

OFFICE OF

County Commissioners

201 N. CHOCTAW
CANADIAN COUNTY OKLAHOMA
EL RENO, OKLAHOMA 73036

Mark Hader, District No. 1
David Anderson, District No. 2
Jack Stewart, District No. 3

County Commissioners Office Phone
(405) 262-6200
(405) 422-2429 FAX

STATE OF OKLAHOMA
CANADIAN COUNTY
FILED OR RECORDED

TO: All Officers, Department Heads, and Payroll Clerks
FROM: Commissioner's Office
RE: Clarification of Canadian County Safety Award Bonus

MAR 02 2020

SHERRY MURRAY
COUNTY CLERK

200140

To receive the Safety Award Bonus employees must be eligible in the below:

1. The Employee must attend and physically sign in at all scheduled four Quarterly Training and Development classes in a fiscal year, with two options to attend the makeup class meeting at the end of the fiscal year.
2. The Safety Award Bonus is paid to employees after the fiscal year closes in the amount of \$100.00 per employee. The award will be paid in the first quarter of each fiscal year in recognition of the attendance of safety training sessions in the prior fiscal year.
3. Employees must be employed for the entirety of the fiscal year to receive the bonus payment, i.e.: July 1 – June 30.

2020 Handbook Policy:

CANADIAN COUNTY SAFETY AWARD Canadian County promotes a safety program which each employee earns an incentive to attend a minimum of four safety training sessions each fiscal year (July 1 through June 30). All current employees that complete four (4) quarterly safety training sessions in a fiscal year will be eligible for a safety incentive award of \$100.00. The award will be paid in the first quarter of each year in recognition of the attendance of safety training sessions in the prior fiscal year.

19 O.S. § 339(A)(11)

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To provide incentive awards for safety-related job performance. However, no employee shall be recognized more than once per calendar year and the award shall not exceed the value of Two Hundred Fifty Dollars (\$250.00); further, no elected official shall be eligible to receive a safety award.



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Definitions:

Record keeping. The Training and Development Facilitator(s), most usually the Emergency Manager and the Human Resource Department will present a method of sign in at the Quarterly meetings and the make up meeting. The facilitators will record and calculate eligibility solely. For further definition, it is determined that additional sign in methods and/or the transfer of copies post meeting is not necessary in order to reduce or eliminate dual record keeping and multi duplication. Thereafter the fiscal year the Training and Development facilitator(s) will supply the eligibility list, which is stored in the Employee file and presented to the Office/Departments payroll clerk, to prepare a pay claim.

Workman Compensation claims: Moving forward past WC claims will not result in the forfeiture of a safety bonus.

Training and Development: The quarterly series of trainings formerly known as the Safety Meeting that result in credit to receive the Safety Bonus.

Makeup Credit: There will be two opportunity's for employees to attend a makeup class in order to gain all 4 quarterly credits to meet eligibility in the event that an unforeseen event caused the lack of attendance.

Scheduling: The Training and Development Facilitator(s), most usually the Emergency Manager and the Human Resource Department will provide an advance notice of the Quarterly Training and Development class via the website calendar, email, flyers, and eventually in Kronos.

Approved Material: Quarterly Training and Development Classes are facilitated and taught by Canadian County, hence other courses or extra job-related training will not be a substitution to earn credit.



Approved this 2nd day of March, 2020.

Canadian County Board of Commissioners

Sherry Murray
County Clerk
by James Hurst
Deputy

Man G. Yachin Chairman
Jack Stewart Member
David Anderson Member

This is to acknowledge that I have received a copy of Revision 2020- 01 of the Canadian County Employee Personnel Policy Handbook 2020.

Employees Printed Name

Employees Signature