



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 06-18

DATE: July 24, 2006

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", written over the printed name in the "FROM:" field.

**RE: Implementation of Section 11 of Enrolled Senate Bill 82XX
(Second Extraordinary Session)**

Effective Date

October 1, 2006.

Eligibility Criteria

All full-time and part-time officers and employees, including temporary and other limited-term employees of the state who are employed by the state on the last working day of September, 2006. Classified employees eligible for this salary increase shall receive the increase even if it causes the employees' salaries to exceed the maximum of the pay band.

Amount of Salary Increases

An annualized salary increase equal to five percent (5%) of the employee's salary.

Other Eligible Employees:

1. Employees of county health departments.
2. Employees of a conservation district.
3. Full-time and part-time assistant district attorneys, but not to exceed any salary limitations pursuant to Section 215.34 of Title 19 of the Oklahoma Statutes.
4. Employees of the George Nigh Rehabilitation Institute.

Selected Ineligible Officers and Employees

The following officers and employees shall not be eligible for a pay increase pursuant to Section 11 of SB 82XX; and nothing, except as otherwise provided by Section 840-2.17 of Title 74 of the Oklahoma Statutes, shall be construed to authorize any increase or advancement of the salaries of:

1. Any elected official; [Note: The pay of statewide elected officials changes when the salaries of judges are adjusted. See specific statutory provisions related to statewide elected officials.]
2. Any cabinet secretary whose salary is governed by Section 10.5 of Title 74 of the Oklahoma Statutes;

3. Any agency director who is also a cabinet secretary pursuant to Section 10.3 of Title 74 of the Oklahoma Statutes;
4. Any justice or judge whose salary is governed by Section 1.2 or 1.2A of Title 85 of the Oklahoma Statutes;
5. Any district attorney whose salary is governed by Section 215.30 of Title 19 of the Oklahoma Statutes;
6. Officers and employees of institutions under the administrative authority of the Oklahoma State Regents for Higher Education, except for officers and employees of the George Nigh Rehabilitation Institute;
7. Persons employed pursuant to Section 2241 of Title 74 of the Oklahoma Statutes (*Oklahoma Tourism and Recreation Department seasonal employees*);
8. Persons employed pursuant to Section 1.6a of Title 53 of the Oklahoma Statutes (*Oklahoma Historical Society seasonal employees*);
9. Persons who are employed or under contract pursuant to subsection B of Section 1419 of Title 10 of the Oklahoma Statutes (*Instructional personnel of the Department of Rehabilitation Services*);
10. The Adjutant General and Assistant Adjutants General pursuant to Section 27 of Title 44 of the Oklahoma Statutes.

Salaries of certain state officers and employees shall not exceed the limitations provided in an agency's annual appropriation bill or salary limits set by statute. For information on agency director pay adjustments, consult the provisions of Enrolled House Bill 1181 as well as the provisions of individual appropriation bills for specific agencies.

Employees On Leave Without Pay Or Reinstated/Reemployed Employees

1. Employees eligible for the increase, who are on leave without pay on October 1, 2006, shall receive an annualized increase effective upon their return to work, but shall not receive any increase for the period of time prior to their return to work.
2. Employees who leave the state service before October 1, 2006, and who are reinstated or reemployed in the state service during October 2006 without a break in service (period of time in excess of 30 days), and who are otherwise eligible for the pay increase, shall be granted the raise effective immediately upon reinstatement or reemployment.

Pay Adjustment Calculations

1. The pay increase authorized by SB 82XX is a permanent adjustment to base pay. The monthly base pay adjustment is calculated by multiplying the current monthly salary by .05. The calculation is carried to five decimal places and the resulting amount rounded to two decimal places. If the digit in the third decimal place is 5 or greater, the digit in the second decimal place is rounded up by one.
2. For part-time employees, the applicable adjustment is calculated by converting the increase into an hourly amount by dividing the annual amount by 2080 and rounding the result to two decimal places as described above.

Examples

Annual Pay Rate: \$25,000

Monthly Pay Rate: $\$25,000 \div 12 = \$2,083.33333 = \$2,083.33$

Pay Adjustment: $\$2,083.33 \times .05 = \$104.16650 = \$104.17$

New Pay Rate: $\$2,083.33 + 104.17 = \$2,187.50$

Hourly rate for part-time employees:

Annual increase amount: $104.17 \times 12 = \$1,250.04$

Hourly increase amount: $\$1,250.04 \div 2080 = \$0.60098 = \$0.60$

Timing of Increase

For agencies who are currently in the PeopleSoft system or who will be in the system as of October 1, 2006, CORE will do an automatic action to effect the pay raise. The general pay increase for eligible employees will be implemented before any other personnel transactions effective that date. No other effective dated changes for October 1 or after can be put into the system until this update has been completed.

Questions regarding the content of this memorandum, or any other questions relating to the implementation of Enrolled Senate Bill 82XX, may be directed to Tom Patt, OPM Director of Compensation, at (405) 522-0422 or tom.patt@opm.ok.gov.