

OPEA Policies and Procedures General Index

| | |
|---|-----------|
| Policy 1-1 Ethics | 3 |
| 1.1.1 Code of Ethics for Board and Staff | 3 |
| 1.1.2 Code of Ethics for Regional and Retiree Directors | 3 |
| 1.1.3 Confidentiality | 4 |
| 1.1.4 Conflict of Interest | 5 |
| 1.1.5 No Harassment Policy | 6 |
| | |
| Policy 2-1 Fiduciary | 7 |
| 2.1.1 Expense Reimbursement | 7 |
| 2.1.2 Credit Card Use | 7 |
| 2.1.3 Purchasing Procedures | 8 |
| 2.1.4 Equipment Maintenance, Repair and Replacement | 8 |
| 2.1.5 Receiving Procedure | 9 |
| 2.1.6 Inventory | 10 |
| 2.1.7 Accounting Procedures | 11 |
| 2.1.8 Access to Financial Records | 12 |
| 2.1.9 Advertising | 12 |
| 2.1.10 Endorsed Products | 13 |
| 2.1.11 Building Lease and Rental | 13 |
| | |
| Policy 3.1 OPEA Staff | 14 |
| 3.1.0 OPEA Benefits Policy | 14 |
| 3.1.1 Hiring Staff | 17 |
| 3.1.2 Hiring the Executive Director | 18 |
| 3.1.3 Review of Staff | 19 |
| 3.1.4 Review of the Executive Director OPEA Reference Check Release Form | 19 20 |

| | |
|---|-----------|
| Policy 4.1 Risk Management | 21 |
| 4.1.1 Safety and Emergency Procedure | 21 |
| Policy 5.1 Board Policy | 23 |
| 5.1.1 Board of Directors and Executive Committee Meetings | 23 |
| 5.1.2 Directors' and Officers' Liability Insurance | 24 |
| 5.1.3 Committees | 24 |
| 5.1.4 Removal of a Regional Director | 25 |
| 5.1.5 Resolutions Committee | 25 |
| 5.1.6 Recruitment Prizes | 26 |
| Policy 6.1 Regional Policy | |
| 6.1.1 Regional Councils | 27 |
| 6.1.2 Guidelines for Meeting Minutes | 30 |
| Policy 7.1 Membership Policies | 32 |
| 7.1.1 Member Disciplinary Assistance Policy | 32 |
| 7.1.2 Membership List Distribution | 33 |
| Policy 8.1 Convention | |
| 8.1.1 Delegate Assembly | 35 |
| 8.1.2 Awards Policy | 36 |
| Policy 9.1 Meeting Rooms, Supplies, and Reservations | 40 |

Policy 1-1 Ethics

1.1.1 Code of Ethics for Board and Staff

I) General

The purpose of the Code of Ethics is to preserve and promote public confidence in the integrity of the Oklahoma Public Employees Association (OPEA), its elected officials, the State Office staff and its general membership.

II) Fulfillment of Obligation

We, as OPEA board members and staff, dedicate ourselves to carrying out the mission of this organization. We:

- a) Shall uphold the bylaws and policies and procedures regulating the activities of OPEA.
- b) Shall not condone, nor engage in, any activity that would undermine OPEA's mission.
- c) Shall not form alliances, make decisions or engage in activities in pursuance of OPEA duties that would discriminate on the basis of age, race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation.
- d) Shall not disclose information regarding OPEA business obtained in the course of service to the Association unless such disclosure is in the best interest of OPEA and its members.
- e) Shall not provide special favors or privileges nor accept favors or benefits for personal gain which might be construed as, directly or indirectly, influencing the performance of OPEA's official duties.
- f) Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- g) Shall strive to promote OPEA's commitment to enhancing the quality of life for state employees, thereby improving the lives of all citizens.
- h) Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- i) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- j) Avoid any interest or activity that is in conflict with the conduct of our official duties.

1.1.2 Code of Ethics Regional and Retiree Directors

As a Director, I will:

- a) Represent the interests of all people served by this organization.

- b) Not use the organization or my leadership position for my own personal advantage or for the individual advantage of my friends or supporters.
- c) Keep confidential information confidential.
- d) Approach all board issues with an open mind, read all materials, and be prepared to make the best decision for the whole organization.
- e) Do nothing to violate the trust of those who elected or appointed me or of those we serve.
- f) Focus my efforts on the mission of the organization and not on my personal goals.
- g) Never exercise authority as a leader except when acting in a leadership role or as I am delegated by the organization.

1.1.3 Confidentiality

I) General

Confidential information is:

- a) Any information that has been received during a board meeting that is designated as confidential when distributed by a staff member or Board President.
- b) Any information received by email or regular mail that has been designated as confidential.
- c) Any information concerning personnel issues
- d) Any information discussed in executive session.

It is the policy of the Oklahoma Public Employees Association that the board of directors and staff may not disclose, divulge, or make accessible confidential information belonging to or obtained through our affiliation with OPEA to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom OPEA has authorized disclosure.

Board members and staff shall use confidential information solely for the purpose of performing services as a board member or employee of OPEA. This policy is not intended to prevent disclosure where disclosure is required by law.

Any member who attends a board meeting as a proxy must sign a confidentiality statement before the meeting begins so they know what information can be disseminated and what information cannot be disseminated.

II) Fulfillment of Obligation

Board members and staff will exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and staff should be sensitive to the risk of inadvertent disclosure and will refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term or upon the termination of a staff member's employment, he or she shall return, all documents, papers, and other materials (regardless of medium) which may contain or be derived from confidential information in his or her possession.

1.1.4 Conflict of Interest

I) General

Staff and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which OPEA wishes its business to operate. The purpose of these guidelines is to provide general direction so that staff and board members can seek further clarification on issues related to the subject of acceptable standards of operation.

II) Fulfillment of Obligation

- a) Because of potential conflicts of interest, relatives of staff may not hold a leadership position in the Association; including the Board of Directors, President, or Council Officer, or any other elected position in the Association. Relatives of staff members shall not be eligible to serve as a proxy for such leadership positions. For the purpose of this policy, a relative is any person who is related by blood, marriage or life partner, or whose relationship with the staff or board member is similar to that of persons who are related by blood or marriage.
- b) Spouses, life partners or relatives can not hold the office of Board of Director or President at the same time. Spouses, life partners or relatives may, however, serve as proxies if their spouse, life partner or relative is unable to attend.
- c) No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if a board or staff member has any influence of transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to the President and Executive Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- d) OPEA leaders and staff may not receive personal gain as a result of their relationship with the Association. Personal gain as defined as a case where a board or staff member receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving OPEA.
 1. Each board member will sign a statement yearly when the new term begins or if they assume someone’s term that discloses all conflicts of interest with OPEA.
 2. During the year, if the situation changes, the board member is responsible for disclosing this information as soon as he/she ascertains that conflict of interest has occurred.
- e) The materials, products, designs, plans, ideas, and data of OPEA are the property of OPEA, and should never be given to an outside firm without appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that a personal gain has been realized by such action, constitutes unacceptable conduct.

1. Any board member who participates in such a practice shall be subject to action decided upon by the OPEA Board of Directors.
2. Any staff member who participates in such a practice shall be subject to disciplinary action by the Executive Director, including discharge.

Board members who violate the Code of Ethics, Confidentiality, or Conflict of Interest rules shall be subject to review by the Board and possible disciplinary action up to and including a letter of reprimand or removal as an OPEA member.

1.1.5 No Harassment Policy

OPEA does not tolerate harassment of job applicants, employees, or members. Any form of harassment related to race, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic, or any physical conduct relating to an individual's race, sex, religion, national origin, age, or disability.

Harassment includes sexual advances, requests for sexual favors, and other physical conduct of a sexual nature. Harassment also includes making submission of such conduct the basis of any employment-related decision and includes creating an intimidating, hostile, or offensive working environment by such contact.

Violation of this policy by an employee, member or Board member shall subject such individual to disciplinary action, up to and including immediate discharge or loss of membership.

Any person who feels he/she is being harassed should at once inform the Executive Director. If the wrongful conduct implicates the Executive Director, the President or a member of the Executive Committee shall be informed of the matter. The matter will be investigated, and, where appropriate disciplinary action will be taken.

The issue will be brought before the Executive Committee. No retaliation against the complainant will be taken for informing the OPEA leadership of the concern.

Policy 2-1 Fiduciary

2.1.0 General

Board members are deemed to have the same obligation toward the assets of OPEA as they do toward their personal assets. Equally, all board members' responsibility is to act prudently in their handling of the organization's resources. Board members are fiduciaries: the law imposes on them standards of conduct and management that together comprise fiduciary responsibility. Personal liability can result when a director, officer, and/or employee breaches the standards of fiduciary responsibility.

2.1.1 Expense Reimbursement

I) General

The Association will reimburse only reasonable and necessary business expenses for travel, meals and lodging incurred by staff and members with the approval of the Executive Director.

II) Reimbursement

When an OPEA staff/member uses cash or personal credit card to pay for **reasonable** and **necessary** business expenses, in order to secure reimbursement, the OPEA staff/member must complete an Expense Report. Indicate the reason for the expense and, if other than self, names of persons who incurred the expense. Receipts must be provided as verification for all expenses. No OPEA funds will be utilized to purchase alcoholic beverages.

2.1.2 Credit Card Use

I) General

OPEA credit cards may be issued to OPEA staff who travel or purchase supplies for the Association.

II) Usage and Records

- a) OPEA credit cards shall be used exclusively for the business of the Association.
- b) OPEA staff with credit cards must retain all receipts for charges on their OPEA credit card. When statements are received in the office, the designated staff member shall copy the statements and send the original through the accounts payable process for timely payment. Copies of the statements shall be provided to employees to reconcile with their records and receipts. Within five business days of receiving the statement, each employee shall reconcile receipts for the billing period with the statement, using the "Credit Card Transaction Log

and Reconciliation” form. The statement, completed reconciliation form, and receipts must be provided to the designated staff member within five business days. The deadline may be extended by the Executive Director if the staff member is on leave or in the field.

- c) Lost or unable to obtain receipts may be submitted for reconciliation on the designated form.

III) Lost or Stolen Credit Cards

OPEA staff must report all lost or stolen cards immediately to the issuing bank and the Executive Director or designee.

IV) Personal Use of Credit Card

The OPEA credit card shall not be used to conduct personal transactions. Personal use of the OPEA credit card may subject the employee to disciplinary action. Expenses without receipts may be considered as a personal expense and may be deducted from the employee’s pay at the discretion of the Executive Director or OPEA Board where applicable.

V) Misuse of Credit Card

OPEA staff who misuse credit cards or use them for personal gain will be subject to disciplinary action at the discretion of the Executive Director or OPEA Board where applicable. Any person who observes misuse of OPEA resources shall notify the Executive Director or the Treasurer immediately. The Executive Director will notify the Executive Committee of any misuse of OPEA resources or credit cards by Board or staff members.

2.1.3 Purchasing Procedures

I) General

The purchase of all material, equipment, supplies and services will be approved by the Executive Director or Staff designee if less than \$3500. Anything over \$3500 must be approved by the OPEA Board.

II) Purchase Requisitions

- a) All requests for materials to be purchased will be requested and submitted for approval through the Staff designee.
- b) The Executive Director will determine the desirability or need for requiring bids on purchases, with the exception of equipment purchases over \$3,500 which require three bids.

2.1.4 Equipment Maintenance, Repair, and Replacement Policy

I) OPEA Vehicles

OPEA vehicles are to be used for OPEA business.

- a) OPEA staff and Board Members are allowed to drive OPEA vehicles for OPEA activities.
- b) A copy of a valid drivers license is required to be on file with the Association prior to driving an Association vehicle. Staff/Board members will provide a copy of their valid motor vehicle operator's license annually and notify the Executive Director immediately upon loss or suspension of his/her drivers license.
- c) OPEA staff/Board Member shall obtain a police report in the event of an accident, vandalism, or theft relating to an OPEA vehicle or its contents.
- d) AAA cards shall be issued for all regular drivers.
- e) Maintenance files shall be kept on all Association vehicles. After service or repair is completed on an Association vehicle, the receipt shall be given to the staff designee for filing.
- f) All drivers of OPEA vehicles shall comply with all State and city traffic laws. Violations of these laws may result in disciplinary action or sanctions by the Board of Directors.
- g) Any tickets, traffic or parking, are the responsibility of the OPEA/Board member who was driving the OPEA vehicle when the ticket was incurred.

II) Major Equipment Purchases

- a) All equipment purchases of over \$3,500 shall have the approval of the Board of Directors.
- b) Bid splitting is strictly prohibited.
- c) The Staff designee shall obtain three price comparisons for all equipment purchases over \$3,500.
- d) The Executive Director, in consultation with the Board, shall be responsible for the selection process and final approval of equipment purchases exceeding \$3,500.

2.1.5 Receiving Procedure

I) General

All material, supplies and equipment, purchased by the Association shall be received in accordance with the following procedure.

II) Delivery Receipts

- a) Supplies, material and equipment are delivered via various delivery services. The staff designee or other staff member when he/she is not available will receive and sign delivery slips. Delivery slips will be delivered to the staff designee.

- b) All material and supplies will be routed to the stock room by the person signing the delivery slips. Heavy equipment will be placed by the delivery service at locations in the office where it is to be used.
- c) Upon delivery of material, equipment and supplies, the quality, quantity and brand name of the merchandise received will be checked and counted by the staff designee to prove the receipt of goods as ordered.

III) Inspection

- a) Delivery of packages is made by various shipping companies. Except when a common carrier (such as UPS. or Office Depot) delivers merchandise, the staff designee shall open and inspect all deliveries against the purchase order. When a common carrier is used, the package shall be opened and checked as soon as possible in order to assure that the shipment is complete.
- b) Shortages, back orders, damage and any discrepancies shall be reported by the receiving staff member to the staff member originating the request and the staff designee.
- c) When package contents are in order, the packing slip or invoice will be initialed by the receiving staff member and routed to the staff designee.

IV) Storage

Material and supplies will be stored in the stock room by the staff designee or delivered to the staff member who originated the order.

2.1.6 Inventory

I) General

The Executive Director and/or Staff designee will conduct a yearly inventory of major equipment.

II) Purchase Requisitions

- a) All electronic equipment, cameras and equipment that cost \$500 or more shall be inventoried annually. Each item will receive a number so that accurate records can be retained.
- b) An inventory list will be maintained in the OPEA offices. Any equipment deemed to be no longer in working order will be removed from the equipment list by completing the Inventory form and placing it in the file with the inventory list.
 - a. If the item is not in working order it may be disposed of in the best manner possible.
 - b. If the item is being replaced with newer, better equipment, then it may be sold for a reasonable price.

2.1.7 Accounting Procedures

I) General

All accounting procedures will be conducted in accordance with the Generally Accepted Accounting Principles.

II) Expenses and Payments

All staff shall show due diligence when entering into activities that cause expenses to be incurred by the Association.

III) Check Signing

- a) All checks will require two signatures. One signature will be that of the Executive Director or his designee and the other signature will be that of the Treasurer or a member of the Board, having signatory authority.
- b) Once approved by the Executive Director and Treasurer, routine accounts payable may be paid through automatic withdrawal or electronically. The staff designee will print a copy of the invoice or receipt and obtain the signature of the Executive Director and the Treasurer or other member of the Board, having signatory authority.

IV) Deposits

- a) Deposits shall be made on a daily basis when possible.
- a) All state warrant information will go to the Administrative Assistant along with a copy of the daily deposit recap and the daily receipt record.

V) Payroll

Payroll checks will be biweekly.

VI) Financial Statements

- a) Financial statements should be prepared on a monthly basis and distributed to the Directors. They should contain at least the following:
 - i) Balance sheet
 - ii) Income statement compared to the budget (budgetary comparison).
 - iii) Expenses compared to budget
 - iv) One page financial summary
- b) They should be prepared according to Generally Accepted Accounting Principles.
- c) The year-end financial statement shall be audited by an Independent CPA firm or individual during the first six months following the year end of the Association.

- d) The Annual Audit will be reported by the Independent CPA firm to the Audit Committee. The Audit Committee shall report the findings to the Board. They will also make recommendations for change to the board if discrepancies have been found that warrant a change in policy or procedures.

2.1.8 Access to Financial Records

I) General

Release of fiscal information other than that which is public information must have prior approval by the Executive Director and/or approval of the Board depending upon the type of request.

II) Procedure

- a) Requests for the Annual Audit or Financial Statements will be honored by providing the **member** that makes the request, either verbally or in writing, an opportunity to review the latest **audited** year end financial statement at the OPEA Office by prior arrangement. No copies will be made or distributed except to Regional Directors and staff members who require this information in the performance of their assigned duties.
- b) Requests for FORM 990 and 990-T's will be governed by the rules set forth by the Internal Revenue Service.

2.1.9 Advertising

I. General

OPEA accepts advertising material from companies and persons seeking to communicate with OPEA members. Acceptance of this advertising does not indicate OPEA approval endorsement or any representation that the message, product or service is as represented by the advertiser.

II. Procedure

- a) Advertising is a source of revenue. The major source is from the OPEA newspaper, the Advocate. Examples of advertising in the Advocate include insurance companies and special promotions for theme parks and motels. Minor income may be derived during convention from booths, etc.
- b) Revenue is deposited into the general fund.
- c) OPEA carries a variety of advertisements.
- d) OPEA reserves the right to reject an ad if it is not appropriate for members if it is not consistent with the mission of the organization.
- e) OPEA accepts no responsibility and will not be liable for any use of or reliance on any advertised information, product or service.
- f) Some advertisements may offer a special discount incentive for members.

2.1.10 Endorsed Products

I) General

OPEA may endorse products to enhance revenue for the organization

II) Procedure

- a) The Directors will approve all endorsed Products.
- b) Before the Board enters into a contract for an endorsed product, the organization(s) will make a presentation to the Board and answer questions. Several vendors of similar products should be considered, when available. The vote for approval of the contract must be at a subsequent Board meeting.
- c) The endorsed product must be consistent with the OPEA mission.

2.1.11 Building Lease or Rental

I) General

OPEA may have office space for rent or lease.

II) Procedure

- a) The Board must approve all building rental or lease agreements.
- b) Use of building facilities may be rented on a daily basis for rates established by the Board.
- c) The entity renting or leasing must be consistent with the OPEA mission.

Policy 3-1 OPEA Staff

3.1.0 OPEA Benefits Policy

I) General

The benefits for the Association staff are established and at a minimum reviewed annually by the Board of Directors. The Board of Directors approves all benefit and benefit vendor changes by a majority vote.

II) Benefit Allowance

The benefit allowance will be equal to the cost of health, dental, and basic life insurance for individual employees. In addition, OPEA will provide funding for 50 percent of dependent health insurance, if the employee opts to cover dependents. The funding formula will be based on the HealthChoice High cost.

Employees who have group coverage through their spouse's employer may choose to opt out of the OPEA health insurance program, and receive the individual employee benefit allowance as taxable income. Those who opt out must provide proof of coverage to the OPEA benefit coordinator.

III) Insurance Plans

The OPEA staff will be given the opportunity to choose among health, life, and dental insurance plans available to state employees, as long as allowed by state law. The life insurance coverage will be the basic plan provided by the Oklahoma State and Education Employees Group Insurance Board.

IV) Longevity

Longevity pay will be paid to each staff member, on or around December 15, based on the staff member's years of service as of December 15. Individuals must be employed by OPEA on December 1 in order to receive a longevity payment for the calendar year. Longevity cannot be prorated at termination. The longevity schedule will be as follows:

| | |
|--|------------|
| Less than two years | \$ 100.00 |
| At least 2 years but less than 4 years | \$ 250.00 |
| At least 4 years but less than 6 years | \$ 426.00 |
| At least 6 years but less than 8 years | \$ 626.00 |
| At least 8 years but less than 10 years | \$ 850.00 |
| At least 10 years but less than 12 years | \$1,062.50 |
| At least 12 years but less than 14 years | \$1,250.00 |
| At least 14 years but less than 16 years | \$1,500.00 |

- At least 16 years but less than 18 years \$1,688.00
- At least 18 years but less than 20 years \$1,900.00
- At least 20 years but less than 22 years \$2,000.00

Years of service in an agency of the State of Oklahoma will be added to OPEA service for the purpose of calculating longevity.

V) Pension

OPEA employees with at least 12 months of service shall receive an amount equal to eight percent of their salary deposited into a SEP-IRA established by that employee. Each employee will have full vesting privileges in funds and any earning associated with the funds.

VI) Leave Structure

The leave structure at Oklahoma Public Employees Association will consist of the following distinct types of leave:

- A. Administrative Leave
 - 1) Activities that are deemed appropriate by the Executive Director or his designee.
 - 2) Closure of office due to weather or specified circumstances.
- B. Personal Annual Leave
 - 1) Personal annual leave will accrue starting with the first day of full time employment according to the following schedule:
 - 1-5 years 9 hours per month
 - 5-10 years 10 hours per month
 - 10-20 years 11 hours per month
 - over 20 years 12 hours per month
 - 2) The maximum amount of leave that can be carried over from one year to the next is 320 hours. The year for this purpose will be considered the calendar year (January to December).
 - 3) The Executive Director may provide cash compensation for personal annual leave which exceeds 320 hours. This provision shall be limited to 160 hours. The time allotted for payment is at the discretion of the Executive Director and will be reported to the President and the Treasurer.
 - 4) The Executive Director may request an employee to schedule time off when the employee has accrued over 200 hours of personal annual leave.
 - 5) With the exception of illness, personal annual leave will be requested by the employee. Permission will be given by the Executive Director or his designee.
- C. Sick Leave
 - 1) Sick leave will accrue at six hours per month for all employees.
 - 2) The Executive Director may request a doctor's slip from employees who have been absent from work due to illness. Reimbursement of accumulated sick leave is prohibited.

D. Compensatory Time

- 1) Compensatory time will be granted with the permission of the Executive Director or his designee.
- 2) Compensatory time will be earned hour for hour while working mandatory meetings and events on weekends or other days in which the office is normally closed.
- 3) Employees will not receive payment for compensatory time upon separation from employment.

E. Leave Sharing

- 1) Upon approval of the Executive Director, an employee who is in danger of exhausting all leave may use shared leave from other staff members. Shared leave will be calculated on an hour-for-hour basis.
- 2) Leave sharing is for the purpose of aiding employees, close to exhausting their leave, needing additional leave due to personal or family illness or injury.

F. Exhausted Leave

Employees who exhaust their leave completely, will be docked from their next paycheck a dollar amount equivalent to the time missed time calculated at the employees' current hourly rate (Annual Salary/2,080 hours).

VII) Severance

The severance policy applies to any staff member, who is not a contracted employee of the OPEA, and who voluntarily resigns, forcibly resigns, or is terminated from employment with the Association. This policy does not apply in the event of a reduction-in-force of an employee in good standing.

Any employee leaving the Association in the manner described in the previous paragraph shall only be eligible for:

- 1) payment for the balance of any accrued annual leave up to 320 hours; and
- 2) health insurance premiums paid by the Association for the month following the termination date.

The payment calculation of accrued annual leave shall be based on the hourly rate (annual salary/2080 hours) of the employee's salary at the time the employee leaves the Association. Benefits are not considered part of the salary in calculating final leave accrual.

- A. In the event a reorganization of the Association requires a reduction-in-force, which shall be defined as an employee in good standing being relieved of his or her duty without cause, the Executive Director shall present a proposed severance package to the Board for approval or disapproval at the next regular meeting. If the agenda already has been set for the Board meeting, the proposal shall be presented as "New Business". The severance package shall consist of the items listed in section A of this policy and may include up to \$150 for each year of service. Service over six months will be rounded up to the next year.

VIII) Post-Employment Benefits

- A. Upon separation from employment, OPEA employees who have been employed by the Association for at least eight years may continue health, dental, vision, and life insurance benefits either as a former employee or a retiree. Employees may also continue health, dental, or vision dependent insurance at separation. The full cost of the premiums and arrangement for payment are the responsibility of the employee.
- 1) Employees may elect to transfer their medical, dental, and/or vision insurance to their spouses account if he/she is currently insured through the Office of Management and Enterprise Services Employees Group Insurance Division (EGID).
 - 2) Retiring employees may continue life insurance coverage for themselves and/or their dependents at the current rate for EGID retirees.
 - 3) The process for continuation of benefits upon separation shall be in accordance with the rules and procedures of EGID and should be initiated at least 30 days before leaving employment.
- B. Employees who are not eligible to vest or retire may continue coverage after leaving employment under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees can continue health, dental and/or vision coverage for up to 18 months if their employment is terminated for any reason except for gross misconduct. The full cost of the premiums and arrangement for payment are the responsibility of the employee.
- C. In the event of the death of an employee::
- 1) The surviving spouse or dependents of the employee may elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The spouse or dependents can continue health, dental and/or vision coverage for up to 18 months.
 - 2) The surviving spouse or dependents of a deceased employee who has been employed by the Association for at least eight years may continue health, dental, vision, and life insurance benefits.
 - 3) If the surviving spouse or dependent of a deceased employee wishes to maintain coverage, EGID should be notified within 60 days of the death of the employee.
 - 4) Survivor benefits for dependent children can continue until they reach 26.
 - 5) The full cost of the premiums and arrangement for payment are the responsibility of surviving spouse or dependents when electing survivor benefits.

3.1.1 Hiring Staff

With the exception of the executive director who is hired by the Board of Directors, OPEA staff is hired by the executive director. The process for hiring staff members will include the following:

- A. Full vetting of the employee's education and certifications relevant to the job, including a current, valid drivers license;
- B. A criminal background check;
- C. Three references, two of which should be former employers.
- D. Candidates will sign a release giving permission for a background check and for information to be provided to OPEA from higher education institutions and former employers. (See Appendix #1)

3.1.2 Hiring the Executive Director

- A. Upon separation of the Executive Director, the President shall schedule a meeting of the OPEA Board of Directors to appoint an Interim Director to serve during the selection process of a new Executive Director. If provided adequate notice of the resignation or retirement of the Executive Director, the Board may hire a replacement without utilizing an interim.
- B. The President or his/her designee shall facilitate placement of notices in newspapers, websites and other electronic media, including OPEA publications, website and social media. The notice will allow a minimum of two weeks between the announcement and closing date for applications. The announcement shall include minimum qualifications for the position and the requirement that the individual have the ability to be bonded.
- C. Applications will be sent to the OPEA office and forwarded by staff, unopened to the President, or his/her designee.
- D. The Executive Board or a search committee designated by the Board will review the applications for minimum qualifications and choose candidates for initial interviews conducted by the Executive Board. Candidates will sign a release giving permission for a criminal and personal background check and for information to be provided to OPEA from higher education institutions and former employers. (See Appendix #1)
- E. The Executive Board or search committee will narrow the pool of candidates to a minimum of two finalists. Prior to the next step, the candidates' education, references, and prior work history will be vetted thoroughly. The candidates will supply their social their social security number and/or date of birth in order to perform a criminal background check and obtain education information.

- F. A minimum of two finalists will be presented to the Board of Directors for interviews. The Board will select which finalist will be offered the position.
- G. The selected candidate must have the ability to be bonded by the OPEA insurance provider.
- H. The Executive Board or designee will negotiate a compensation package with the successful candidate.

3.1.3 Review of Staff

With the exception of the executive director who is reviewed by the Board of Directors, each OPEA staff member is reviewed for performance by the executive director annually.

3.1.4 Review of the Executive Director

I) Executive Director Review Committee

The Review Committee is comprised of the President, Vice President, Secretary, and Treasurer. The President will chair the Committee.

II) Purpose of the Review Committee

The Executive Director will be reviewed annually by the Review Committee. The purpose of the review is twofold: a) to evaluate performance of the Executive Director; and b) to recommend compensation and benefit adjustments, when applicable.

III) Documentation

The Executive Director will supply the Review Committee with the following documentation 30 days in advance of his/her anniversary date.

- a. Compensation survey data of others in related positions/locations.
- b. CPI indexes and other financial data to determine cost of living adjustments.
- c. Salary history showing annual increases and percentages of increases, contract and/or letter of agreement.
- d. Individual's goals and objectives.
- e. Current position description.
- f. Other data which may be helpful to the Committee in making a recommendation.
- g. Membership growth statistics and retention rates.
- h. Financial growth statistics.

The committee will develop a written recommendation and rationale regarding compensation adjustments to be presented to the full Board of Directors. The Review Committee will share above documentation they deem appropriate for the Board to have to make an informed decision. Following Board acceptance or modification of the committee's recommendations, the President will inform the Executive Director of the Board's recommendations or approval.

OPEA Reference Check Release Form

I have applied for employment with the Oklahoma Public Employees Association and agree that I will supply references, both professional and personal upon demand.

My signature below authorizes you to respond in this regard on my behalf to include the qualities applicable below:

- 1) Former/current employment with you or your organization
 - a) Job appraisals/evaluations;
 - b) Wage history;
 - c) Disciplinary action(s) if any; and
 - d) Any other matters pertaining to my employment.

- 2) Former/current personal affiliation with you
 - a) Relationship to applicant;
 - b) Non-work related character strengths;
 - c) Community involvement; and
 - d) Any other matters pertaining to personal standing.

- 3) An OSBI Criminal History Record Information Request

I release my employers and all persons whomsoever of any damages resulting from furnishing said information. This form may be photocopied or reproduced as a facsimile, and these copies will be as effective a release or consent as the original which I sign.

Signature of applicant

Date _____

Policy 4.1 Risk Management

4.1.1 Safety and Emergency Procedure

I) General

At OPEA, safety is an item of great importance.

II) Purpose

- a) These safety rules are designed to increase safety awareness and to protect staff while performing assigned duties.
- b) Observation of these rules should minimize on-the-job- injuries as well as provide procedures to be followed in emergency situations.

III) Safety Rules

- a) OPEA will follow accepted safety standards according to OSHA and ADA regulations to insure staff safety.
- b) Staff should be provided ergonomic equipment and special equipment for moving heavy boxes, etc.

IV) Firearms

Firearms and weapons of any kind are strictly forbidden on OPEA property, unless carried by a CLEET certified law enforcement officer.

V) Emergencies

- a) In Office
 - i) In case of bad weather, it will be the Executive Director's duty to inform the staff to go home or to not attempt to come in to work that day.

VI) Employee Injuries

- a) Employee injuries should be reported to the Executive Director or his designee.
- b) If the injury is serious enough to require medical attention, then an injury report should be completed and filed with the Executive Director.
- c) The employee will complete the accident/injury report.

- d)** The Accident/Injury Form will be submitted to Workers Compensation according to their established guidelines.

Policy 5.1 Board Policy

5.1.1 Board of Directors and Executive Committee Meetings

I) General

Board of Directors meetings are held at times and dates established by the President and procedures outlined in the By-Laws. Meetings are held either in person or by electronic communication. The Board of Directors is determined by the OPEA By-Laws.

To be eligible for the OPEA Board, members, may not have been a member of a competing organization for two years. Competing organizations are defined by the Board

II) Board of Directors Meetings

- A.** The board meeting agenda shall be compiled by the Executive Director and approved by the President before distribution.
- B.** Board Members may request items to be placed on the agenda, as long as the request occurs seven days prior to the Board meeting. Otherwise a majority vote of the board is necessary for an item to be placed on the agenda.
- C.** Minutes are transcribed as soon as possible from the notes of the board meeting. If meetings are taped, the tape will be destroyed after minutes have been approved by the Board. The Board Secretary and Executive Director reviews the minutes before they are distributed to the Board.
- D.** All Regions should be represented at board meetings. If a Board Member is unable to attend a board meeting, they may send a Regional Officer as his/her proxy. The Board Member must provide a signed, written statement of proxy vote to the President allowing the member to vote on all board actions. Proxies must read and sign a proxy affidavit before the Board can approve their proxy.
- E.** Members Addressing the Board of Directors
 - 1) At each regularly scheduled board meeting, except for the retreat, there will be a time set aside for members to address the board.
 - 2) In order for a member to address the board he/she must notify either the President at least 48 hours prior to the scheduled board meeting.
- F.** Executive Session can be called by the President or the majority of the Board to discuss sensitive issues.

III) Expense Reimbursement

- A. Expense Reimbursement shall be given for Board members who must travel to attend a meeting equal to the volunteer rate. Mileage reimbursement will be reviewed annually or as needed to ascertain if it should be raised or lowered.
- B. Expense reports must be filed with the OPEA state office for the reimbursement to be processed.

IV) Lodging for Board Meetings

- A. Motel rooms will be provided only for Board members who live at least 100 miles from the OPEA office, at their request.
- B. Motel rooms will be provided if it is a two-day or more meeting.
- C. Directors who bring a non-board member for lodging will be asked to pay half the cost of the room.

5.1.2 Director's and Officer's Liability Insurance

OPEA will continue to maintain Director & Officer Liability Coverage for the Board of Directors, Officers and Staff. Policy limits will be set by Association Industry Standards as set forth by the American Society of Association Executives.

5.1.3 Committees

I) General

Committees are established to perform various essential functions as set forth by the OPEA Board of Directors.

II) Expense Reimbursement

- A. Expense Reimbursement shall be given for committee members to attend a meeting equal to the volunteer rate. Mileage reimbursement will be reviewed annually or as needed to ascertain if it should be raised or lowered.
- B. Expense reports must be filed with the OPEA state office for the reimbursement to be processed.

Policy 5.1.4 Removal of a Regional Director

Pursuant to the OPEA Bylaws Article VI, Section 5, the OPEA Board of Directors can remove a Regional Director for the following reasons:

- 1) Violation of policies 1-1 Ethics or 2.1 Fiduciary of the OPEA Policies and procedures;
- 2) Conduct or action in conflict with OPEA's mission; and
- 3) Three unexcused absences from OPEA scheduled events will be considered neglect of duty, because board participation and leadership at board meetings regional meetings and Capitol events are critical to OPEA's success; therefore,

The Executive Board will determine excused absences. Possible reasons for absence include but are not limited to; illness, family emergency, or work conflict. The Executive Board will review and discuss the concern with the Regional Director and refer the matter to the OPEA Board for consideration as deemed necessary.

The Regional Director will be provided a one month notice before the meeting of the Board to discuss the concern and will be allowed an opportunity to present an explanation to the Board at the meeting. Removal will require a 2/3 majority of the Board members present.

5.1.5 Resolutions Committee

I) General

The Resolutions Committee chairperson is appointed by the President and is responsible for receiving, compiling and developing the Platform on matters affecting the welfare of state employees from constituent bodies or members of OPEA.

II) Chapter Responsibilities

- A. The Resolutions Chair will send out a notice and also submit an article in the Advocate and OPEA website to inform all Regional Directors and members of the due date for Resolutions.
- B. The Regional Directors will notify their Chapters and establish a deadline for when proposed resolutions will be received by the Regional Council.
- C. The Chapters will notify their members and set a deadline concerning when the members should submit a resolution idea.
- D. The Chapter will then hold a meeting to discuss the resolution suggestions and determine what resolutions will be submitted to the Regional Council for approval.

III) Regional Council Responsibilities

- A. The Regional Council will set up a Council Meeting to discuss the resolutions submitted by the Chapters.
- B. The Chapter submitting each Resolution will provide background information concerning the need for the Resolution.
- C. The Regional Council has the right to develop additional Resolutions during this established meeting if a need is determined to exist.
- D. The Regional Council will reject or approve a Resolution.
- E. Approved Resolutions will be forwarded to the Resolution Chair.
- F. Any Resolution received after the due date will not be included in the Platform.

5.1.6 Recruitment Prizes

It is the policy of the Association for board, staff and family members to be ineligible to win or receive prizes offered by OPEA through any recruitment campaign or any other activity authorized by the Board of Directors.

The Board, by majority vote, may allow participation of Board, staff, and family members when deemed appropriate.

Policy 6.1 Regional Policy

6.1.1 Regional Councils

I) Purpose

The purpose of the Regional Council is to develop Chapters, establish grassroots efforts to further legislative issues and initiatives develop new leadership and keep the members informed and active in the association. To this end, a Regional Director will be elected to serve on the Board of Directors and to chair the Regional Council.

A. Regional Councils Division

1. The Board will establish geographic Regions according to the following guidelines.
 - a. Each Region will be established with at least 500 members according to a printout of the membership along county lines. The number of regions will be determined beginning January 1, 2010 according to the above guidelines.
 1. If a county has an additional 500 members, then additional board members will be added to ensure equal representation.
 2. A copy of the Regional divisions will be available at the OPEA State Office for review.
 3. When assigning regions to new members, the OPEA office staff will use the U.S. Postal Service website.
2. The Regions will be reviewed every two years, or as needed, beginning January 1, 2010 to determine if there has been a change in membership and whether Regional divisions need to be adjusted because of this change or an additional Board seat needs to be added.
3. Members who live and work in different OPEA regions may choose to retain their membership in the region in which they live or transfer their membership to become a voting member and eligible for leadership positions in the region in which they work. Members will automatically be assigned to the region of their residence unless they designate their workplace region.
 - a. OPEA will offer a transfer period to current members in odd-numbered years between December 1-15.
 - b. After December 1, 2011 new members may designate the region in which they choose to participate. However, if they fail to designate a region on the membership application, by default members will be registered in the region in which they reside.

c. Outside the transfer period, members may transfer their membership if their work location or residence moved to another OPEA Region.

Members may designate their membership transfer, according to the above guidelines, by completing an OPEA Membership Transfer Form.

4. The Retirees will be allowed at least one but no more than two Regional Director Council Seats based on their membership. If two Regional Directors have been approved by the Board, the Board will then designate the division line for these Directors. This designation will be reviewed every two years beginning January 1, 2010.

B Regional Director

1. The Regional Director will be elected from each Region to represent active members in their area, according to OPEA By-Laws.
2. The Regional Director will attend Board Meetings and Chair the Regional Council. If not available to attend a Board Meeting, the Director will send the Vice Chair or a Council Officer as his/her proxy. Before serving at a Board meeting each proxy will complete a proxy form indicating that he/she has read and will comply with OPEA Policies 1.1.1 Ethics, 1.1.2 Code of Ethics Regional and Retiree Directors, 1.1.3 Confidentiality, and 1.1.4 Conflict of Interest and 2.1 Fiduciary.
3. The Regional Director will establish at least quarterly meetings of the Regional Council. Special meetings may be called as determined necessary. Meetings may be in person or by electronic communication.
4. The Director will be responsible for ensuring the communication within chapters is maintained and that financial duties are completed.

C Regional Council

1. The Regional Council (hereafter referred to as the Council) will be composed of the chapter officers in the region and the Director.
2. The Council will elect a Vice Chair and Secretary from their membership. Other officers may be included as determined by the Council.
 - a. The Vice Chair or Council Officer will attend Board meetings in the absence of the Regional Director as his/her proxy. The Vice Chair will also be responsible for conducting Council Meetings in the absence of the Director.
 - b. The Secretary will take minutes of the meetings and distribute to the Council and OPEA office by the next meeting.
- 2 The Council will be responsible for directing OPEA activities with in the Region.

3. Expenses for regional council projects will be facilitated through the OPEA membership staff. If a region accumulates funds through fundraising activities, the funds will be held in OPEA state office accounts.

II) Regional Council Activity

A. The following is a list of actions to be taken by each Council:

1. Submit list of Council officers (elected or appointed) to the OPEA Office within 30 days of the action.
2. Set Council yearly goals and objectives to be submitted to OPEA Office by February 1.
3. Keep the OPEA Office and Council Director(s) informed of Council meeting dates, and any other significant Council events or activities.
4. Inform the OPEA Office as changes occur in the Council officers.
5. Submit council meeting minutes to the OPEA Office and Director within three weeks of meeting.
6. Promote attendance at Association events, i.e., Lobby Days, Convention, Leadership Meetings, recruitment activities, etc.

B. Chapters

1. The local Chapters (hereafter referred to as the Chapters) will be composed of all members of a designated Chapter according to OPEA ByLaws.
2. Chapter may be determined by worksites or counties. Members from a county or work location may establish a Chapter.
 - a. Members must have ten signatures in order to establish a Chapter.
 - b. Members who work in a location but live outside the county may elect to attend the Chapter at their worksite or the Chapter within their County.
 - c. Members will develop by-laws for their Chapter. A copy of these by-laws will be maintained by the OPEA Office.
3. The Chapter will elect a President, Vice President and Secretary from their membership. A communications liaison or membership development coordinator may be selected at the discretion of the Council.
 - a. The Chapter President (hereafter referred to as the President) will attend Regional Council meetings. The President will establish regular meetings at least quarterly for the Chapter and will keep members informed of issues. They will develop leadership within the Chapter.
 - b. The Vice Chair will also be responsible for conducting Chapter Meetings in the absence of the President. He she will serve as proxy to attend the Regional Council Meetings if the President is unable to attend.

- c. The Secretary will take minutes of the meetings and distribute to the Chapter members be next meeting.
- 4, The Chapter will be responsible for determining the direction the Chapter will take on important issues.
- 5. Expenses for chapter projects will be facilitated through the OPEA membership staff. If a chapter accumulates funds through fundraising activities, these funds will be held in OPEA state office accounts.

6.1.2 Guidelines for Meeting Minutes

I) General

A written record is to be retained of every meeting of the Convention, the Board of Directors, any subsidiary body, and any standing or special committee of OPEA.

II) Policy

- a) A meeting record is to be in the form of minutes which contain the following essential information:
 - i) The kind of meeting held (regular, special)
 - ii) The name of body meeting (Board of Directors, Election Board, Regional Council, Chapter Meetings, etc.)
 - iii) The date, time and location of the meeting.
 - iv) The fact of the presence of the regular presiding official and secretary, or in their absence, the names of the substitutes.
 - v) The names of members in attendance and any guests in attendance.
 - vi) Whether the minutes of the previous meeting were approved.
 - vii) All motions and any other information requested by a majority vote of members in attendance to be included in the minutes.
 - viii) Roll call votes at the discretion of the presiding officer shall be recorded as such in meeting minutes, with each vote listed.
 - ix) The date, time, and location of the next meeting, if known.

- b) The following rules also apply to the minutes:
 - i) Record the name of the member who introduced and the seconded the motion.
 - ii) The secretary must sign the minutes.
 - iii) Prepare the minutes in draft form for approval at the next meeting of the body (except in the instance of the final meeting of the body). Minutes must be considered for approval at the next scheduled meeting. Copies will be furnished to participants.
- c) In appropriate circumstances, a written report submitted to the body for information purposes or for consideration must be attached to the minutes as an appendix. The minutes should show what action was taken by the body regarding the report.

Policy 7-1 Membership Policies

7.1.1 MEMBER DISCIPLINARY ASSISTANCE POLICY

It is the policy of Oklahoma Public Employees Association to provide all members of the Association assistance with disciplinary action by utilizing the following procedures.

I) Policy

Grievance (Internal with Agency)

State employee must be an active dues paying member of the Association to obtain assistance on grievances and grievance related issues. They are provided the following services through OPEA:

Grievance (Internal with Agency)

1. Consultation and advice to determine appropriate process.
2. OPEA will ensure that are provided a grievance form and assistance in completing the form.
3. The member will receive an explanation and interpretation of laws, rules, policy and procedures.
4. OPEA will then refer the member to the appropriate grievance manager.
5. The OPEA grievance manager may attend the grievance meeting or hearing with the member.
6. The OPEA grievance manager may represent the member at a mediation session.
7. Contract attorneys are not provided during this phase.

Appeal (Oklahoma Merit Protection Commission)

1. Consultation and advice to determine appropriate process.
2. OPEA will help the member register to use Commission on-line filing system
3. File appeal using Commission on-line filing system.
4. OPEA will explain and interpret laws, rules, policies and procedure for the member.
5. The OPEA will represent the member at the interviews, mediation session or negotiation conference.
6. The OPEA grievance manager may attend pre-disciplinary or pre-termination hearing.
7. Contract attorneys are not provided during this phase.

Legal Advocacy Committee (Attorney Representation)

The state employee must be an active dues paying member of the Association for 180 days and have approval through the Legal Advocacy Committee in order to obtain attorney representation. Representation is limited to the Oklahoma Merit Protection Commission appeals process only.

- Composition of the Legal Advocacy Committee
- a. Association Executive Director or designee
 - b. Association Attorney or designee
 - c. Employee Relations Coordinator
 - d. Association Board of Directors Member
 - e. Association Member at Large, chosen by the committee
2. Documents Reviewed.
- a. Last two Performance Management Process (PMP) evaluations
 - b. Proposed adverse action notice
 - c. Final adverse action notice
 - d. Written response from member
 - e. Any decision or determination issued by the Commission
3. Decision of the Legal Advocacy Committee is final and not appealable.

II) Conflicts of Interest

- a) In cases of potential conflicts of interest among members being represented by OPEA, other than those circumstances described below, OPEA representatives shall determine and advise the Executive Director whether assistance shall be provided by one representative or by more than one representative.
- b) In cases where there is a conflict of interest to the extent that OPEA can represent only one of the parties involved, the Board of Directors shall determine how assistance shall be provided to ensure that both unit members are assisted equally and fairly.

7.1.2 Membership List Distribution

I) General

The purpose of the membership list distribution policy is to establish a process that provides for the release of membership lists thereby assisting OPEA to support the mission while providing safeguards for members' privacy.

II) Procedure

- a) The Board of Directors may release membership lists to external individuals and organizations if the purpose is viewed as assisting OPEA to reach its goals and objectives.
- b) Contracts for requests of member information must be approved by the Board based on the circumstances.

- c) Lists may not be released to any business for solicitation of products, unless the sale of products results in income to OPEA and must be approved by the Board.
- d) Charges for lists will be paid by the outside entities as established by the Executive Director.

Policy 8.1 Convention

8.1.1 Delegate Assembly

I) General

OPEA holds a statewide convention for all members. The purpose of the convention is to establish the policy platform for the organization, to discuss major issues, to introducing elected officers, to receive and discuss reports from OPEA committees, to present awards, to amend the bylaws if necessary and to provide opportunities for members to interact. The Board of Directors determines the location.

II) Platform Process

Platform Committee

The Platform Committee Chair will be appointed by the OPEA President. In addition, each OPEA Board member will appoint a member from his/her district to serve on the Platform Committee.

The Platform Committee will set an annual schedule and approve forms for use in the platform process.

Platform Process

The steps of the Platform Process are as follows:

1. Regional Directors will schedule Regional meetings for Platform discussion in accordance to the schedule set by the Platform Committee.
2. At a chapter meeting prior to the Regional meeting, chapters discuss policies or concerns for the OPEA Platform. Platforms approved by the chapter are presented at the Regional meeting by a chapter officer. Chapter proposals should be submitted to the Regional Director on the OPEA Policy Platform/Amendment Form. Each proposal should be signed by the Chapter President or his/her designee
3. Individuals and/or chapters may also present platform policies and ideas at Regional meetings for adoption. Platforms adopted at the Regional meeting are signed by the Regional Director and/or his/her designee and forwarded to the OPEA office for action by the Platform Committee.
4. The Platform Committee shall assimilate platforms submitted from Regional meetings for publication in a mailing to members, on the OPEA website, and action at the Delegate Assembly.
5. Delegates will consider platform proposals and adopt the OPEA platform at the OPEA Delegate Assembly. The Delegate Assembly may consider platforms from the floor, either from a member or chapter. However, before consideration the platform must be submitted to the Platform Committee Chair with the signatures of ten delegates in attendance.

6. The OPEA Board of Directors determines the final approval of the Platform. Between annual meetings, the OPEA Board may make adjustments to the OPEA Platform as dictated by events and opportunities in state government.

III) Convention Activities

- a) Delegate Assembly. Framework for the delegates will be determined by the Board.
- b) Educational seminars.
- c) Other activities that further the mission of OPEA.

8.1.2 Awards Policy

I) General

Awards are given to deserving members and friends of OPEA in recognition of outstanding service in making life better for state employees and in turn for all of Oklahoma.

II) Convention Awards

a) Gaines Stout Award

- i) This award is presented to the member who has exhibited leadership in promoting the mission of the Association.
- ii) Board Members are not eligible for this award.
- iii) The nominee must be an OPEA member in good standing.
- iv) Nomination forms are available from the OPEA office.
- v) When completing the nomination forms be sure to include the following:
 - (1) Positions held in the Association
 - (2) Activities he/she has been responsible for organizing
 - (3) Attendance at OPEA Lobby Days
 - (4) Attendance at previous year's Annual Convention
 - (5) Attendance at OPEA functions and meetings (give number attended)
 - (6) Involvement in recruiting new members
 - (7) Years of OPEA membership

b) Art Jackson Award

- i) This award is presented to the chapter that has excelled far beyond the minimum requirements of the Association's Bylaws. Nomination forms need to indicate the chapter's accomplishments for the year including the following:
 - (1) Number of new members signed for the previous year
 - (2) Legislative activities (documented letters sent to legislators by council members, chapter members' attendance at OPEA Lobby Day)
 - (3) Dates of chapter meetings
 - (4) Dates of meetings held by chapter officers
 - (5) Activities held to recruit new members

- (6) Chapter attendance at previous year's Annual Convention
- (7) Special projects and programs
- (8) Other Activities, such as community involvement, publishing a chapter newsletter, etc.

c) Pat Hall Award -Volunteer of the Year

- i) This award is presented to an OPEA member who is not a member of the Board of Directors, council member in the Association, but is always there, when needed, to help with OPEA and activities. Additionally, the individual might be volunteering in the community, showing his/her willingness to help others. Nominating Forms should include the following information:

- (1) OPEA activities the nominee has helped organize
- (2) OPEA events the nominee attended
- (3) Recruiting activities of the nominee
- (4) Community activities in which the nominee has been involved
- (5) Ways that OPEA has benefited by the nominees actions

d) Past Presidents Award - Retiree of the Year

- i) The award is presented to a member who has retired from state service for at least one year. The completed nomination form should come from an OPEA member and include the following information:

- (1) Active in Region and retiree activities
- (2) Attended OPEA Retiree Lobby Day
- (3) Attended last year's OPEA Annual Convention

- ii) Award may be received only once by retirees

e) Legislative Awards

- i) These awards may be given to outstanding legislators who champion the causes of state employees.

f) Media Awards

- i) These awards may be given to print and non-print media individuals or entities that have documented issues that affect state employees and their families, which is consistent with OPEA's mission.

g) Star Chapter Awards

Star Chapter Awards are presented at convention to chapters who meet the following criteria:

- a. Bronze Star Chapter Award: The chapter participates in eight of 14 qualifying events and will earn a \$100 gift card for the chapter as well as a plaque and recognition in the *Advocate*.

- b. Silver Star Chapter Award: The chapter participates in nine of 14 qualifying events and will earn a \$150 gift card for the chapter as well as a plaque and recognition in the *Advocate*.
- c. Gold Star Chapter Award: The chapter participates in ten of 14 qualifying events and will earn a \$200 gift card for the chapter as well as a plaque and recognition in the *Advocate*.

Qualifying events include:

- 100 percent office membership or increase in membership by five percent;
- Attendance at convention;
- Attendance at council Capitol event;
- Conduct two membership drives;
- Participate in one community activity as an OPEA chapter;
- Participate as an OPEA chapter at an employee recognition event;
- Host grievance training or attend legal seminar;
- Attend meetings of the Regional Council;
- Submit one article to the *Advocate* with photos;
- Have a chapter member participate in a media interview or press conference;
- Attend a meeting of the OPEA Board of Directors;
- Host a meeting with agency administrators;
- Host a legislative reception; or
- Have a chapter member serve on an OPEA committee.

Two chapter officers will be required to sign a document acknowledging receipt of the gift card for star chapter awards.

III) Lifetime Achievement Award

a) General

Periodically the OPEA honors outstanding individuals who have demonstrated a long term contribution to OPEA's mission.

b) Criteria

Outstanding members who have been prominently connected with the development of the Association and its membership, and/or in the supporting OPEA's mission over an extended period of time.

c) Process of Nomination and Election

Nominations may come from any individual, submitted through one of the Board of Directors or the Executive Director of the Association. A short biography and ample

evidence to prove qualifications for this honor will accompany all nominations. Nominations will be screened by the Executive Committee before submission to the Board of Directors for a final vote. The Lifetime Achievement Award will require $\frac{3}{4}$ majority vote.

d) Award

Recipients of the Lifetime Achievement Award will receive a commemorative medallion and a lifetime membership in the Oklahoma Public Employees Association.

Policy 9.1 Meeting Rooms Supplies and Reservations

General

Any staff member, committee chairperson or other person desiring use of the Board Room, Library, Small Conference Room or any other room or space in the building shall complete a meeting request form, including starting and ending time, day and room. The first group or person to reserve a certain room at a specific time has priority. This form must be given to the Staff designee to reserve the room.

Preparation of Meeting Rooms

The staff person responsible for the meeting shall be responsible for setting up the room, arranging adequate tables, and chairs, checking the temperature, arranging for necessary paper and supplies, arranging for the required refreshments and any other matters important to the meeting.

After Meeting Housekeeping

After the meeting is concluded, the reserving group shall restore the meeting room to a neat and orderly state, return all furniture to its original location, dispose of scrap paper, return all unused supplies to their original storage location, turn off, remove and clean up appliances, clean dishes and turn off lights.