

Employee Fund Committee and Ethical Reporting Requirements.....	1
I. Definitions.....	1
A. Employee Fund Committee.....	1
B. Special Event Committee.....	1
C. Agency Liaison.....	1
II. Employee Fund Committee.....	1
A. Committee By-Laws.....	2
B. Employee Fund Management.....	2
C. Fundraisers and Activities.....	2
III. Ethical Reporting Requirements.....	3
A. Special Event Committee Fundraisers/Events.....	3
IV. Sponsorship of Conference, Seminars, Events.....	3
V. Donations (of Services, Monetary and/or In-Kind).....	3
VI. Reporting Committee Special Events/Fundraisers.....	4
VII. Failure to Report Facility Fundraising/Events.....	4
VIII. References.....	4
IX. Action.....	4
Attachments	5

Section-12 Fiscal Management	OP-120702	Page: 1	Effective Date: 12/30/2021
Employee Fund Committee	ACA Standards: None		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Employee Fund Committee and Ethical Reporting Requirements

I. Definitions

A. Employee Fund Committee

A group of employees working together to promote a positive work environment through year-round fund raising events and multiple activities.

B. Special Event Committee

A group established for a specific event and for which a state officer, employee or state agency sponsor solicits funds to assist with expenses associated with the event.

C. Agency Liaison

A Business Services employee appointed as the agency's liaison to the Oklahoma Ethics Commission (OEC) who ensures reports on behalf of all employee fund and special committees are submitted to the OEC within established timeframes.

II. Employee Fund Committee

The purpose of the employee fund committee is to assist in creating a positive work environment, provide a formal process to recognize staff for accomplishments, provide support to staff and their families during critical times, and to promote staff involvement in the community.

A. Committee By-Laws

Employee fund committees will have written by-laws that govern the operations of the committee and will include, at a minimum, the following:

1. Official name of the committee;
2. Purpose and function of the committee;
3. Establishment of membership;
4. Establishment of officers, their duties, tenure and election process;
5. Intervals and notice procedures for regular and special meetings;
6. Voting procedures and amendment of by-laws;
7. Regulations on acquisition and expenditure of funds and resources, including a statement describing the approved purposes of any monies the committee may expend in relation to its purpose and function;
8. Open meetings, with minutes and financial records maintained;
9. Statement of what constitutes an approved expenditure and how the approval is gained; and
10. Procedure for disbursement of funds will require at least two signatures on all disbursement checks. Segregation of duties will be maintained regarding accounting controls and reports.

B. Employee Fund Management

The employee fund will be overseen by the employee fund committee and the facility/unit head. All expenditures will be approved in advance by the committee.

1. Employee funds will be maintained through the Offender Banking System (OBS) for facilities/units.

C. Fundraisers and Activities

1. All fundraisers and activities will be approved by the facility/unit head and will be in accordance with any field memoranda on this subject.

The distribution of funds will be at the discretion of the employee fund committee pursuant to the local by-laws.

2. Any employee organization raising funds for their own benefit will adhere to these guidelines.

III. Ethical Reporting Requirements

A. Special Event Committee Fundraisers/Events

The special event committee is responsible for submitting the information regarding the event to the agency liaison to register with the OEC.

Employee fund committee year-round fundraising does not require submission of information to the OEC.

IV. Sponsorship of Conference, Seminars, Events

- A. When a state officer or employee, or a state agency, sponsors in part or in whole, a conference, seminar, meeting or other event for which a state officer or employee solicits funds, goods or services to assist with expenses associated with the event, the sponsoring officer or agency is required to create a special committee.
- B. A state officer, employee or agency "sponsors" an event when the officer, employee or agency permits the use of the person's or agency's name in promoting the event.
- C. Special committees must make a report of all contributions received and expenditures made by the committee. The committee report entitled "Facility Fundraising/Event Report Form for Oklahoma Ethics Commission," ([Attachment A](#), attached) will be submitted to the agency liaison for registration with the OEC.

V. Donations (of Services, Monetary and/or In-Kind)

- A. All contributors of donations that are not current, retired or former employees of ODOC will be required to give their name, address, occupation/title, and employer's name when making a donation of any type. This information will be recorded using the "Facility Fundraising/Event Report Form for Oklahoma Ethics Commission" ([Attachment A](#), attached).
- B. Businesses, which make donations will be required to give the name of the business, name and/or title of individual making the donation, and the business address utilizing "Contributors Donation Form" ([Attachment B](#), attached).
- C. Current, retired or former ODOC employees are exempt from furnishing their private addresses and are not required to give their occupation/title

information. Current, retired or former ODOC employees who make donations will be identified as such and the ODOC facility will serve as the employer address for reporting purposes. (51 O.S. § 24A.7.(D.))

- D. Donations designated as in-kind including, but not limited to, goods, services, or gift certificates, must be given an approximate retail/monetary value for reporting purposes to the OEC.

VI. Reporting Committee Special Events/Fundraisers

- A. All special committee events/fundraisers reports are to be sent to the agency liaison for filing with the OEC within 30 days of the completed event.
- B. The agency liaison will file the submitted committee reports, as required by the OEC, on behalf of each committee. The agency liaison's filing must be completed within the time frame set by the OEC to avoid possible fines.

VII. Failure to Report Facility Fundraising/Events

Failure to report special committee events/fundraisers or late filings may result in a fine being assessed by the OEC, which are referred to as compliance fees. A compliance fee may be up to \$1,000.00.

VIII. References

51 O.S. § 24A.7.(D.)

IX. Action

The chief financial officer is responsible for compliance with this procedure as well as the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-120702 entitled "Employee Fund Committee and Ethical Reporting Requirements" dated October 28, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Committee Fundraising/Event Report Form for Oklahoma Ethics Commission"	Attached
Attachment B	"Contributors Donation Form"	Attached