

Human Resource Records

Version 2.0 released on 10/10/23

To be utilized for Position Classifications, Job Descriptions, Progressions, and Personnel Policies Revisions. Use other more specified RFAs for other record types including Contracts, CBAs, MOUs, Work's Compensation Orders and Miscellaneous



CITY COUNCIL USE ONLY

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____
Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

Scanned Date: 04.24.2024
 Posted Item #: 2404.00976

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Other Board Name

City Council Approval

Yes No

Department
Human Resources

Contact Name
Donald Spear

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Phone
918-596-8084

HR Record Type
Revision of Personnel Policies

Class Code

Pay Grade

Policy Section
PPM 965

Policy Title
Seatbelt Usage

Description (Subject)
Revision to Personnel Policy Section 965 - Seatbelt Usage

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: Eric Foley - Warwick
Legal: _____
Board: _____
Mayor: [Signature]
Other: _____

Date: 4/18/2024
Date: _____
Date: _____
Date: APR 24 2024
Date: _____

Policy Statement

Background Information

Provide background information on the requested action.

Summation of the Requested Action

Respectfully request approval of the attached revision to Personnel Policy Section 965 - Seatbelt Usage. The purpose of this revision is to define the policy scope, update HR policy references, and align with current operating procedure.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document.

Processing Information for City Clerk's Office

Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

Additional Routing and Processing Details



HUMAN RESOURCES
Risk Management

DATE:
April 5, 2024

TO:
G.T. Bynum, Mayor

FROM:
Donald Spear, Safety
Program Manager

Revision To HR Personnel Policies and Procedures Manual

Section 965 – Seatbelt Usage

Attached is the final draft of Personnel Policies and Procedures Manual Section 965- Seatbelt Usage, for your review and approval. The proposed revisions have been reviewed and approved by the Safety Oversight Committee and reviewed by AFSCME per the CBA Section 11.2.

The purpose of this revision is to define the policy scope, update HR policy references, and align with current operating procedures. Updates to this policy include:

- The addition of a policy scope that clarifies this policy only applies to non-sworn employees who drive vehicles and equipment used for city business.
- The Police Exemption Guidelines section was removed as Police Department employees are covered under a separate personnel policy.
- Outdated HR policy references were removed, and the remaining references were updated to include PPPM 903 (Cardinal Rules of Safety) and PPPM 411 Rule 10 (Safety).
- Program administration language was updated to ensure departments educate employees on the requirements of this policy.
- The Disciplinary Action section was updated to denote violations of this policy may be grounds for disciplinary action up to, and including, termination.
- Removal of policy language regarding the possible denial of injury leave for employees who are injured in a City vehicle/equipment while not wearing a seatbelt.

I respectfully request your review and approval of this policy revision.

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.1 Policy Statements

Operators and passengers of vehicles/equipment being operated on behalf of the City of Tulsa shall be required to use seatbelts. Regardless of location, a seatbelt shall be worn during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.

.2 Purpose

To enhance and protect the lives and safety of its employees, and to reduce the losses in work hours and productivity resulting from injuries from vehicle/equipment accidents, and to better serve its employees and the citizens of the City of Tulsa.

.3 Scope

This policy applies to all non-sworn employees who drive or operate vehicles and equipment used for city business.

.4 Program Administration.

.41 The administration of the seatbelt use policy shall be the responsibility of the Safety and Health Section of the Human Resources Department.

.42 Departments shall be responsible for ensuring employees understand this policy and the requirements of proper seatbelt use.

.43 Each City department given control of City vehicles/equipment shall be responsible for properly maintaining seatbelts.

.44 Seatbelts that are not operational shall be grounds for removing a City vehicle or piece of equipment from service temporarily until maintenance, repair, or installation has been satisfactorily completed.

.5 Disciplinary Action

.51 An employee who fails to use the seatbelt during the operation of, or as a passenger in, a vehicle/equipment being operated on behalf of the City of Tulsa, shall be considered in violation of this policy, Personnel Policies and Procedures Manual (PPPM) Section 903 (Cardinal Rules of Safety), as well as PPPM Section 411 Rule 10 (Safety).

.52 Failure to use the seatbelt may be grounds for disciplinary action up to, and including, termination.

~~TBD~~ 04/28/2014; 4/24/2024

.1 Policy Statements

Operators and passengers of vehicles/equipment being operated on behalf of the City of Tulsa shall be required to use seatbelts. Regardless of location, a seatbelt shall be worn during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.

.2 Purpose

To enhance and protect the lives and safety of its employees, and to reduce the losses in work hours and productivity resulting from injuries from vehicle/equipment accidents, and ~~in order to~~ better serve its employees and the citizens of the City of Tulsa.

.3 Scope

This policy applies to all non-sworn employees who drive or operate vehicles and equipment used for city business.

~~.4~~ Program Administration

~~.31~~ .

~~.41~~ The administration of the seatbelt use ~~program policy~~ shall be the responsibility of the Safety and Health Section of the Human Resources Department.

~~.432~~ The Safety and Health Section of the Human Resources Department will prepare seatbelt use educational programs for employees and will assist departments with seatbelt use education and training sessions. Departments shall be responsible for ensuring employees understand this policy and the requirements of proper seatbelt use.

~~.3343~~ Each City department given control of City vehicles/equipment shall be responsible for properly maintaining ~~and/or installing the required~~ seatbelts.

~~.3444~~ Seatbelts that are not operational shall be grounds for removing a City vehicle or piece of equipment from service temporarily until maintenance, repair, or installation has been satisfactorily completed.

~~.45~~ Enforcement and Disciplinary Actions

~~.4451~~ An employee who fails to use the seatbelt during the operation of, or as a passenger in, a vehicle/equipment being operated on behalf of the City of Tulsa, shall be considered in violation of this policy, Rule #1 Personnel Policies and Procedures Manual (PPPM) Section 903 (Cardinal Rules of Safety), as well as Work Rule 19 PPPM Section 411.3 Rule 10 (Safety) (Performance of Unsafe Work Practice) of the Personnel Policies and Procedures Manual, and d

~~.52 Failure to use the seatbelt may be grounds for disciplinary action up to, and including, termination. isciplinary action of this section shall apply.~~

~~.42 An employee not wearing a seatbelt who is injured in an accident/incident during operation of, or as a passenger in, a City vehicle/equipment being operated on behalf of the City of Tulsa, will be subject to denial of injury leave.~~

~~.5 Police Exemption Guidelines~~

~~.51 Whenever a police officer may reasonably anticipate an emergency exit from the police unit, taking into consideration the officer's duty to report his status on the radio, or to obtain police equipment (i.e. police helmet, safety vest, shotgun) the officer is exempt from the seatbelt usage policy. This would necessitate a decision on the officer's part when to remove the seatbelt within a reasonable distance (normally hundreds of feet from any type of call).~~

~~.52 Operators and police passengers during routine transportation of prisoners may be free from seatbelt restraints if it is felt the person being transported could become violent or combative.~~