
PARDON AND PAROLE BOARD

Policy 102 – Duties, Responsibilities, and Code of Conduct

POLICY

It is the policy of the Pardon and Parole Board (PPB) that the Executive Director will establish policies and procedures governing duties, code of conduct, and responsibilities of staff. Duties, code of conduct and responsibilities will be consistent with Federal and State laws as well as guidelines and regulations adopted by the Office of Personnel Management and the Merit Protection Commission to ensure equal employment opportunities.

The Pardon and Parole Board Employee Handbook will include information as well as procedures governing the following:

- A. Description of each position and respective duties;
- B. Basic rules for work attendance and conduct;
- C. Employee benefits;
- D. Employee protections required by State and Federal law, Office of Personnel Management and the Merit Protection Commission, including but not limited to:
 1. Employee evaluations;
 2. Disciplinary procedures;
 3. Procedures for complaints and grievances for issues concerning Equal Employment Opportunities, Discrimination, Harassment and Retaliation.
 4. Promotional plans;
 5. Reduction in force plan;
- E. Other procedures necessary to ensure effective use of staff and high level of performance.

It is the duty of all employees of the PPB to comply with all state and federal laws, guidelines and regulations from the Office of Personnel Management and the Merit Protection Commission, administrative laws, and the policies and procedures as outlined in the PPB Employee Handbook as well as to follow all lawful directives from their supervisors. Failure to do so will subject the employee to progressive discipline up to and including termination.

BASIS FOR POLICY:

- A. Pardon and Parole Board Policy 001-Pardon and Parole Manual.
- B. To delegate duties consistent with Federal and State Law, rules and regulations and Board Policy to the Executive Director.
- C. Title VII of the Civil Rights Act of 1964; 74 O.S. § 840-2.9 and 954, Merit Rules 260:25-3-2 and 260:25-3-3; The Age Discrimination Act (ADEA); The Americans with Disabilities Act (ADA) and ADA as amended; Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA); and The Pregnancy Discrimination Act (PDA).

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