

OFFICE OF THE MAYOR
TULSA OKLAHOMA

EXECUTIVE ORDER NO. 2014 - 05

**CLARIFICATION RELATED TO THE CITY OF TULSA'S POLICY ON
EMPLOYEE COMPENSATION AND BENEFITS, including, LACK OF AUTHORITY
TO PROMISE ANNUAL INCREASES IN SALARY OR BENEFITS**

Whereas, the Mayor as the Chief Executive and Administrative Officer for the City of Tulsa desires to clarify the objectives, priorities, and expectations associated with the appointment of employees and officers, as well as salary and benefit expectations.

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. Policy Directive: As the Mayor has the Charter authority to establish and administer pay plans and agreements, including collective bargaining agreements, as well as rules for vacation, sick, and other leaves, and benefits, no employee or officer is authorized to promise a prospective, current, or former employee or officer any annual increase in salary or benefits, including a Satisfactory Performance Increase, Step Pay Increase, and/or merit based increase.

Section 2. Functions: The Human Resources Department is responsible for recommending only personnel policies and procedures which are consistent with Mayoral Executive Orders, and local, state, and federal law. The Human Resources Department shall carry out the policy and procedure directives of the Civil Service Commission and of the Mayor, as the Charter requires.

The Human Resources Department is primarily responsible for coordinating recruitment of prospective employees and will ensure prospective and current employees and officers are informed of this policy directive and all other applicable personnel policies and procedures in a consistent and accurate manner.

To the extent that the Fire and Police Departments participate in the recruitment of prospective employees and officers, the Fire and Police Departments shall comply with this policy directive.

Section 3. Employee Compensation and Benefits: Salaries, increases or changes in salaries, and benefits are subject to Mayor's approval; after consideration of the interest and welfare of the public; income and revenues available to the municipality; the annual budgetary process; and appropriation of funds by the City Council, in accordance with local and state law. A pay plan and/or pay chart is not a promise or guarantee of an annual increase in salary.

ATTEST:

Shawell Kill
City Clerk
Deputy

APPROVED AS TO FORM:



Dewey F. Bartlett, Jr., Mayor

Dewey F. Bartlett, Jr.

Date: September 4, 2014

David E. Meihan
City Attorney