



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 07-06

DATE: January 30, 2007

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.", positioned to the right of the "FROM:" field.

SUBJECT: Instructions for Implementing Merit Rule 530:10-15-71

The purpose of this memorandum is to provide additional instruction regarding the application of the emergency revisions to Merit Rule 530:10-15-71 related to temporary reduction in services due to hazardous weather.

As you are aware, this revised rule now provides that employees who are scheduled to work in an office which is temporarily closed (or whose services are temporarily reduced) due to hazardous weather conditions shall be placed on administrative leave, while employees who are required to provide basic minimum services during such period shall report to work and shall accrue administrative leave on a straight-time basis for all hours worked during such reduction. A number of questions have arisen concerning the application of this rule in specific circumstances. The rule is currently being reviewed to address some of these issues in permanent rule. In the meantime, we are providing the following clarification regarding the application of the rule to the most recent hazardous weather occurrence during the period January 12-16, 2007, and to future applications under current rule:

- The authority to grant administrative leave to employees who are not required to report to work, and to allow employees who are required to report to work to accrue administrative leave, shall exist only in the specific locations and during the specific time periods for which the appropriate authority has determined that a temporary closure or reduced services apply. Unless otherwise changed or announced, the appropriate authority for agencies and offices within the seven-county region of the Oklahoma City metropolitan area is the Commissioner of Public Safety; and for agencies and offices outside those counties, it is the appointing authority.
- Accrual of administrative leave by employees required to perform basic minimum services shall be limited to the hours of their regularly scheduled work periods, up to a maximum of 8 hours per day. Employees do not accrue administrative leave for work performed during overtime hours or on a holiday.

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- An employee who leaves earlier than a designated early dismissal time, or who arrives later than a designated late arrival time, shall be charged leave for the excess time. For example, if an early dismissal is authorized for 1:00 p.m. and an employee leaves at noon, the employee will be charged one hour of leave; and the remainder of the work hours will be charged as administrative leave. Similarly, if a late arrival is authorized for 10:00 a.m. and the employee arrives at 11:00 a.m., the employee shall be charged for one hour of leave.
- For the most recent period of hazardous weather that occurred on January 12-16, the Commissioner of Public Safety has determined that temporary closure or reduced services apply between 10:00 a.m. on January 12 and 10 a.m. on January 16 for agencies and offices within the seven-county region under his purview. Accordingly, consistent with the aforementioned rule, employees who are not required to perform basic minimum services may be placed on administrative leave for absences during that time period. Employees who are required to perform basic minimum services may be allowed to accrue administrative leave (up to a maximum of 8 hours per day, excluding the Monday holiday) for work performed during all regularly scheduled work hours during that period of time.

If you have questions regarding this matter, please do not hesitate to contact Tom Patt, OPM Director of Compensation, at (405) 522-0422.