

# NEW EMPLOYEE CHECKLIST

## PART II

### KEEP FOR YOUR RECORDS:

- DIR Memo Prevention of Harassment
- DIR Memo ADA
- DIR Memo EEO
- Payday Information
- Memo to insure Emergency Evacuation training is provided to new Employees by Floor Captains. (FOR STATE OFFICE ONLY)

### ITEMS BELOW ARE ACCESSIBLE THROUGH THE INTERNET ([www.ok.gov/opm/](http://www.ok.gov/opm/))

- Merit Rules for Employment (HCM & MPC) ([www.ok.gov/opm/HCM\\_Services/](http://www.ok.gov/opm/HCM_Services/))
- Holidays for State Employees ([www.ok.gov/opm/HCM\\_Services/](http://www.ok.gov/opm/HCM_Services/))
- Retirement System Handbook  
([http://www.opers.ok.gov/Websites/opers/Images/publications/Handbook\\_2014\\_State-Local\\_Web.pdf](http://www.opers.ok.gov/Websites/opers/Images/publications/Handbook_2014_State-Local_Web.pdf))

The items listed below are located on the DRS Compass site under the Reference Point Heading: DRS Policies which includes the DRS Grievance Policy 3-3-91 thru 3-3-99 and the DRS Policy 3-11-30 regarding Use and Monitoring of Electronic Communications Systems.

Signing below is acknowledgement that you understand the instructions provided to you and that you know how to access all information provided either through the DRS Compass site or through the Internet.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**ATTENTION SUPERVISOR:** By signing below, you acknowledge the employee understands the instructions provided above.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Return this form to the DRS Human Resources Unit**

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES

**DIR: 2015-001**

**To:** All DRS Staff  
**From:** Joe D. Cordova, Director  
**Date:** May 28, 2015  
**Re:** Policy Statement on the Prevention of Harassment

**THIS MEMORANDUM SUPERSEDES MEMO DIR 2014-001 ISSUED January 6,  
2014.**

The Department of Rehabilitation Services (DRS) is committed to maintaining a work environment that is free of unlawful discrimination. **The Agency will not tolerate harassment of DRS employees, by anyone, including any supervisor, co-worker, vendor, or client.**

In addition, the Agency will not allow employees, sub grantees, or other interested persons providing services on behalf of DRS to discriminate on the grounds of **race, color, national origin, sex, or disability.**

DRS policy and practice forbids unlawful discrimination and harassment based on race, sex (with or without consent), color, religion, national origin, age or disability when providing services to clients.

Prohibited harassment consists of unwelcomed conduct, whether verbal, physical, or visual that is based upon a person's protected status, such as:

*\*Race, \*Color, \*Sex, \*Religion, \*National origin, \*Age, \*Disability.*

DRS will not tolerate harassing conduct that affects tangible job benefits, interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Repeated or unwelcomed sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment when,

- (1) Submission to the conduct is an explicit or implicit term or condition of employment,
- (2) Submission to or rejection of the conduct is used as the basis for an employment decision,
- (3) The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Sexual harassment** may include explicit sexual propositions, sexual innuendoes, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes," jokes about gender-specific traits,

foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

All DRS employees are responsible for helping to insure that we avoid harassment. If you feel that you have experienced or witnessed harassment, immediately contact the appropriate Division Administrator or Mary Martin, DRS Human Resources Management Specialist. Ms. Martin's telephone number is (405) 951-3455.

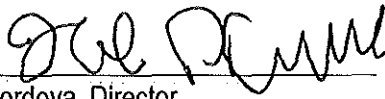
**If the supervisor is alleged to be involved in harassment, an employee who believes he or she is being subjected to harassment may bypass a supervisor in the complaint reporting process.**

Any supervisory employee, employee with authority for personal matters, or any other agent or officer of DRS who knows or should have known that any employee of the Agency is being subjected to sexual harassment must take immediate corrective action. **Any supervisor or responsible employee who fails to take corrective action is subject to disciplinary action up to and including termination of employment.**

DRS policy forbids retaliation against anyone who has reported harassment. DRS will take the appropriate disciplinary action against any employee, supervisor, and/or manager for attempts at coercion and intimidation of or reprisal and retaliation against anyone who participates in a DRS Civil Rights investigation or anyone who obstructs a Civil Rights Investigation by giving false or misleading statements.

DRS policy is to investigate all such complaints thoroughly and promptly. To the fullest extent feasible, DRS will keep complaints and terms of their resolution confidential.

Appropriate disciplinary action up to and including termination will be taken if harassment is confirmed by an investigation.



\_\_\_\_\_  
Joe D. Cordova, Director  
Department of Rehabilitation Services

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES

DIR: 2015-002

To: All DRS Staff

From: Joe D. Cordova, Director

Date: May 28, 2015

RE: DRS Compliance Activities for the Americans with Disabilities Act of 1990

**THIS MEMORANDUM SUPERSEDES MEMO DIR 2014-002 ISSUED January 6, 2014.**

DRS is committed to compliance with the provisions of the ADA. DRS does not discriminate based on disability in admission or access to services or employment in its programs and activities.

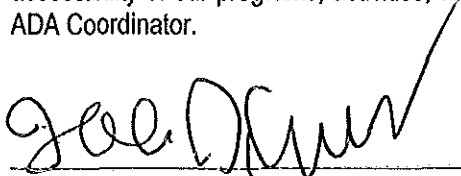
Each office has been issued a DRS manual.

- Title 612, Chapter 1, Subchapter 11 (612:1-11), entitled "Compliance with the American with Disabilities Act of 1990," is a comprehensive discussion on ADA and the position of DRS in that regard. Topics range from purpose and structure of ADA, definitions, complaint and grievance procedures to medical documentation. **An on-line copy of the DRS manual is now available to all employees through Compass.**

Staff members with questions regarding Subchapter 11 may refer them to their immediate supervisor or the agency ADA Coordinator.

The agency ADA Coordinator is Charles Watt, Training Specialist, Career Planning Center, 5813 S. Robinson, Oklahoma City, Oklahoma 73109, telephone number: (405) 635-2774. His responsibilities are outlined in 612:1-13-9 and 612:1-11-16(a).

We encourage comments from staff and other interested individuals regarding their perceptions on the accessibility of our programs, activities, and services. Comments and suggestions may be submitted to the ADA Coordinator.



Joe D. Cordova, Director  
Department of Rehabilitation Services

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES

DIR: 2015-003

To: All DRS Staff

From: Joe D. Cordova, Director

Date: May 28, 2015

RE: Policy Statement on Equal Employment Opportunity

**THIS MEMORANDUM SUPERSEDES MEMO DIR 2014-003 ISSUED January 6, 2014.**

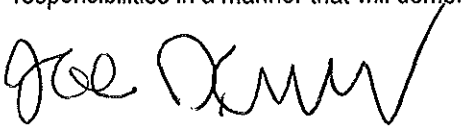
STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
POLICY STATEMENT ON  
EQUAL EMPLOYMENT OPPORTUNITY

Consistent with federal and state laws and guidelines established for equal opportunity, I would like to affirm this Agency's continuing policy to provide equal employment and advancement opportunity in all job classifications in this Agency without regard to:

*\*Race, \*Color, \*Religion, \*Sex, \*National Origin, \*Age, \*Political Affiliation, \*Veteran's Status, and \*Disability.*

The principles of equal employment opportunity apply throughout the Agency to all employment practices and personal actions:

I am fully committed to implementation of this policy. I accept overall responsibility for equal employment opportunity within this agency. I expect each and every employee to perform his/her duties and responsibilities in a manner that will demonstrate this agency's firm commitment in this most important area.



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Joe D. Cordova, Director  
Department of Rehabilitation Services

# **WHEN WILL I GET PAID?**

## **DRS Payroll, Leave and Retirement (PLR) Unit**

### **PAYROLL DEFINITIONS**

**REGULAR PAYROLL** sometimes called main or first payroll is paid on the last working day of each month.

**SUPPLEMENTAL PAYROLL** sometimes referred to as second payroll is paid on the 12<sup>th</sup> following the current pay period. For example, if the current pay period is August, the supplemental payroll will pay on September 12<sup>th</sup>. If the 12th falls on the weekend supplemental payroll is paid on the Friday before the weekend.

**PAY PERIOD** is the first thru the last day of the month. Each month, January, February, March, etc. is a pay period.

**PEOPLESOFT/ORACLE** is the System used by all state agencies, boards, etc., including the Department of Rehabilitation Services to process Payroll, Personnel Transactions, Contracts and Financial data, etc.

**LEAVE WITHOUT PAY** not enough accrued leave to cover your absence. Note: Request leave without pay using the Request for Leave form DRS-A-153.

**EMPLOYEE INFORMATION** your supervisor will give you what is called the "New Employee Packet". The information in the packet should be completed and submitted to the DRS Human Resources Unit as soon as possible.

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#### **Regular Payroll** - New hires, transfers, rehires and reinstatements

- Employee information posted into the PeopleSoft system no later than the 15th of the current pay period will be paid on main payroll.

(NOTE: Depending on your work location keep in mind that it may take 3-4 working days for your employee information to be submitted and received in the DRS Payroll Leave & Retirement Unit and the Human Resources Unit)

*Did you complete your new employee information packet?*

- Any leave without pay of 24 hours or less incurred during the current pay period will be deducted from the employee's current paycheck.
- If the leave without pay of 24 hours or less was not submitted and posted in a timely manner to be deducted from the current paycheck, the leave without pay will be deducted from the next paycheck.

#### **Supplemental Payroll**

- Employees whose new employee information was not received and posted into the PeopleSoft system prior to the 15<sup>th</sup> of the current pay period will be paid on supplemental payroll for the current pay period and then paid on the main payroll the following pay period unless the employee incurs leave without pay in excess of 24 hours.
- Leave without pay for more than 24 hours in the pay period will result in the employee being placed on supplemental payroll for that pay period.
- Leave without pay for more than 24 hours per pay period that is incurred after the employee is paid on the current main payroll will result in the employee being paid on supplemental payroll the following pay period.

- Leave without pay for more than 24 hours for 2 consecutive pay periods will result in the employee being placed on supplemental payroll until after he/she is paid a full check with no leave without pay. *Example: More than 24 hours of LWOP in August-the employee will be paid on supplemental payroll; More than 24 hours of LWOP in September-employee will be paid on supplemental payroll; October no leave without pay the employee will be paid on supplemental payroll; November no LWOP the employee is placed on main payroll.*

### **Supplemental Payroll Exception**

Contract instructional staff at the Oklahoma School for the Blind and the Oklahoma School for the Deaf will not be placed on supplemental payroll.

### **Continuous Leave Without Pay**

Employees that continuously fall into leave without pay each pay period will be referred to their immediate supervisor, division administrator and/or school superintendent for further leave usage evaluation. Leave without pay that is a result of an approved extended leave of absence is excluded.

### **Other Employees**

Permanent Part time Employees –Paid on supplemental payroll

Temporary Appointment (999 hour temp) – Paid on supplemental payroll

Carl Albert and Executive Fellows – Paid same as regular state employees

Employees on Workers' Compensation – Paid on supplemental payroll

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The Department of Rehabilitation Services (DRS) Management Services Division, Payroll, Leave and Retirement (PLR) Unit mailing address is 3535 NW 58<sup>th</sup> St, Suite 500, Oklahoma City, OK 73112.

### **The DRS Payroll, Leave and Retirement (PLR) Unit Staff**

[payroll@okdrs.gov](mailto:payroll@okdrs.gov)

Fax (405) 951-3563

Kathy James, HR Programs Manager III  
Administrator, DRS Payroll, Leave and Retirement Unit

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Phone (405) 951-3461

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Office (405) 951-3467

Paula Moon, HR Management Specialist III (Also part of the DRS Human Resources Staff)

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Office (405) 951-3458