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Section-11 Human Resources	**OP-110110**	**Page: 1**	**Effective Date: 12/20/2016**
Enrollment Procedures for New Employees	**ACA Standards: 4-4014, 4-4024, 4-4048, 4-4069, 4-4281-6, 4-ACRS-3A-07, 4-ACRS-7C-01, 4-ACRS-7E-07, 4-ACRS-7E-13, 4-APPFS-3C-02, 4-APPFS-3E-02**		
Joe M. Allbaugh, Director **Oklahoma Department of Corrections**	**Signature on File**		

Enrollment Procedures for New Employees

I. Enrollment Forms

A. Distribution

DOCUMENT	CENTRAL HUMAN RESOURCES UNIT	PERSONNEL FILE	FIELD SEPARATE FILE	EMPLOYEE
HCM-14 Form	X	X		X
W-4 Form	X	X		
Loyalty Oath (SOS Form 100)		X		
Data Summary Sheet (Attachment A, attached)	X	X		
OPERS Enrollment Application (515-01-05 01) OR Pathfinder Participant Enrollment form, as applicable	X	X		X
Longevity Service Certification Form (OPM-52)	X	X		
EBD - New Hire Form	X	X		X
Employee Photo/ID		X		X

Employment Eligibility Form (D.H.S./U.S.C.I.S. Form I-9) and E-Verify Case Details	X		X	
Automatic Deposit Transmittal (Attachment K, attached)	X	X		X
Enrollment Checklist Form (Attachment B, attached)		X		
Acknowledgement Eligible Dependents on Insurance Form (Attachment S, attached)	X		X	X

Forms pertaining to the hiring transaction, payroll (including direct deposit), retirement, longevity, insurance, and workers' compensation will be forwarded to the central Human Resources Unit.

B. Data Summary Sheet

1. The "Data Summary Sheet" (Attachment A) will be completed during enrollment, and employees will be advised to report any changes immediately. The employee will review the information during each annual insurance option period and provide changes as needed.

2. The central Human Resources Unit will initially enter the employee's emergency contact information into the PeopleSoft database. All annual updates or other changes pertinent to emergency contact information will be entered into the PeopleSoft database by the field Human Resources Management Specialist (HRMS).

C. Loyalty Oath

All employees will sign a loyalty oath as prescribed by 51 O.S. § 36.2A, which will be filed in the employees' master personnel file (51 O.S. § 36.3).

D. Employee Organization Information

In the event the employing facility/district/unit receives informational materials provided by an employee organization (e.g., Oklahoma Public Employees Association (OPEA), American Correctional Association (ACA), Oklahoma Correctional Association (OCA), or Oklahoma Correctional Professionals (OCP)), a copy of the information will be provided to new employees during enrollment (74 O.S. § 845 A.2.).

E. Enrollment Checklist Form

At the completion of enrollment, the HRMS will ensure that employees receive all information, forms, and handbooks in compliance with this

procedure; each item is checked (√) on the "Enrollment Checklist Form" (Attachment B, attached) and the form is dated and signed.

F. Employment Eligibility Verification

All newly hired employees must provide proof of identity and employment eligibility by completing the Department of Homeland Security/U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9).

1. The employee must supply the HRMS with copies of acceptable documents listed on the I-9 form.

2. The HRMS will confirm employment eligibility by entering employee information into the online E-Verify system.

3. When confirmation is received, the verification number will be recorded on the I-9 and the "Case Details" page will be printed and attached to the I-9 form and maintained separately from the employee personnel file.

4. If a tentative non-confirmation is received, the employee must be given the opportunity to contest the findings with the Social Security Administration or Department of Homeland Security in accordance with E-Verify procedures.

II. Employee Orientation to State, Agency, and Facility Employment

A. Distribution

The following items will be distributed to employees in a folder or loose-leaf notebook and will serve as the official handbook for employment related matters:

1. "A Message from the Director To New Correctional Employees" (Attachment C, attached). The director's message is to be placed on top of all other distributed materials.

2. "Table of Contents and Guide to State and ODOC Employment" (Attachment D, attached). The table of contents will be placed directly under the director's message.

3. "Mission, Vision, Values" (Attachment E, attached)

4. "Oklahoma Department of Corrections Credo" (Attachment F, attached). (4-ACRS-3A-07, 4-APPFS-3C-02)

5. "Director's Statement Against Sexual Harassment" (Attachment H, attached)

6. Employees Benefits Department (EBD) Benefits Enrollment Guide

7. "Essential OPERS—Hazardous Duty Employees" (Attachment L, attached) or "Essential OPERS—State & Local Government Employees" (Attachment M, attached), or "Oklahoma Pathfinder Enrollment Guide" (Attachment U, attached) as applicable to the employee's job and date of hire/participation; and "OPERS Step-Up Brochure" (Attachment P, attached). Complete OPERS Member Handbooks are available at http://www.opers.ok.gov/publications.

8. SoonerSave Features and Highlights (Attachment Q, attached)

9. General Notice of COBRA Continuation Coverage Rights (Attachment N, attached)

10. ODOC Time/Leave Codes (OP-110120, Attachment J)

11. Agency Procedures

    Employees are responsible for reading and following agency procedures. Employees will sign for receipt of the following procedures and any relevant addendums/revisions:

    a. OP-110205 entitled "Employee Grievance Resolution Procedures" (74 O.S. § 840-6.2) and [Merit Rule 455:10-19-20(b)];

    b. OP-110215 entitled "Rules Concerning the Individual Conduct of Employees";

    c. OP-110415 entitled "Progressive Disciplinary Procedures" [Merit Rule 455: 10-11-5(b)];

    d. OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles" (49 CFR § 382.601) will be provided to employees subject to this procedure;

    e. OP-110602 entitled "Reasonable Suspicion Drug and Alcohol Testing Program" and OP-110603 entitled "Pre-Employment Drug Testing Program" (40 O.S. § 555);

    f. OP-030601 entitled "Oklahoma Prison Rape Elimination Act" (PREA) (including Attachment A entitled "Sexual Misconduct and Harassment") (4-4281-6); and

    g. OP-050108 entitled "Use of Force Standards and Reportable Incidents"

12. Hostage Handbook (4-4048)

13. "Suicide Warning Signs" card (Attachment O, attached)

14. "PeopleSoft Employee Self-Service Quick Start Guide" (Attachment R, attached)

15. "Healthcare Reform and Your Benefits" (Attachment T, attached)

16. "Employee Assistance Program" flyer (Attachment V, attached)

B. Discussion

The HRMS will ensure the following information is provided to the employee during the enrollment/orientation process:

1. Any special rules or regulations in effect at the employing facility/district/unit;

2. The process for accurate, timely, and appropriate completion of the time/leave sheet;

3. Agency and facility/district/unit procedural requirements for appropriately requesting and using leave programs and attendance;

4. Paycheck issuance, agency policy regarding placement on supplemental payroll, and the requirement for direct deposit;

5. The agency's prohibitions against unlawful discrimination/sexual harassment;

6. The mandatory basic core and available supplemental insurance benefits, the effective date of insurance, the benefit allowance, and the requirements or circumstances for mid-year changes. The HRMS will advise employees that they are responsible for reviewing any confirmation of benefits statements received and notifying the HRMS of any errors;

7. The basic provisions of the applicable retirement program;

8. The basic provisions of the SoonerSave program;

9. Instructions for reporting a work-related injury/illness;

10. The agency's PRIDE/casual days program; and

11. Instructions for accessing pay advices and leave statements through PeopleSoft Employee Self-Service

III. Merit Rules for Employment

A. The HRMS will advise employees that the Merit Rules for Employment are the administrative rules promulgated by the Office of Management and Enterprise Services (OMES), Division of Human Capital Management (HCM) and the Merit Protection Commission (MPC). The rules govern classified employment with the State of Oklahoma and outline many of the rights and responsibilities of applicants, employees, supervisors, administrators, and others subject to the Oklahoma Merit System of Personnel Administration. Additionally, the Merit Rules have some applicability to the unclassified service.

B. The HRMS will advise employees that these rules can be viewed and printed from the applicable websites maintained by OMES/HCM and MPC and that employees without internet access can request assistance from the HRMS. Links for the applicable websites are also available from the HRMS.

IV. Veteran's Job Training Program

Each new employee will be given the "Veteran's Job Training Program Information Letter" (Attachment J, attached) at the time of enrollment. Eligibility and the application process for the veteran's on-the-job training program for correctional officers, probation and parole officers, correctional case managers, correctional training officers, and fugitive apprehension agents are explained in the information letter.

V. Correctional Employee Oath

The facility/district/unit head or designee will administer the "Correctional Employee Oath" (Attachment I, attached) during enrollment or upon completion of correctional security officer pre-service training.

VI. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

Policy Statement No. P-110300 entitled "Drug Free Workplace Program"

OP-030601 entitled "Oklahoma Prison Rape Elimination Act"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-110205 entitled "Employee Grievance Resolution Procedures"

OP-110215 entitled "Rules Concerning the Individual Conduct of Employees"

OP-110415 entitled "Progressive Disciplinary Procedures"

OP-110601 entitled “Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles”

OP-110602 entitled “Reasonable Suspicion Drug and Alcohol Testing”

OP-110603 entitled “Pre-Employment Drug Testing Program”

40 O.S. § 555

51 O.S. § 36.1, 36.2A and 36.3

74 O.S. 840-6.2

74 O.S. 845, (A.)(2.)

74 O.S. § 292.12

Merit Rule 455:10-11-5(b) and 10-19-20(b)

VII. Action

The division head is responsible for compliance with this procedure.

The chief administrator of Employee Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110110 entitled “Enrollment Procedures for New Employees” dated October 29, 2015

Deleted: OP-110110 Revision-01 dated March 16, 2016

Distribution: Policy and Operations Manual
Agency Website

Attachments	Title	Location
Attachment A	"Sexual Misconduct and Harassment"	OP-030601
Attachment A	"Data Summary Sheet"	Attached
Attachment B	"Enrollment Checklist Form"	Attached
Attachment C	"A Message from the Director to New Correctional Employees"	Attached
Attachment D	"Table of Contents and Guide to State and ODOC Employment"	Attached
Attachment E	"Mission, Vision, Values"	Attached
Attachment F	"Oklahoma Department of Corrections Credo"	Attached
Attachment H	"Director's Statement Against Sexual Harassment"	Attached
Attachment I	"Correctional Employee Oath"	Attached
Attachment J	"Veterans Job Training Program Information Letter"	Attached
Attachment K (OPM Form 73)	"Automatic Deposit Transmittal"	Attached
Attachment L	"Essential OPERS-Hazardous Duty Employees"	Attached
Attachment M	"Essential OPERS-State and Local Government Employees"	Attached
Attachment N	"General Notice of COBRA Continuation Coverage Rights"	Attached
Attachment O	"Suicide Warning Cards"	Attached
Attachment P	"OPERS Step-Up Brochure"	Attached
Attachment Q	"SoonerSave Features and Highlights"	Attached
Attachment R	"PeopleSoft Employee Self-Service Quick Start Guide"	Attached

Attachment S	"Acknowledgement Eligible Dependents on Insurance Form"	Attached
Attachment T	"Healthcare Reform and Your Benefits"	Attached
Attachment U	"Oklahoma Pathfinder Enrollment Guide"	Attached
Attachment V	"Employee Assistance Program Flyer"	Attached
Attachment J	"ODOC Time/Leave Codes"	OP-110120