

TABLE OF CONTENTS AND GUIDE TO STATE AND ODOC EMPLOYMENT

I. Table of Contents

This handbook contains the following items concerning employment with the Oklahoma Department of Corrections (ODOC) and the State of Oklahoma:

- Director's message to new employees
- ODOC Mission, Vision, and Values
- ODOC Credo
- Director's statement against sexual harassment
- Employees Benefits Department (EBD) Benefits Enrollment Guide (state insurance)
- "Essential OPERS—Hazardous Duty Employees" or "Essential OPERS—State & Local Government Employees", as applicable to the employee's job; and "OPERS Step-Up Brochure"
- SoonerSave Features and Highlights
- General Notice of COBRA Continuation Coverage Rights
- Healthcare Reform and Your Benefits
- ODOC Time/Leave Codes
- Department Procedures (signature for receipt required):
 - OP-110205
 - OP-110215
 - OP-110415
 - OP-110601 (if applicable)
 - OP-110602
 - OP-110603
 - OP-030601 including Attachment A
 - OP-050108
- Hostage Handbook
- Suicide Warning Signs card
- PeopleSoft Employee Self-Service Quick Start Guide
- Veterans' Job Training Program Information Letter

II. Guide to State and ODOC Employment

A. ODOC Web Site

The Department of Corrections' web site (<http://www.ok.gov/doc/>) provides employees access to up-to-date information concerning the operations of the department and department employment such as:

- Organization of the department and contact information (addresses, telephone and FAX numbers) for offices, facilities, and staff
- Informational updates from the director on topics of interest to all employees
- Internal Job Postings
- Training and Career Development opportunities
- Agency Policies and Procedures

Employment benefits such as:

- Leave Programs (OP-110355)
- Compensation (OP-110340)
- Overtime Pay and Compensatory Time (OP-110305)
- Flexible Benefits and Retirement (OP-110360)
- Promotions/Career Progression (OP-110235)

B. Other State References

1. Merit Rules for Employment

The Merit Rules for Employment, containing rules and regulations for employment as well as certain employee rights and benefits are promulgated by the Oklahoma Office of Management and Enterprise Services (OMES), Division of Human Capital Management (HCM) and the Oklahoma Merit Protection Commission. These rules and other information relevant to state employment may be accessed at the websites for these agencies ([www.ok.gov/opm/HR Rules and Statutes](http://www.ok.gov/opm/HR_Rules_and_Statutes) and www.ok.gov/okmpc/).

2. Insurance Benefits

Additional information regarding the State of Oklahoma's HealthChoice medical and dental insurance plans, disability insurance program, and life insurance is located at the website for the OMES Employees Group Insurance Division (<http://www.ok.gov/sib/>).

Additional information regarding the availability and benefits provided by HMO medical and dental plans, the employee and dependent benefit allowance provided to state employees for the purchase of benefits, and health and dependant care reimbursement accounts is located at the website for the Oklahoma Employee Benefits Department (<http://www.ebc.state.ok.us>).

3. Retirement Programs

Additional information regarding retirement for state employees is located at the website for the Oklahoma Public Employees Retirement System (www.opers.ok.gov).

Additional information regarding the state's SoonerSave Deferred Compensation 457 Plan and SoonerSave Saving Incentive 401(a) Plan is located at the SoonerSave website (www.soonersave.com).