



The City of
OKLAHOMA CITY
OFFICE OF THE CITY MANAGER

**MANAGEMENT
BULLETIN**

Subject: Temporary and limited modification of
Employment Policies; Addition of Article 624 City
Services and 1403.55 Violation of Article 624

Original Date: 03/05/2026

Bulletin Number: 26-1

Revised Date:

Effective Date: 03/05/2026

Page: 1 of 2

Prepared by: Human Resources Department

Approved by: C. Freeman

Date: 3-6-26

I. Purpose and Intent of Policy

In support of our employees and their efforts to volunteer within The City and for local approved nonprofits, fostering a culture of social responsibility, community engagement and personal growth, an additional policy to provide guidance in employees' volunteerism is needed in the Employment Policies.

Article 624 City Serves will provide the required eligibility and approvals for Management when deciding to approve or deny their employees' requests. Adding a policy requires the policy violation to be added to Article 1403, 1403.55. Subsequently, a Human Resources Bulletin will be issued to provide additional guidance on the policy's procedure.

II. Scope

Section 624 – City Serves Volunteer Time Off

624.01 Purpose – A four-hour paid leave benefit for employees volunteering during work hours within the organization, fostering a culture of social responsibility, community engagement and personal growth.

624.02 Eligibility - Full-time executive, management and general non-represented employees that have successfully completed their probationary period, are permitted up to four hours of Volunteer Time Off (VTO) every six months pending business needs determined by department. Employees must have at least an "Acceptable" or higher on their most recent annual performance evaluation and be successfully performing assigned work. Employees are not eligible if they have any formal corrective actions (as noted in employee's personnel file) unless Department Director or designee approves. Part-time, temporary and contract employees are not eligible for this benefit.

624.03 Approved volunteer opportunities are found in the electronic City Serves system.

624.04 Employees are to submit their participation utilizing the electronic City Serves system to track their work. Prior supervisor approval is required.

624.05 Only internal and external volunteer opportunities posted on the City Serves system are eligible for VTO. Employees are still encouraged to volunteer during non-working hours and track those hours in the City Serves tracking system for potential City recognition. The City will not be held liable for any injuries or damage that may occur during volunteer activities (see HRB 26-02 City Services).

Add to Article 1403 - Separations and Disciplinary Actions

1403.55 Any violation of the City Serves policy. (Refer to Article 624)