturday	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Food Minimum (excludes Alcohol & Sales Tax)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5pm to 11pm												
Sunday through Thursday	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Food Minimum (excludes Alcohol & Sales Tax)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
*50% Deposit Due at Reservation (Non-Refundable)												
Event Lawn												
Any Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Open to 5pm, Up to 6 Hours	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
5pm to 11pm	N/A	N/A	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450
*50% Deposit Due at Reservation (Non-Refundable)												
Conference Room												
Any Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Open to 5pm, +3 hours	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
Open to 5pm, 1 - 2 hours	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Open to 5pm, 1 hour	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
*50% Deposit Due at Reservation (Non-Refundable)												
Room Credit: (25% on Food Purchased From Earlywine)												
Hitting Pavilion												
Any Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
Open to 6pm (6 Stall Min Per hour) *includes 36 Tokens	\$200	\$200	\$250	\$300	\$300	\$300	\$300	\$300	\$250	\$250	\$200	\$200
*50% Deposit Due at Reservation (Non-Refundable)												

Lincoln Rental Schedule													
Lincoln Banquet Room													
All Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	
Friday or Saturday	\$2,000	\$2,000	\$2,000	\$2,500	\$3,000	\$3,000	\$2,500	\$2,500	\$3,000	\$2,500	\$2,000	\$2,500	
Sunday through Thursday	\$1,500	\$1,500	\$1,500	\$1,875	\$2,250	\$2,250	\$1,875	\$1,875	\$2,250	\$1,875	\$1,500	\$1,875	
Open to 5pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	
Friday or Saturday	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	
Sunday through Thursday	\$500	\$500	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$500	\$500	
5pm to 11pm	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	
Friday or Saturday	\$1,500	\$1,500	\$1,500	\$2,000	\$2,500	\$2,500	\$2,000	\$2,000	\$2,500	\$2,000	\$1,500	\$2,000	
Sunday through Thursday	\$1,200	\$1,200	\$1,200	\$1,500	\$1,900	\$1,900	\$1,500	\$1,500	\$1,900	\$1,500	\$1,200	\$1,500	
Terrace Room													
Any Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	
Up to 3 Hours between Open and 5pm.	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	
3 to 6 hour rental between Open and 5pm.	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	
5pm to Close.	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	
Conference Room													
Any Day	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	
Open to 5PM	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	

*Room rentals are also available at Trosper Golf Course using Lincoln's the pricing above. Lake Hefner will be updated upon opening of the new clubhouse in 2025-2026.

Section 2.6 – Revenue Allocation

Revenue Distribution of Fees:

A portion of all green fees and cart rental fees are placed into various reserve accounts as listed below.

A. Operating Reserve Fund

The Operating Reserve Fund was created and approved by the Oklahoma City Public Property Authority on July 1, 1998. This fund was updated and restated on May 6, 2025 by the OCPPA.

B. Equipment Fund

The Equipment Fund was created and approved by the Oklahoma City Public Property Authority (OCPPA) on July 1, 1998. This fund was created to help fund future equipment purchases and amounts are distributed to each course on an annual basis as approved by the OCPPA.

C. Surcharge Fund

The Surcharge Fund was created by the OCPPA on November 3, 1987. This fund was created primarily for Debt Service payments but upon approval from the OCPPA may be used for golf course construction, golf course equipment needs and transfers. This fund was updated and restated on May 6, 2025 by the OCPPA.

D. Cart Replacement Fund

The Cart Replacement Fund was created and approved by the OCPPA on July 1, 2022, as part of the Golf System's cart replacement program. This program established this fund for the purchase of new and replacement golf carts as needed throughout the Golf System.

E. Water Fund

The Water Fund was redefined and approved via resolution by the OCPPA on October 24, 2023, as part of the incremental green fee increases during fiscal year 2024. These funds are allocated by each course and are to be used to supplement annual water cost.

F. Capital Improvement Fund

The Capital Improvement Fund was approved via resolution by the OCPPA on April 22, 2025.

Allocation amounts are available upon request through the City's Open Records Policy.

SECTION 3 – GOLF POLICY

Section 3.1 – Regulation of Play

- A. Each player must have a valid green fee ticket in possession at all times. Green fee ticket must be presented upon request by golf course personnel. Player(s) must provide identification upon request by golf course personnel.
- B. United States Golf Association Rules and Local Rules govern play.
- C. Every player must have a bag and clubs.
- D. A maximum of FIVE (5) players may play in a group.
- E. Golf course marshals are on duty to ensure proper use of the golf course.
- F. Groups of five or less should complete 9 holes in 2 hours and 18 holes in 4 hours.
- G. The starter will have the right to control play. Singles, twosomes and threesomes will be paired together to alleviate crowded conditions.
- H. Players may not begin their round on #10 unless permission is obtained from the starter. In the absence of a starter, permission must be obtained from the golf shop.
- I. Play is continuous for 18 holes. Time between nines is limited to 5 minutes.
- J. Dangerous Weather Situations: Players are encouraged to discontinue play and proceed to the clubhouse should they believe there may be danger from lightning or other weather conditions.
- K. Warning Signal: Course officials will sound a warning signal (siren) should dangerous conditions exist. Players should discontinue play immediately and proceed to the clubhouse upon hearing the warning signal.

Section 3.2 – Tee Time Reservations

- A. Weekend and Holiday Tee Times: May be reserved in person or by phone the preceding Saturday for the following Saturday, Sunday or holiday that week. Times will be taken 30 minutes prior to the first time of the day. Only one (1) time per person may be reserved for the following weekend or holiday when phoning in or in reserving in person before 9:00 am the previous Saturday. After 9:00 am, up to four (4) times may be reserved per person or per phone call. Times will be issued in the following order: Alternating; in person / then by phone and continuing in sequence. The person reserving the time(s) must provide their phone number upon request. This number may be used for verification purposes.
- C. Weekday Tee Times: Taken one week in advance beginning 15 minutes prior to the first tee time of the day. Up to four (4) tee times may be reserved by one phone call or in person.

- D. Online Tee Time Reservations: May be reserved online six days in advance. Only one (1) tee time may be reserved, per person, per login session. Groups needing a block of multiple tee times should contact the golf course by phone or in person. The person reserving the online tee time will be required to provide all information as requested by the online booking service.

An online tee time should be cancelled by referencing the confirmation number provided at the time of booking. Cancellations should be made no later than twelve (12) hours in advance of the scheduled tee time.

- C. Failure to use the reserved time may result in loss of reservation privileges at all city courses.
- D. The Oklahoma City Golf Courses reserve the right to charge an amount equal to the number of green fees reserved for a tee time when players do not show.
- E. All members of a group must check in with the starter at least 10 minutes prior to their tee time. A group with less than four (4) players should expect additional players to be placed with their group to make a foursome or fivesome.

Section 3.3 – Golf Cart Rental Policies

- A. Lessees and golf car drivers, including single rider vehicles must be 16 years of age and hold a valid driver's license. Persons using carts and single rider vehicles must show golf car lease agreement and identification upon request by golf course personnel.
- B. All lessees must provide their current driver's license and contact information when leasing golf cars, upon request.
- C. Lessee is responsible for any damages to golf car.
- D. No more than two (2) persons per golf car and no more than one (1) person on an authorized single rider vehicle.
- E. Pull carts should not be towed by golf cars.
- F. Golf cars may not be removed from golf course property.
- G. When necessary, golf cars will be leased no sooner than 30 minutes prior to tee time.
- H. Golf cars must be operated as directed by course officials.
- I. Use of Privately-Owned Vehicles to transport the player and/or the player with the player's clubs: Only vehicles originally manufactured for golf course use will be allowed

on the course. The vehicle must be of traditional design; meet safety standards of the industry; and have a maximum speed of 15 m.p.h. Said vehicle must not have the capability of exceeding 15 m.p.h. due to adjustments and/or settings on the vehicle. A “trail fee” will be charged for the use of a privately-owned vehicle used or ridden by any player on the course.

Vehicles excluded and prohibited from use on a City course:

- Any two wheeled vehicle not manufactured for golf course use, motorized or not, to include, but not be limited to:
 - Motorcycles, Segway’s, etc.;
 - Any golf cart or single rider vehicle with a license tag or tagged for use on a City street.

When there is a question if a privately owned vehicle meets the standard for golf course use, the Director of Golf or, if not available, the Senior member of the Professional staff present, shall have discretion in determining whether a cart or single rider vehicle will be allowed on the golf course property for use during play. The decision of the Director of Golf or Senior member of the Professional staff shall be final.

Reasonable Accommodations for Individuals with Disabilities:

- It is the policy of the OCPPA to provide reasonable accommodations for individuals with disabilities to participate in golfing at the City’s golf courses. Any person with a disability requesting to use or requiring a reasonable accommodation to utilize the facilities should notify the golf course in advance of playing and request to use their privately-owned mobility device or requirement for such accommodations. Email addresses and telephone numbers for the golf courses may be found on the Oklahoma City Golf Course website at <https://www.okcgolf.com/>. Primary consideration will be given to the mobility aid device or accommodations of the individuals choice; however, such accommodation must be reasonable and any “other-power-driven mobility device” must be reasonable as determined by the legitimate safety requirements adopted by the City.
- The use of any mobility aid, including “other-power-driven mobility devices” shall be governed by the rules and requirements set forth by the City and/or the course, including, but not limited to, not driving on or within thirty (30) feet of any teeing ground or putting green unless on a designated cart path; use on cart paths only when the course conditions require the mobility device remain on paved surfaces; and operating the mobility device to insure limited damage to the playing surfaces of the golf course.
- Any person with a disability has the right to choose whatever mobility aid device best suits their needs, including an “other-power-driven mobility device”, including Segway’s. The person must ensure that the device meets any legitimate safety requirements adopted by the City and that this choice

is a reasonable accommodation.

- J. A single golfer may rent a golf car at the ½ car rate. Note: The ½ car rate is only available to green fee-paying golfers.
- K. To maximize golf car fleet use, the following Golf Car Usage per Group schedule will be used:

Golf Car Usage per Group

2 players	1 car
3 players	2 cars
4 players	2 cars
5 players	3 cars

Section 3.4 – Rain Check Policy

- A. No refunds will be given on green fees or golf cars, to those players who have begun play.
- B. Green fee rain checks will be issued upon request should weather conditions or unforeseen circumstance warrant, at the discretion of the Director of Golf.
- C. Rain checks will be issued for golf car rental should weather conditions warrant.
- D. Green fee and golf car fees may only be rain checked once.

Section 3.5 – Golf Etiquette and Conduct

- A. All players must abide by the etiquette of the game of golf as it pertains to good sportsmanship, fair play and good conduct.
- B. Patrons using the facilities shall be properly attired. Shirts and shoes must be worn at all times. (This includes golf course, practice areas and clubhouse.)
- C. No gambling or profanity on premises (Oklahoma City Ordinance 1960, Amusements 3.1.08).
- D. Intoxicated patrons will be denied privileges of all facilities.
- E. Glass containers are not permitted.
- F. Footwear: Golfers are required to use soft spikes in their golf shoes. Only shoes designed for golf course use or flat-soled athletic shoes are permitted on the golf course. Boots,

spiked athletic, soccer, football or baseball spiked (rubber or metal) shoes are not permitted.

- G. Loitering or hunting golf balls on public golf courses, except in a regular round of play by players holding a valid green fee, is prohibited. (Ordinance #11,668, dated 6/13/67, Section 21-156) Violation shall be subject to the fines and penalties provided by law. Upon completion of play, players may not go back on the course to search for golf balls lost during their round.
- H. Wait until preceding players are safely out of range before hitting.
- I. As of October 1, 2018, Oklahoma Liquor Law (Oklahoma Statute §37A-6-105) prohibits outside alcoholic beverages from being brought onto the golf course premises. All state and local statutes pertaining to the sale and consumption of alcoholic beverages on golf course property will be strictly followed.
- I. Personal Coolers or ice chests are not allowed on the golf course premises, except for persons with special dietary or medical needs.
- J. Range balls and range baskets may not be removed from the golf practice facility. Only golf balls dispensed by the golf course vending machines are allowed to be used by the public on the driving range facility.

Section 3.6 – Liability

- A. Any damage to personal property or personal injury, caused by a golf ball hit by a person playing golf or a person hitting practice range balls on the Golf Course is not the responsibility of the Golf Course, Golf Course personnel, the Oklahoma City Public Property Authority, or The City of Oklahoma City. Golf Course personnel will assist in identifying the responsible party should personal property damage or personal injury occur.

FAILURE TO ABIDE BY THE ABOVE POLICIES AND PROCEDURES MAY RESULT IN THE LOSS OF PLAYING PRIVILEGES AT THE OKLAHOMA CITY MUNICIPAL GOLF COURSES.

SECTION 4 – HUMAN RESOURCES POLICY

Section 4.1 – General Provisions

A. Introduction and Scope of Authority

Welcome to the Oklahoma City Public Property Authority (OCPPA) Golf Course system. The policies set forth herein apply to all OCPPA Golf Course employees unless otherwise noted.

As an employee of the OCPPA Golf Courses, you should expect to be scheduled for duty on weekdays, weekends and holidays. Always check with your supervisor for scheduling.

Any questions regarding your rights as an employee should be directed first to your supervisor or payroll clerk. Any further questions can be directed to your Golf Professional-Manager.

The Golf Professional-Managers are responsible for employment decisions. These include, but are not limited to, initial employment, manpower needs, work standards, rates of pay, disciplinary actions and termination. Golf Professional-Manager employment decisions are made in the best interests of the municipal golf courses.

The golf courses will provide, when economically feasible, certain benefits for the benefit of all full-time employees. The current benefits shall be subject to policy changes and changes in procedural implementation as approved from time to time by the Golf Commission and the OCPPA.

The Golf Professional-Managers will administer these benefits without regard to 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).

B. Age Requirements

The minimum age of any applicant shall be eighteen (18) years for both regular fulltime and part-time employment with the golf course unless a higher minimum age is required by the nature of the work performed as specified by Federal and/or State law.

Exceptions to the minimum age requirement are strictly limited under child labor law. Seasonal employment of individuals age 16 and 17 shall conform to Oklahoma's Child Labor Laws and must be approved by the Golf Professional-Manager. When a minor age 14 and 15 is employed, an appropriate release, as required by Oklahoma's Child Labor Laws, shall be furnished to the golf course, and any such employment must be approved by the Golf Professional-Manager.

C. Falsification

Any false, incomplete, or incorrect statement by any applicant relating to employment data shall be cause for refusing employment or appointment and may be grounds for termination if discovered after placement.

D. Arrest and Conviction Records

The golf course may inquire into the background of applicants. Arrest and/or conviction records may not be disqualifying for golf course employment, except under the following circumstances:

1. Three or more moving traffic violation convictions (excluding parking tickets) within the last two years may be disqualifying where the position requires the operation of a golf course vehicle or mobile equipment.
2. Any unpardoned felony conviction or plea of nolo contendere may be disqualifying for golf course employment.
3. Any unpardoned conviction(s) involving the following offenses may be disqualifying: moral turpitude, non-consensual sex acts, controlled dangerous substances, firearms, or any offense involving a minor as a victim.

E. Physical Examinations

All applicants for employment are subject to drug testing.

All applicants for employment may be required to satisfactorily complete a physical examination after a conditional job offer has been extended and prior to employment. The purpose of the physical examination is to determine the applicant's ability to safely perform the essential job functions of the position.

An employee may be required to submit to a physical fitness examination to determine their ability to safely perform the essential job functions of their position.

The physical examination will be performed and paid for by the golf course. Examination records shall be maintained by the golf course.

An employee returning to work following sick leave of more than three (3) days, or returning from lost-time injury, may be required to submit a doctor's statement.

F. Payroll

The payroll clerk will assist all employees in completing all required documents to initiate employment. All employees must "clock in and out" using their own ID (swipe card or other designated method). Payroll will be computed from your time records. Your signature is required to verify receipt of your paycheck. Any changes or corrections to your payroll records require supervisor approval. Paychecks are issued every other Friday.

G. Employment Classifications

Part-Time/Seasonal: A part-time/seasonal employee is one who is employed to regularly work less than 29 hours per week and/or works in the summer months or during various

seasonal periods and/or at irregular work periods during the year. A part-time/seasonal employee is not eligible for benefits.

Full-Time: A full-time position is a position which is budgeted for a full work week including salary and benefits, and for which an employee is normally scheduled to work 30 or more hours per week.

A full-time employee is paid at an hourly rate unless the employee is a management employee.

Management Positions: A management employee is one who is hired to administer and manage any and/or all operational policies of the golf course. The employee is customarily and regularly placed in a position of authority in making management decisions, supervising personnel and/or performing special assignments.

A full-time employee will be eligible for employee benefits beginning the first day of the month following the month of hire. Employees will be advised concerning all benefits and coverage choices at the time they become full-time employees and will be given a written summary describing those benefits.

Section 4.2 – Code of Conduct

A. Solicitations

Golf course employees shall not solicit for any purpose during working hours without authorization from the Golf Professional-Manager. Exceptions may be made by the Golf Professional-Manager for solicitations within the golf course organization to support the activities of non-profit, philanthropic organizations.

The solicitations shall not be for personal benefit or gain of the employee and shall not interfere with work responsibilities.

B. Political Activity

Employees are encouraged to exercise their right to vote and belong to political parties. An employee shall not hold any elective or public office under the United States Government, the State of Oklahoma, or any other state or municipality (notaries public excepted).

No employee shall participate in political activities during working hours, while on golf course premises, or while in a golf course uniform or vehicle. An employee shall be subject to discipline up to and including immediate termination for violation of these provisions.

No employee shall use or promise to use, directly or indirectly, an official authority or influence, whether possessed or anticipated, to secure, or attempt to secure, for any individual an appointment or advantage in appointment to a position in the classified service, or any increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any individual.

C. Acceptance of Gifts or Favors

An employee shall not accept or solicit any gift or favor where the receipt would either compromise impartial performance or would be viewed by the public as compromising impartial performance. An employee shall document any gifts received and immediately notify their supervisor of same. Violation shall be grounds for disciplinary action up to and including termination.

D. Interest in City/OCPPA Contracts

An employee shall not have an interest, directly or indirectly:

1. in a contract, service, materials, supplies, or profits thereof; or
2. in any purchase made for or sales made by, to, or with the golf course; or
3. own stock or otherwise have a direct financial interest in a corporation having a contract or subcontract for doing work for the golf course. Mutual funds or retirement funds invested in corporations but managed by a third party do not apply here.

An employee shall not be eligible to purchase directly, indirectly, or through public auction, any item placed on sale by the golf course or the City of Oklahoma City. Violation of this section shall be grounds for disciplinary action up to and including termination.

E. Staff Control

To assist in the development of staff and to ensure the necessary internal controls are in place, the Golf Professional-Manager may require cross training or mandatory vacation for those in operations handling money, personnel/payroll, or other associated services.

F. Personal Appearance

It is the responsibility of each employee to represent the golf course in a manner that shall be courteous, efficient and helpful. An employee shall be well-groomed and dressed in a manner which is suitable for the public service environment and reflects favorably on the golf course's image. The Golf Professional/Manager may establish specific dress code policies for specific areas of employment.

Employees wearing a golf course uniform, clothing or ID badge identifying them as a golf course employee when off duty, such as going to or from work, shall conduct themselves in a professional manner because they could be viewed as representing the golf course.

G. Fraud Intolerance

The golf course has established systems and internal controls to provide reasonable assurance of the prevention and detection of fraud and to encourage reporting by golf course employees of improper governmental action taken by golf course officers or employees. The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic

software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or golf course materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the golf course for personal benefit; or any similar or related irregularities.

Improper actions are actions undertaken by an employee in the performance of their official duties that:

1. are in violation of any federal, state, or local law; or
2. constitute an abuse of authority; or
3. create a substantial, specific danger to public health or safety; or
4. constitute a waste of public funds.

Improper actions do not include common personnel actions, such as decisions regarding hiring, promotion, firing and established policies or procedures.

Reported incidences will be investigated as expeditiously as possible. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate corrective action will be taken, up to and including termination. Fraudulent acts will be pursued to the fullest extent and may result in criminal charges. An employee terminated under this section will not be eligible for rehire.

An employee who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a golf course program, function or activity shall report it immediately to a supervisor, the Golf Professional-Manager or the Oklahoma City Public Property General Manager. An employee may also report such instances by contacting the OKC 4Ethics Hotline as discussed below.

Under most circumstances, an employee's supervisor should be the first point of contact. However, the Office of the City Auditor has established the OKC 4ethics Hotline to provide employees a vehicle to anonymously (if desired) report fraudulent or inappropriate activity by golf employees or those doing business with the golf courses. Golf employees can call the OKC 4Ethics Hotline 24 hours a day, 7 days a week. Information gathered from the OKC 4Ethics Hotline calls, intranet reporting or email will remain confidential to the extent permitted by law. The OKC 4Ethics Hotline number is (405) 297-2227. The online reporting form may be found at insideOKC. The email address is 4ethics@okc.gov.

Situations that are matter of public safety or imminent danger; employees should dial 911.

H. Whistleblower Policy

An employee who reports a suspected incident of fraud or illegality or assists in an investigation shall be protected from retaliation. However, an employee who believes that they have experienced retaliation for making a genuine report or assisting in an investigation shall report this as soon as possible to the Golf Professional-Manager and to the OCPPA Trust Specialist.

Retaliation towards an employee who has come forward to raise a genuine concern under this policy or who has participated in an investigation of a suspected violation under this policy is strictly prohibited. Any such conduct will be grounds for disciplinary action, up to and including termination.

However, whistleblowing does not protect the employee from disciplinary action for his/her involvement if found to be in violation of this policy.

I. Discrimination

As an Equal Employment Opportunity (EEO) employer, the golf courses 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 golf courses 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 and regulations.

The golf courses promote 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). (Refer to Golf Course Policy Prohibiting Discrimination and Sexual Harassment)

J. Harassment

The golf courses promote a work environment that is free of harassment. The desired standard of employee behavior is one of cooperation, civility and respect for each other, despite any differences.

Harassment is unwarranted, unwanted verbal or non-verbal conduct, 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 golf course premises will be subject to immediate discipline. 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 disciplinary action, up to and including termination.

K. Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-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.

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

Sexual harassment can occur between supervisors and employees, co-workers, and employees and non-employees (e.g., citizens, contract laborers, vendors, etc.). Any employee who engages in such conduct is subject to disciplinary action, including termination. (Refer to Golf Course Policy Prohibiting Discrimination and Sexual Harassment)

L. Safety

The golf courses will provide guidelines to ensure a safe and healthful work environment. The proper work methods and appropriate protective equipment will be identified for each job.

Employees will participate in health and safety programs as required. Health and safety training includes programs such as violence prevention, facility inspection, emergency evacuation, first aid, defensive driving, hazardous materials identification and evaluation, and environmental protection. Programs are designed to prevent injuries and avoid loss of time from work.

M. Weapons

An employee, with the exception of commissioned peace officer or other authorized category of employee, is prohibited from possessing, or concealing weapons, dangerous instruments or firearms while on duty or while in the performance of services for the golf courses, or while in golf course uniform or in a golf course vehicle, regardless of whether the employee is on golf course property or not.

Weapons, dangerous instruments and/or firearms shall include, but not be limited to, all instruments and devices named or described by municipal ordinance, state or federal law. Firearms shall include loaded or unloaded firearms, whether or not they are capable of being fired. This policy shall not include transportation and storage of weapons that can lawfully be transported and stored in motor vehicles, in the employee's personal vehicle; however, brandishing, using, or referencing a weapon for the purpose of intimidation or threat of bodily harm shall be a violation of this policy.

The use of items not normally considered weapons or dangerous instruments, such as pocket knives or tools capable of causing physical harm, for intimidation or threat of bodily harm shall be a violation of this policy.

N. Violence in the Workplace

The golf courses 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, coworkers or customers.

An employee or knowing party shall report to a supervisor or Golf Professional-Manager any threatening or dangerous situations affecting the workplace and management will take appropriate action.

O. Intoxicants

The golf courses will not tolerate substances in the workplace that interfere with or impair an employee's mental or physical capacity to perform his/her duties or cause a risk to employees, property, or the public. Using, possessing, selling or distributing illegal intoxicants or being under the influence of intoxicants will not be tolerated. Should there be "reasonable belief" of a violation of this policy, Management may require an employee to submit to drug/alcohol test.

An employee or knowing party shall report to a supervisor or Golf Professional-Manager any employee suspected of violating this policy.

P. Smoking

It is the goal of the golf courses to provide for the health of an employee and to establish a policy to regulate the use of smoking materials by a golf course employee while on duty. Employees are expected to conform to the applicable state laws and municipal ordinances.

Section 4.3 – Employee Benefits

A. Holidays

The following days shall be designated as public holidays to be observed by personnel employed with the municipal golf courses. Employees meeting the criteria set forth herein, will be paid for the holidays herein designated.

Thanksgiving Day (All Employees)

Christmas Day (All Employees)

Employee's Birthday (Floating Holiday for Full-Time Personnel Only)

An employee must be in a paid status the last regularly scheduled working day before and the first regularly scheduled working day after the holiday in order to receive compensation for the holiday. Compensation will be at the employee's regular hourly rate of pay or salary and based upon 4 hours for part-time/seasonal and 8 hours for full-time employees.

Eligibility for a birthday holiday is immediate upon employment in full-time status. Birthday holiday must be used within the same calendar year.

B. Vacation Leave

Eligibility

All full-time employees shall be entitled to vacation leave benefits. Temporary, part-time/seasonal and seasonal employees are not entitled to vacation leave benefits.

Vacation leave accrues as follows:

<u>Years of Service</u>	<u>Hours per Pay Period</u>	<u>Maximum</u>
0-5	3.7	192
5-10	4.3	222
10-15	5.3	274
15+	6.2	300

Vacation leave accrues until maximum is reached. Vacation leave scheduling is at the discretion of each Golf Professional-Manager.

Vacation accrual will begin on the initial date of full-time employment status.

An employee will be paid for unused vacation time not to exceed the maximum accrual at the time of the employee's termination only if the employee has completed 6 months of service with the golf course.

Vacation leave may be used to supplement a full-time employee's time during a pay period to reach 80 hours. Employee must notify payroll clerk and/or supervisor when vacation leave is to be used. Otherwise, any time under 80 hours will be recorded as leave-without-pay.

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, or vacation leave.

Vacation leave must be scheduled in advance and approved by the employee's supervisor. No employee shall be entitled to use more vacation leave than accrued.

C. Bereavement Leave

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.

The Golf Course Manager may investigate the use of bereavement leave and may require the employee to provide proof of the death. Abuse or misuse of bereavement leave shall be cause for appropriate disciplinary action up to and including termination.

D. 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 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 supervisor before Election Day. Supervisors shall select the hours which an employee is granted to vote. The department/division may change the work hours to allow voting leave before the beginning of work or after work hours. Employees may be required to provide proof of voting.

Voting leave shall not apply to an employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing. (Refer to Title 26, Oklahoma Statutes, Section 7-101.) Part-time employees' schedules may be adjusted to meet this requirement.

E. Jury Service and Court Leave

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 OCPPA 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.

An employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the OCPPA. 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.

F. Military Leave

All actions with regard to employees entering or returning from military service or training shall conform to applicable federal and state statutes.

G. Injury Leave (also see Sick Leave)

Any employee injured on the job shall be provided medical treatment in accordance with Worker's Compensation laws and workers' compensation procedures approved by OCPPA. 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 (160 hours). Court ordered disability compensation shall not duplicate OCPPA Trust earnings.

In order to be eligible for injury leave, the employee must fill out an injury report form within twenty-four (24) hours of the injury.

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 OCPPA. No job injury benefits will be granted without the filing of an official job injury report.

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 OCPPA's approved workers' compensation procedures.

The Risk Manager shall make denial determinations under the OCPPA's approved workers' compensation procedures. An employee returning to work following sick leave of more than three (3) days, or returning from lost-time injury, may be required to submit to an examination.

H. Sick Leave

Eligibility

All full-time employees shall be entitled to sick leave benefits. Temporary, part-time/seasonal and seasonal employees are not entitled to sick leave benefits.

Accrual

Sick leave accrual shall commence with the initial date of full-time employment status and shall cease with an interruption of service or change in the employee's status of eligibility for sick leave benefits.

Rate of Accrual

Sick leave shall accrue at the rate of 2 hours per pay period. The maximum accumulation of sick leave is 480 hours.

Vested Sick Leave

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.

An employee who has been involuntarily terminated shall not receive any portion of their sick leave under this section under any circumstances.

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, or vacation leave.

Usage of Sick Leave

An employee may use sick leave for medical appointments, treatments or recovery from non-job-related illnesses or injuries. Injuries connected with work in golf course 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.

Family and Medical Leave Act

The Family and Medical Leave Act allows eligible employees to take up to twelve (12) weeks leave in a twelve (12) month period for reasons authorized by the Act. The Golf Professional-Manager shall administer and coordinate the program. (Refer to the Oklahoma City Golf Course FMLA Policy – Exhibit 3)

Donation of Sick Leave

An employee absent from work due to an approved FMLA qualifying condition may receive donated sick leave from other employees within the golf course system, provided the employee has exhausted all accrued leave. Donated sick leave does not extend the twelve (12) week FMLA entitlement.

To donate sick leave, an employee must have a minimum sick leave balance of 80 hours. Donated sick leave will be on an hour for hour basis.

The donated leave shall be used in the order it is donated. Should the injured or ill employee exhaust the twelve (12) week FMLA entitlement period, return to work, retire, or die with a balance of donated sick leave, the unused donated leave shall revert to the donating employee, in reverse order. Provided, however, that an employee who returns to work on a reduced schedule basis may continue to access any donated sick leave until the employee returns to full duty work.

Misuse of Sick Leave

An employee may be denied sick pay allowance for chronic absenteeism and/or unsubstantiated illnesses. The right is retained to investigate any sick leave circumstance. The employee may be required to furnish a certificate from a physician verifying any illness or the inability to carry on normal duties on the day(s) absent. The same is applicable for verifying that the employee is physically fit to return to work and the resumption of his/her normal duties. Abuse of sick leave will result in disciplinary action, up to and including dismissal.

I. Medical Insurance

Major medical benefits are available to all full-time employees and their dependents. The premium is paid by the golf course and employee according to schedule applicable to the type of coverage selected by the employee.

J. Dental Insurance

Dental benefits are available to all full-time employees. The premium is paid by the golf course and employee according to schedule applicable to the type of coverage selected by employee.

K. Retirement Benefits

Full-time employees will contribute to the retirement program authorized by the OCPPA Trustees, as more fully set forth in Chapter 40 of the Oklahoma City Municipal Code.

L. Life Insurance

All permanent, full-time employees are entitled to life insurance benefits. An employer's contribution for life insurance shall be made by the golf course for the employee, the value of which is \$5,000 and shall be payable to a beneficiary selected by the employee in the event of the employee's death. The employee may purchase additional coverage and/or coverage for his/her dependents. The additional premium will be deducted monthly from the employee's pay.

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.

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.

M. Conversion Privileges

Any permanent, full-time employee whose service with the golf course terminates shall be eligible to convert his/her medical, dental and/or life insurance to a private plan upon application to the insurance carrier. The conversion to a private plan must be made in accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

I _____, have read, received, and
(Print Name)

understand the Oklahoma City Public Property Authority Human Resources Policy.

(Signature)

(Date)

SECTION 5 – COURTESY/EMPLOYEE ROUND POLICY

Section 5.1 – Definitions

- A. Authorized Courtesy/Employee Rounds List: A list maintained by the Director of Golf at each course showing the names of those entitled to Courtesy/Employee rounds under this policy
- B. Courtesy/Employee Round: The play of 18 holes or less of golf at a municipal course without purchase of a fee ticket which may include golf cart.
- C. Courtesy/Employee Rounds Log: A record maintained at each golf course in which every person receiving a courtesy/employee round at that course shall be registered.
- D. Director of Golf: The person at each municipal golf course who is officially charged by the OCPPA with the responsibility for the operation and management of the golf course. Each Director of Golf is responsible for ensuring compliance with this policy at their respective courses.
- E. Full-Time Employee: A person who is shown on the official Personnel records of the Oklahoma City Public Property Authority to be a full-time, permanent employee, assigned to duty at a municipal golf course.
- F. General Manager: The General Manager of the Oklahoma City Public Property Authority.
- G. Golf Commission or Commission/Commissioners: The Commission appointed by the Oklahoma City Public Property Authority to establish plans and recommend policies to the OCPPA for the operation, maintenance and construction of the municipal golf courses and the duly appointed and serving Commissioners thereof.
- H. Golf Professional: An employee who is a member or apprentice member of the PGA/LPGA or enrolled in the golf professional training program of the PGA or LPGA.
- I. Municipal Golf Course or Course: Any or all of the following courses; Earlywine Golf Course, Lake Hefner Golf Course, Lincoln Park Golf Course, James E. Stewart Golf Course, and/or Trosper Park Golf Course and any course that in the future by leased to, owned or operated by the OCPPA.
- J. OCPPA: The Oklahoma City Public Property Authority, a public trust owned by the City of Oklahoma City.
- K. Part-Time Employee: Any employee not qualified at a full-time employee.

- L. Ticket: A numbered ticket issued by the course signifying the holder thereof is entitled to play a round of golf by reason of having either paid the course fee or received a Courtesy/Employee round.
- M. Volunteer: A person shown on the official records of a course to be providing a minimum number of hours per week of service as determined by the Director of Golf.

Section 5.2 – Courtesy/Employee Round Policy and Procedures

- A. General Rules for Courtesy/Employee Rounds: The Director of Golf at each of the municipal golf courses have the authority to authorize Courtesy/Employee rounds in accordance with the following policy and procedures:
 - i. Each Courtesy/Employee round must be separately registered in the golf course's Courtesy/Employee Rounds Log.
 - ii. Courtesy/Employee Rounds for OCPPA Trustee (OCPPA), Golf Commission members, PGA/LPGA/GCSAA members, guests and media must be scheduled in advance and authorized by the Director of Golf prior to arriving at the golf course. Employee Rounds played at a course other than where the employee works must be scheduled in advance and authorized by the Director of Golf prior to arriving at the golf course.
 - iii. Courtesy/Employee Rounds are only for the person authorized and are not transferrable.
 - iv. Presentation of a photo ID may be required at the time the authorized person signs the Courtesy/Employee Rounds Log.
 - v. Persons responsible for operating the golf cart in conjunction with a Courtesy/Employee Round must sign the cart rental agreement before beginning play. The cart rental number will be entered in the log.
 - vi. The Director of Golf may control the time of use of Courtesy/Employee rounds in order to ensure course availability to paying customers.
 - vii. Employee round usage must be taken outside the employee's working hours.
- B. Director of Golf to Maintain Authorized Courtesy/Employee Rounds list. Each Director of Golf shall maintain and keep up-to-date list of all employees and volunteers at their respective courses who are entitled to Courtesy/Employee Rounds under this policy. Such list will include spouses and dependent children of the Directors of Golf and Golf Professionals. The list will also contain the names of serving Trustees of the OCPPA and members of the Golf Commission.
- C. Golf Commission to Establish Minimum Requirements for Part-time Employee and Volunteer Golf Privileges. The Golf Commission shall consider the needs and conditions of each course and shall establish the minimum requirements for part-time employee and volunteer golf privileges. The Golf Commission may recommend the requirements vary from course to course depending on needs and conditions of each course. The Director

of Golf at each course shall ensure that all part-time employees and volunteers meet the criteria established by the Golf Commission before such person is listed on the Authorized Courtesy/Employee Rounds List.

- D. Courtesy/Employee Rounds Log. Each Director of Golf shall ensure that a Courtesy/Employee Rounds Log is properly and completely maintained at their golf course. Every person accorded a Courtesy/Employee round at each course must be registered in the Courtesy/Employee Rounds Log before commencing to play a round. The log entry will show; the ticket number; the classification of Courtesy/Employee Round; the person's full name printed or legibly written; the date and time the round is played; the cart rental agreement number; and the signature of person receiving the round.
- E. Monthly Report: The Director of Golf shall submit a monthly Courtesy/Employee Rounds Report, which includes copies of the daily Courtesy/Employee Rounds Log to the Golf Commission, with a copy to the General Manager of the OCPPA. The report shall show the total number of Courtesy/Employee Rounds for each classification and the total number of Courtesy/Employee Rounds played at the course for the month. The monthly report is due by the regularly scheduled date of the Golf Commission meeting the following month.
- F. Annual Report: The Golf Commission shall provide an annual report to the General Manager of the OCPPA. The report shall contain a summary of all Courtesy/Employee Rounds by course and by classification and identify any problems or discrepancies in control of the Authorized Courtesy/Employee Rounds List or the Courtesy/Employee Rounds Log. The report may contain other information the Golf Commission finds pertinent.
- G. Courtesy/Employee Rounds: No person shall play a Courtesy/Employee round at a municipal golf course except in accordance with this policy. Before playing each Courtesy/Employee round, the person shall first receive a ticket for admission to the course, register in the Courtesy/Employee Rounds Log and sign the cart rental agreement as required herein.
- H. Classifications and Requirements for Persons Authorized Courtesy/Employee Rounds. The following are the classifications for whom Courtesy/Employee Rounds may be authorized:
 - i. Directors of Golf and Golf Professionals including Spouses and Dependent Children. Golf Professionals, including the Director of Golf, and their spouses and dependent children, on the Authorized Courtesy/Employee Rounds List may be authorized Courtesy/Employee rounds, subject to golf course availability.

- ii. Full-Time Employees: Full-Time Employees on the Authorized Courtesy/Employee Round List may be authorized Courtesy/Employee Rounds at any of the municipal course subject to golf course availability.
- iii. Part-Time Employees and Volunteers: Part-Time Employees and Volunteers on the Authorized Courtesy/Employee Rounds List who meet the minimum hours provisions for the golf course as provided by the Golf Commission may be authorized Courtesy/Employee Rounds at the course where they work/volunteer subject to golf course availability.
- iv. OCPA Trustees and Golf Commission Members: Serving Trustees of the OCPA and serving Commissioners of the Oklahoma City Golf Commission are entitled to Courtesy/Employee Rounds. The name of the Trustee or Golf Commission member must be shown on the Authorized Courtesy/Employee Rounds list. Identification may be required.
- v. PGA, LPGA, and GCSAA Members: The Director of Golf may authorize Courtesy/Employee Rounds at their respective courses for members of the Professional Golf Association (PGA), Ladies Professional Golf Association (LPGA), and the Golf Course Superintendents Association of America (GCSAA). The Person receiving the round must present his or her valid membership card and a photo ID.
- vi. Media: The Director of Golf may authorize a Courtesy/Employee Round for members of the media whose responsibility may provide a benefit to each golf course.
- vii. Other Guest: The Chairman of the Golf Commission and/or the Directors of Golf may authorize a Courtesy/Employee Round to a person when, in the opinion of the Chairman and/or the Director of Golf, the provision of the Courtesy/Employee Round is in the best interest of the City or the golf course.
- i. Teaching Round: Each Director of Golf may authorize golfers taking lessons at the course to play up to three holes of golf, under supervision of the teaching professional, at no fee, provided such holes are played at a time when the course is available.
- j. Accountability:
 - i. Each Director of Golf is responsible to the Golf Commission and the OCPA for maintaining accountability of all Courtesy/Employee Rounds and all golf carts provided with each Courtesy/Employee Round. Each Director of Golf is responsible for the timely identification and documentation of any discrepancies.

- ii. Each Director of Golf shall maintain Policy Receipt List and to provide training. Each Director of Golf shall ensure each employee and volunteer list at his or her courses understands the policy.
 - iii. Policy and any amendments to be maintained at each courses cash register. The Director of Golf shall ensure a copy of this policy and any amendments is maintained at the cash register and always available to all employees and volunteers.
- I. Employees and Volunteers: Any Employee or volunteer who knowingly allows a person to play a Courtesy/Employee Round except in compliance with this policy, or fails to maintain the Courtesy/Employee Rounds Log as required herein or fails to comply with any other provision of this policy shall be subject to disciplinary measures up to and including termination.
- J. Amendments: Any amendments or modifications of this policy must first be approved by the OCPPA.

SECTION 6 – TOURNAMENT POLICY

Section 6.1 – Tournament Scheduling

- A. Individuals or Organizations are required to meet with the Golf Director or his assistants to determine tournament date, tournament format, minimum requirements, course availability, starting time and related tournament activity.
- B. A Tournament Rules and Regulations Agreement (provided by the host golf course) must be signed and completed by the Tournament Chair and the Director of Golf of the golf course selected for the tournament.
- C. Tournaments may be scheduled based upon course availability at each of the respective golf courses. The Golf Director at each facility will be available to discuss minimum requirements and scheduling of your tournament.
- D. Weekend / Holiday tournaments using tee times may be scheduled beginning at noon during Daylight Savings Time (DST) and 11:00 am Central Standard Time (CST). Additionally, to accommodate large tournaments or multiple tournaments, the starting times may be adjusted to allow maximum golf course usage.
- E. Weekday tournaments may be scheduled anytime the courses are available.

Section 6.2 – Green Fees and Golf Cart Rentals

- A. Green fees for 18 holes of play shall be the rate applicable the day of play. Tournaments using discounted fees (Junior or School) require approval of the Oklahoma City Golf Commission.
- B. Golf cart fees for 18 holes of play shall be the rate applicable the day of play with each golf car accommodating a maximum of two players.
- C. Should the tournament require more golf cars than the course has available, arrangements must be made with the Director of Golf.
- D. On the tournament date, the tournament officials will assist the golf course officials in distributing green fees to the tournament entries. Golf carts will be assigned 30 minutes prior to designated starting times.

Section 6.3 – Inclement Weather

- A. If unplayable weather conditions exist on the day of the tournament, golf course officials and the tournament chairman shall reschedule the tournament to the mutual satisfaction of the parties. Golf cart usage restrictions may be implemented should course conditions warrant.
- B. Players are encouraged to discontinue play and proceed to the clubhouse should they believe there may be danger from lightning or other weather conditions.
- C. Warning Signal: Course officials will sound a warning signal (siren) when aware of dangerous weather conditions. Players must discontinue play immediately and proceed to the clubhouse upon hearing the warning signal.

Section 6.4 – Food, Beverages, and Conduct

- A. Food and beverage for any event must be approved by golf course officials. Additional service fees can be negotiated with the Director of Golf for any outside food and beverage and/or catering services. Food and beverage not approved shall not be brought to the course.
- B. Tournament must comply with speed of play requirements, which is 4 hours per 18 holes. We encourage you to plan your event in order to maintain the pace of play.
- C. As of October 1, 2018, Oklahoma liquor law (Oklahoma Statute § 37A-6-105) prohibits outside alcoholic beverages from being brought onto the golf course premises. All state and local statutes pertaining to the sale and consumption of alcoholic beverages on golf course property will be strictly followed.
- D. Personal coolers or ice chests are not allowed on the golf course premises, except for persons with special dietary needs.

SECTION 7 – Golf Course Information

Section 7.1 – Lincoln Park Golf Course

Lincoln Park Golf Course is a municipally owned thirty-six (36) hole golf course leased by the Oklahoma City Public Property Authority (OCPPA) from The City of Oklahoma City. Lincoln Park Golf Course is managed through a Professional Management Agreement with AK Golf, LLC. Aaron Kristopeit is the owner of AK Golf, LLC and is the Director of Golf. The current agreement expires on September 30, 2026.

Legal Description

The legal Description of Lincoln Park Golf Course can be found in Oklahoma City PUD-1717.

Section 7.2 – James E. Stewart Golf Course

James E. Stewart Golf Course is a municipally owned nine (9) hole golf course leased by the Oklahoma City Public Property Authority (OCPPA) from The City of Oklahoma City. James E. Stewart Golf Course is managed through a Professional Management Agreement with Brandon W. Alford Ent., LLC. Brandon Alford is the owner of Brandon W. Alford Ent., LLC and is the Director of Golf. The current agreement expires on September 30, 2026.

Legal Description

The legal Description of James E. Stewart Golf Course can be found in Oklahoma City PUD-1718.

Section 7.3 – Earlywine Park Golf Course

Earlywine Park Golf Course is a municipally owned thirty-six (36) hole golf course leased by the Oklahoma City Public Property Authority (OCPPA) from The City of Oklahoma City. Earlywine Park Golf Course's golf courses are managed through a Professional Management Agreement with Golf Consultants, Inc. Dan Langford is the owner of Golf Consultants, Inc. and is the Director of Golf. The current agreement expires on September 30, 2026.

Legal Description

The legal Description of Earlywine Park Golf Course can be found in Oklahoma City PUD-1719.

Section 7.4 – Lake Hefner Park Golf Course

Lake Hefner Golf Course is a municipally owned thirty-six (39) hole golf course leased by the Oklahoma City Public Property Authority (OCPPA) from The City of Oklahoma City. Lake Hefner Golf Course's golf courses are managed through a Professional Management Agreement with Sliauter Associates Golf, LLC. Brad Sliauter is the owner of Sliauter Golf Associates, LLC and is the Director. The current agreement expires on September 30, 2026.

Legal Description

The legal Description of Lake Hefner Golf Course can be found in Oklahoma City PUD-1720.

Section 7.5 – Trosper Park Golf Course

Trosper Park Golf Course is a municipally owned eighteen (18) hole golf course leased by the Oklahoma City Public Property Authority (OCPPA) from The City of Oklahoma City. Trosper Park Golf Course's golf courses are managed through a Professional Management Agreement with Brandon W. Alford Ent., LLC. Brandon Alford is the owner of Brandon W. Alford Ent., LLC and is the Director of Golf. The current agreement expires on September 30, 2026.

Legal Description

The legal Description of Trosper Park Golf Course can be found in Oklahoma City PUD-1721.