



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 06-06

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary for Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

DATE: March 13, 2006

SUBJECT: Public Hearing Regarding 2006 Permanent Rule Proposals

An informal public hearing for comments has been scheduled in regard to making 2006 permanent rule proposals. (Please see attachment.)

I hope that you or your representative(s) will be able to attend this hearing, details of which are as follows:

10:00 a.m.
Friday, March 17, 2006
OPM Test Room
Jim Thorpe Building (Basement)
2101 North Lincoln Boulevard
Oklahoma City, OK 73105

*"We serve the people of Oklahoma by delivering reliable and innovative
human resource services to our partner agencies to achieve their missions."*

2006 PERMANENT RULE PROPOSALS
as of
March 13, 2006

RULE	SUMMARY OF RULE	PROPOSED CHANGE	PURPOSE
530:10-7-19	OK Health Program	<p>530:10-7-19. OK Health Incentive Pay [EMER. EFF. 01/01/06]</p> <p>(a) Agencies may elect to participate in OK Health, the Employees Benefits Council's wellness mentoring program, a program designed to lower employee health care utilization by improving overall health. [74:1383]. Appointing Authorities may pay incentives to employees who participate in OK Health. The pay incentive shall consist of three separate lump sum payments payable to an employee upon completion of specified steps in the program and shall be available for only the first twelve months of an employee's participation in the program.</p> <p>(b) A participating Appointing Authority may select one of the three following incentive packages:</p> <p>(1) Bronze Plan: \$100.00 total financial incentive payable as follows:</p> <p>(A) \$25.00 for completing enrollment process;</p> <p>(B) \$25.00 for completion of twelve-week process; and,</p> <p>(C) \$50.00 for completion of year-end follow up evaluation.</p> <p>(2) Silver Plan: \$300.00 total financial incentive payable as follows:</p> <p>(A) \$75.00 for completing enrollment process;</p> <p>(B) \$100.00 for completion of twelve-week process; and,</p> <p>(C) \$125.00 for completion of year-end follow up evaluation.</p> <p>(3) Gold Plan: \$500.00 total financial incentive payable as follows:</p> <p>(A) \$100.00 for completing enrollment process;</p> <p>(B) \$175.00 for completion of twelve-week process; and,</p> <p>(C) \$225.00 for completion of year-end follow up evaluation.</p> <p>(c) The Employees Benefits Council shall certify to the Appointing Authority employee completion of the enrollment process, the twelve-week process, or the year-end follow up evaluation on a form prescribed by the Council.</p> <p>(d) Agencies shall select a specific incentive package once per calendar year. Once an Appointing Authority has selected an incentive package, it may not be modified within the same calendar year.</p> <p>(e) Should an employee begin the OK Health program at one agency and subsequently become employed by a different agency, the employee is entitled to payment pursuant to the incentive plan elected by the current employing agency if the agency is a participating agency.</p>	
530:10-7-21	Relocation Incentive Pay	<p>530:10-7-XX. Relocation Incentive</p> <p>(a) Appointing Authorities may implement a pay incentive plan intended to encourage employees to relocate when it is determined that there is difficulty recruiting qualified candidates for the position. The plan must be approved by the Administrator of the Office of Personnel Management and must identify the job family or families to which the incentive will be applicable. The plan will also identify factors that establish the need for the incentive, which may include, but need not be limited to, one or more of the following:</p>	

RULE	SUMMARY OF RULE	PROPOSED CHANGE	PURPOSE
		<p>(1) Recent turnover in similar positions in the locality involved;</p> <p>(2) Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for the locality involved;</p> <p>(3) Special or unique qualifications required for the position;</p> <p>(4) Failure of non-pay authorities, such as special training or work scheduling flexibilities, to resolve difficulties in recruiting candidates;</p> <p>(5) The desirability of the duties, work or organizational environment, or geographic location of the position; and</p> <p>(6) Other supporting factors.</p> <p>The plan must contain a certification that the additional costs associated with the proposed incentive can be accommodated within the agency's existing budget. The plan shall be signed by the Appointing Authority, and this signature requirement may not be delegated. No payment shall be made under this Section until the plan has been reviewed and accepted by the Administrator.</p> <p>(b) A position is considered to be in a different geographic area if the worksite of the new position is 50 or more miles from the worksite of the position held by the employee immediately before the move. The employee must establish a residence in the new geographic area before an appointing authority may pay a relocation incentive.</p> <p>(c) The relocation pay incentive shall not exceed 20% of the employee's base pay in the new position. The determination to pay a relocation incentive must be made before the employee enters on duty in the position. An agency may pay a relocation incentive:</p> <p>(1) As an initial lump-sum payment at the commencement of a 2-year service period required by a service agreement;</p> <p>(2) In installments throughout the 2-year service period; or</p> <p>(3) As a final lump-sum payment upon the completion of the 2-year service period.</p> <p>(d) To receive the incentive, employees shall be required to sign an agreement form acknowledging they are obligated to repay the entire incentive, including tax withholdings on the incentive, if they leave state employment or accept employment with another state agency prior to the expiration of 2-year service period.</p> <p>(e) An employee may receive no more than two relocation pay incentives during his or her state employment. A relocation pay incentive will not be approved if an earlier relocation pay incentive was approved within the previous five-year period.</p>	
530:10-17-113	Program requirements for CPM candidates	<p>530:10-17-113. Program requirements for candidates</p> <p>(a) Graduation requirements. To graduate from the Program as a "Certified Public Manager", a candidate shall complete all of the following graduation requirements within 5 years after enrollment in the program:</p> <p>(1) Attend 300 hours of management training courses. At least 200 of these hours shall be in Human Resource Development courses prescribed by the Administrator and specified in the information booklet described in 530:10-17-112. The remaining hours shall be in management-related elective courses;</p> <p>(2) Pass four written exams on the topics covered in the required coursework;</p> <p>(3) Complete four <u>three</u> project papers relating to the candidate's job and the courses taken; and</p>	Program has been modified to consist of only 3 levels, thus the need for only 3 projects. There are still 4 exams because the final is comprehensive.

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530:10-17-115	CPM Program Fees	<p>(4) Pay the Program fees described in 530:10-17-115 in full before graduation.</p> <p>530:10-17-115. Program fees (a) State agencies and agency employees. (1) The fee for participation shall be \$1,080.00 \$1,300.00 for candidates entering the Program on and after July 1, 1996 2006. (2) The nominating state agency shall pay \$1,000.00 \$1,200.00 in two equal installments of \$500.00 \$600.00, payable in 2 fiscal years. The fee covers the cost of all required coursework, including course materials and instructor fees. (3) The state agency employee shall pay \$80.00 \$100.00: \$10.00 for each of the four examinations and \$20.00 for each of the four three projects required for completion of the Program at the time the candidate sits for an examination or completes a project. (b) Organizations and organization employees. (1) The fee for participation shall be \$1,380.00 \$1,600.00 for candidates entering the Program on and after July 1, 1996 2006. (2) The nominating organization shall pay \$1,300.00 \$1,500.00 in two equal installments of \$650.00 \$750.00, payable in 2 fiscal years. The fee covers the cost of all required coursework, including course materials and instructor fees. (3) The organization employee shall pay \$80.00 \$100.00: \$10.00 for each of the four examinations and \$20.00 for each of the four three projects required for completion of the Program at the time the candidate sits for an examination or completes a project. Recommend complete revocation of provision in accordance with 74:840-1.6A(10) which provides that the Administrator shall: Develop, in cooperation with appointing authorities, employee training programs, management training programs, a certified public manager program, a recruiting program, and a system of performance appraisals, and assist appointing authorities in the setting of productivity goals. The Administrator may establish and collect fees for participation in training programs. The Administrator is authorized to purchase awards for presentation to state employees as part of employee recognition activities sponsored by the Office of Personnel Management; <u>(a) The fee for participation shall be established by the Administrator pursuant to 74:840-1.6A(10).</u> <u>(b) Should the fee structure change during the course of an employee's participation in the program, fees shall remain consistent with the fee assessed at the time of enrollment.</u></p>	More flexibility in establishing fees to cover costs
530:10-17-138	CPP Fees	<p>530:10-17-138. Personnel professionals training fees (a) The fee for participation shall be \$240.00 for employees entering the personnel professionals certification training on or after July 15, 1996. (b) The state agency of each participating employee shall pay the \$240.00 to the Office within the fiscal year of enrollment. The fee covers the cost of all required coursework, including course materials, examination, and instructor fees. <u>The fee for participation shall be established by the Administrator pursuant to 74:840-1.6A(10).</u></p>	More flexibility in establishing fees to cover costs

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Pay Band	Salary schedule	<p data-bbox="646 90 940 118"><u>2.5%</u> upward adjustment</p> <p data-bbox="737 152 1577 180">APPENDIX A. PAY BAND SCHEDULE [NEW EMER. EFF. 07/01/06]</p> <table border="1" data-bbox="806 212 1509 1109"> <thead> <tr> <th data-bbox="806 212 972 297">PAY BAND</th> <th data-bbox="972 212 1152 297">MINIMUM</th> <th data-bbox="1152 212 1331 297">MIDPOINT</th> <th data-bbox="1331 212 1509 297">MAXIMUM</th> </tr> </thead> <tbody> <tr><td data-bbox="806 297 972 337">A</td><td data-bbox="972 297 1152 337">\$12,483*</td><td data-bbox="1152 297 1331 337">\$16,367</td><td data-bbox="1331 297 1509 337">\$20,459</td></tr> <tr><td data-bbox="806 337 972 378">B</td><td data-bbox="972 337 1152 378">\$12,865</td><td data-bbox="1152 337 1331 378">\$17,153</td><td data-bbox="1331 337 1509 378">\$21,441</td></tr> <tr><td data-bbox="806 378 972 418">C</td><td data-bbox="972 378 1152 418">\$13,610</td><td data-bbox="1152 378 1331 418">\$18,147</td><td data-bbox="1331 378 1509 418">\$22,684</td></tr> <tr><td data-bbox="806 418 972 459">D</td><td data-bbox="972 418 1152 459">\$14,673</td><td data-bbox="1152 418 1331 459">\$19,564</td><td data-bbox="1331 418 1509 459">\$24,455</td></tr> <tr><td data-bbox="806 459 972 500">E</td><td data-bbox="972 459 1152 500">\$16,141</td><td data-bbox="1152 459 1331 500">\$21,521</td><td data-bbox="1331 459 1509 500">\$26,901</td></tr> <tr><td data-bbox="806 500 972 540">F</td><td data-bbox="972 500 1152 540">\$17,754</td><td data-bbox="1152 500 1331 540">\$23,672</td><td data-bbox="1331 500 1509 540">\$29,590</td></tr> <tr><td data-bbox="806 540 972 581">G</td><td data-bbox="972 540 1152 581">\$19,531</td><td data-bbox="1152 540 1331 581">\$26,041</td><td data-bbox="1331 540 1509 581">\$32,551</td></tr> <tr><td data-bbox="806 581 972 621">H</td><td data-bbox="972 581 1152 621">\$21,484</td><td data-bbox="1152 581 1331 621">\$28,645</td><td data-bbox="1331 581 1509 621">\$35,806</td></tr> <tr><td data-bbox="806 621 972 662">I</td><td data-bbox="972 621 1152 662">\$23,792</td><td data-bbox="1152 621 1331 662">\$31,722</td><td data-bbox="1331 621 1509 662">\$39,653</td></tr> <tr><td data-bbox="806 662 972 703">J</td><td data-bbox="972 662 1152 703">\$26,156</td><td data-bbox="1152 662 1331 703">\$34,874</td><td data-bbox="1331 662 1509 703">\$43,593</td></tr> <tr><td data-bbox="806 703 972 743">K</td><td data-bbox="972 703 1152 743">\$28,590</td><td data-bbox="1152 703 1331 743">\$38,120</td><td data-bbox="1331 703 1509 743">\$47,650</td></tr> <tr><td data-bbox="806 743 972 784">L</td><td data-bbox="972 743 1152 784">\$31,448</td><td data-bbox="1152 743 1331 784">\$41,931</td><td data-bbox="1331 743 1509 784">\$52,414</td></tr> <tr><td data-bbox="806 784 972 824">M</td><td data-bbox="972 784 1152 824">\$34,907</td><td data-bbox="1152 784 1331 824">\$46,543</td><td data-bbox="1331 784 1509 824">\$58,179</td></tr> <tr><td data-bbox="806 824 972 865">N</td><td data-bbox="972 824 1152 865">\$38,748</td><td data-bbox="1152 824 1331 865">\$51,664</td><td data-bbox="1331 824 1509 865">\$64,580</td></tr> <tr><td data-bbox="806 865 972 906">O</td><td data-bbox="972 865 1152 906">\$43,397</td><td data-bbox="1152 865 1331 906">\$57,862</td><td data-bbox="1331 865 1509 906">\$72,328</td></tr> <tr><td data-bbox="806 906 972 946">P</td><td data-bbox="972 906 1152 946">\$49,039</td><td data-bbox="1152 906 1331 946">\$65,385</td><td data-bbox="1331 906 1509 946">\$81,731</td></tr> <tr><td data-bbox="806 946 972 987">Q</td><td data-bbox="972 946 1152 987">\$55,415</td><td data-bbox="1152 946 1331 987">\$73,886</td><td data-bbox="1331 946 1509 987">\$92,358</td></tr> <tr><td data-bbox="806 987 972 1027">R</td><td data-bbox="972 987 1152 1027">\$62,618</td><td data-bbox="1152 987 1331 1027">\$83,490</td><td data-bbox="1331 987 1509 1027">\$104,363</td></tr> </tbody> </table> <p data-bbox="884 1114 1451 1141">*Adjusted for state minimum wage of \$6.00/hour</p>	PAY BAND	MINIMUM	MIDPOINT	MAXIMUM	A	\$12,483*	\$16,367	\$20,459	B	\$12,865	\$17,153	\$21,441	C	\$13,610	\$18,147	\$22,684	D	\$14,673	\$19,564	\$24,455	E	\$16,141	\$21,521	\$26,901	F	\$17,754	\$23,672	\$29,590	G	\$19,531	\$26,041	\$32,551	H	\$21,484	\$28,645	\$35,806	I	\$23,792	\$31,722	\$39,653	J	\$26,156	\$34,874	\$43,593	K	\$28,590	\$38,120	\$47,650	L	\$31,448	\$41,931	\$52,414	M	\$34,907	\$46,543	\$58,179	N	\$38,748	\$51,664	\$64,580	O	\$43,397	\$57,862	\$72,328	P	\$49,039	\$65,385	\$81,731	Q	\$55,415	\$73,886	\$92,358	R	\$62,618	\$83,490	\$104,363	FY06 Compensation Report
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