



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 08-17

DATE: June 24, 2008

TO: All Appointing Authorities

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

**SUBJECT: Adjustment to Classified Pay Bands and Minimum Pay Rates
for State Employees**

The purpose of this memorandum is to alert appointing authorities to certain impending events that will require adjustment to the pay rates of some State of Oklahoma employees.

Effective July 1, 2008, the minimums, midpoints and maximums of the State of Oklahoma classified pay bands will be adjusted upward by 3.0 percent. This action was taken to insure that our classified pay bands are competitive with the market and to provide sufficient opportunity for salary growth in classified jobs. The revised pay bands are attached.

Appointing authorities are reminded of the requirement in OAC 530:10-7-2 that the rate of pay of classified employees be maintained within the established minimum and maximum rates of the pay band for the job family level, except as provided by law or Merit Rule.

Also effective July 1, 2008, the state minimum wage which, consistent with 74 O.S. 840-2.16, is tied to the Federal Poverty Guidelines for a three-person household established by the United States Department of Health and Human Services, will increase to \$17,600 per year. This new amount is reflected in the revised classified pay band structure.

Excluded from this minimum wage provision are members of boards and commissions; institutions under the administrative authority of the Oklahoma State Regents for Higher Education; employees of public school districts; elected officials; and, individuals employed pursuant to Title 74 Section 840-5.5 A. 12, Title 74 Section 2241, and Title 53 Section 1.6a of the Oklahoma Statutes. Since these guidelines are revised every year in the Federal Register (usually in late January or February of each year) and apply to all covered state employees on July 1 of each year, OPM will provide annual notice to appointing authorities of future increases to the minimum wage and the appropriate pay band adjustments prior to July 1.

Finally, effective July 24, 2008, the Federal minimum wage will increase to \$6.55 per hour – the second step of a three-phase increase that will ultimately establish the minimum wage at \$7.25 in July of 2009. Although this rate is below the new minimum wage for state employees established by 74 O.S. 840-2.16 and will not affect employees who are covered by the provisions of that statute, it will impact those state employees who are excluded from those provisions.

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human resource services to our partner agencies to achieve their missions."*

The OSF CORE Group has advised OPM that their staff will accomplish the necessary steps to effect pay adjustments for all employees whose pay rates are below the new state and Federal minimum wages, which includes classified employees in pay bands A through E. Agencies will be required to effect pay adjustments for classified employees who are below the new minimums in pay bands F through R. Agencies will be provided a listing after July 1 of those employees whose pay will be updated by CORE as well as a listing of those for whom the agencies will be responsible to effect adjustments. If you discover an error or oversight in either of these listings, please let us know as soon as possible.

Questions regarding this memorandum may be directed to Tom Patt, OPM Director of Compensation, at (405) 522-0422, or by email to tom.patt@opm.ok.gov.