

County Commissioners Special Meeting
November 8, 2021

Carl Munson called the meeting to order at 9:04 A.M. Commissioner Miller was also present. Doolen was absent.

Flag Salute was led by Carl Munson and prayer was led by Alicia Wagnon.

Elected Officials and Department Heads met to make changes to the proposed handbook. Miller made a motion to approve the following changes to the proposed ACCO sample handbook. Motion seconded by Munson. Munson and Miller voted aye.

- Page 7, Paragraph 1, line 1: Change the word "shall" to "may"
- Page 7, Paragraph 1, line 4: Strike last sentence of paragraph 1
- Page 7, Paragraph 4, line 2: Insert "immediately upon hiring" after the word Office
- Page 9, Paragraph 9, line 2: Change the word "it" to "is"
- Page 10, Paragraph 5, line 5: Strike the phrase "meal periods"
- Page 10, Paragraph 6, Bullet Point #2: Strike the phrase "immediately before and after their meal periods"
- Page 11, Paragraph 4: Add Bullet Point for Ambulance Insurance
- Page 12, Paragraph 2: Change hours to "8:30 a.m. to 4:30 p.m."
- Page 12, Paragraph 3, line 2: Change "plus" to "including" and "unpaid" to "paid" and strike "one hour"
- Page 13, Paragraph 2: Strike the paragraph
- Page 14, Paragraph 4: Strike the paragraph
- Page 14, Paragraph 5, line 6: Change the word "shall" to "may"
- Page 15, Paragraph 3: Add brother-in-law, sister-in-law, mother-in-law and father-in-law to the list of relatives.
- Page 17, Paragraph 5, line 3: Strike the remainder of paragraph starting with the word [Alternative]
- Page 18, Paragraph 2, line 3: Add "if an employee's leave is unpaid, the employee must pay their portion of health insurance premiums and supplemental insurance premiums by the 15th day of each month. The employee must provide a check payable to the vendor and submit it to the County Clerk's Office or their coverage will cease.
- Page 26, Paragraph 3: Add "An employee on unpaid FMLA leave will not accrue vacation time or sick leave" to the end of the paragraph.
- Page 27: Add a new paragraph after Paragraph 2 to read "Furthermore, while on FMLA leave, the employee will be required to furnish their direct supervisor with periodic reports of their status and intent to return to work every week."
- Page 31, Paragraph 6, line 3: Strike phrase "a portion of" and add "ambulance insurance" at the end of the sentence.
- Page 33, Table 1:

Accrual Rates		
Years of Service	Vacation Leave	Accumulation
0-5 years	6.67 hours per month	80 hours
6-10 years	10.00 hours per month	120 hours
Over 11 years	13.33 hours per month	160 hours

- Page 33, Paragraph 1, line 4: Change "full days" to "quarter hours"
- Page 33, Paragraph 2 & 3: Strike Option #1 and Choose Option #2
- Page 33, Table 2:

Accrual Rates	
Sick Leave	Carryover
8 hours per month	240 hours

- Page 34: Add "Call-In Policy: An employee must notify supervising official if they are unable to report to work as soon as possible."
 - Page 37, Paragraph 1: Strike last sentence from paragraph.
 - Page 37, Paragraph 5&6: Strike Option #1 and Choose Option #2.
 - Page 45, Paragraph 4: Fill in the blank with "a member of the Board of County Commissioners"
 - Page 45, Paragraph 5: Fill in the blank with "Board of County Commissioners"
 - Page 47, Paragraph 3: Strike last sentence of the paragraph.
 - Page 48, Paragraph 2&3: Choose Option #1 and Strike Option #2
 - Page 49, Paragraph 2: Strike last sentence of paragraph.
- Miller made a motion to adjourn. Motion seconded by Munson. Munson and Miller both voted aye.

ADJOURNED

ATTEST

(SEAL)

Alicia Wagnon

Alicia Wagnon
COUNTY CLERK AND SECRETARY TO
THE BOARD OF COUNTY
COMMISSIONERS, LINCOLN COUNTY
OKLAHOMA

Lee Doolen

LEE DOOLEN
CHAIRMAN TO THE BOARD OF
COUNTY COMMISSIONERS,
LINCOLN COUNTY, OKLAHOMA

