

HR Exchange

OPM Sponsors IPMA-HR Memberships for State Agency HR Managers

Effective June 1, 2006, thirty-five (35) state agency HR managers became members of the International Public Management Association for Human Resources (IPMA-HR), under an IPMA-HR agency membership held by the Office of Personnel Management (OPM). OPM will pay the memberships for thirty-three (33) Merit System HR managers, and will bill two (2) non-Merit System agencies for their membership at a reduced \$90 prorated annual membership fee.

IPMA-HR is an organization that represents the interests of over 7,500 human resource professionals at the Federal, State, and Local levels of government. IPMA-HR members consist of all levels of public sector HR professionals. IPMA-HR's goal is to provide information and assistance to help HR professionals increase their job performance and overall agency function by providing cost effective products, services, and educational opportunities.

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The first five individuals responding to the Office of Personnel Management (OPM) offer of OPM-paid IPMA-HR national membership were Fred Liebe, Kristin Griffin, Tina Tate, Eugena Zachary, and Louis Burkart.

Pictured (left to right): Fred Liebe, Oklahoma Emergency Management; Kristin Griffin, Office of State Finance; Tina Tate, Oklahoma State Bureau of Narcotics and Dangerous Drugs Control; Eugena Zachary, Office of the

Secretary of State; Cindy Braun, Office of Juvenile Affairs, IPMA-HR Chapter President, Oklahoma Public Human Resources Association (OPHRA); Denise Edwards, Oklahoma Department of Labor, OPHRA Chapter President-Elect; and Oscar Jackson, OPM, 2006 IPMA-HR President -Elect.

From the Desk of the Administrator



The Oklahoma House of Representative and the Oklahoma Senate declared “Sine Die” on the regular session of the Oklahoma Legislature on Friday, May 26, 2006. However, to quote Yogi Berra, “It ain’t over ‘til it’s over.” The 2006 regular session of the Oklahoma Legislature surprised everyone with its inability to resolve funding and tax differences before *sine die*. As a result of this political impasse, many pieces of legislation never made it to the floor for a vote in the final two weeks including the Office of Personnel Management’s (OPM) own request bill.

Governor Henry issued a call for a special session to continue budget negotiations. July 1, 2006, loomed large on the horizon with the growing possibility that state agencies would begin the fiscal year without state funds. With the Governor’s input, House and Senate leadership were able to come together to fashion a compromise package of appropriations and tax reductions. By the end of June, legislation had been passed by the Legislature and signed by the Governor to fund state government.

While this 2006 legislative time was contentious, several good things came out of it that will directly benefit state employees:

- Effective October 1, 2006, state employees will receive a 5 percent pay raise;
- Retired state employees received, as of July 1, 2006, a cost-of-living adjustment of 4 percent;
- Beginning July 1, 2006, state employees will make a flat 3.5 percent contribution to Oklahoma Public Retirement System (OPERS) thus eliminating the old two-tier rate of contribution of 3 percent on the first \$25,000 of salary and 3.5 percent on the remainder;
- Active and retired state employees will now pay the same rate for monthly health insurance premiums; and,
- Senate Bill 1894 impacts OPERS, Uniform Retirement System for Justices and Judges, and Teachers Retirement by requiring that all retirement bills with fiscal impact be introduced in odd years and voted on in even-numbered years. An independent actuary hired by the Legislative Service Bureau must analyze each retirement bill to determine its actuarial fiscal impact. Furthermore, any retirement bill with fiscal impact must contain adequate funding either through a lump-sum appropriation or an increase in contributions sufficient to pay the cost of the change.

Legislative approval was also given to implement an upward adjustment of 2.5 percent to the minimums, maximums and midpoints of the classified pay bands as recommended in OPM’s FY 2006 Annual Compensation Report. The pay band schedule went into effect on July 1, 2006.

As with all legislative sessions, this year began with great expectations and achieved much, yet it also left many issues unresolved. And, the process starts all over again in 2007 with the convening of the 51st Legislative Session and the presentation of the Governor’s State of the State address.



A Wacky Packed Day

Office of Personnel Management (OPM) employees participating in the **State Employees Having an Active Role in Education** (SHARE) Project celebrated the end of the school semester at the Sonic Headquarters in Bricktown on May 19, 2006, with students that they tutored at Wilson Elementary.

The SHARE Project allows employees of participating state agencies to tutor students from a local elementary school one hour each week without having that hour charged as leave. OPM established the SHARE Program as a Model Project, authorized in Title 74 Section 840-1.15, beginning with Douglass High School in the 1998-1999 school year. Since then, OPM employees have worked with students and faculty at Millwood Middle School, Longfellow Elementary School, and now Wilson Elementary School.

This past semester five OPM employees, Joyce Smith, Carrie Rohr, Torey Jackson, Shelley Wise and Hank Batty, participated. Tasha Miles,



Human Resources Development Services (HRDS), coordinated the effort this semester. "This is my first time to participate, but it definitely will not be my last," said Hank Batty, Deputy Administrator for Programs. "It's a time I look forward to each week. The staff at Wilson Elementary were very supportive and the kids were great." OPM and the Sonic Corporation are only two of many public and private employers who tutor at Wilson Elementary. Sonic hosted a luncheon for all the tutors and their students on May 19, 2006. The students received Sonic Wacky Pack meals and, as a special treat, got a "sneak preview" of all the toys that will be included in Wacky Packs in 2007.

OPM will participate in this program again next fall. If you would like more information, please contact Joyce Smith at 522-3617 or Tasha Miles at 521-4539.



OPM Staff Changes



Office of Personnel Management welcomes (3) three new Carl Albert Executive Fellow interns who all started back in April 2006.

Jacob Smith received his Bachelors degree in Political Science from Southwestern Oklahoma State University and is currently pursuing his Masters degree in Public Administration at the University of Oklahoma.



Pictured above: Jacob Smith, Sara Barber, and Brian Jepsen are all Carl Albert interns working for Management Services.

Sara Barber received her Bachelor of Business Administration in Marketing from the University of Mississippi and her Bachelor of Science in Political Science from the University of Texas at Tyler. She is currently pursuing a Masters in Public Administration from the University of Oklahoma. She has worked in the private sector in the past.

Brian Jepsen completed his Bachelors degree in Business Administration at the University of Oklahoma and is currently pursuing his Masters degree in Public Administration.

OPM Publishes Longevity Pay Program Guide

What happens to a state employee's eligibility for longevity pay if the employee has a break in service of over 30 days? Is prior service with a higher education institution creditable for longevity pay purposes? How do you calculate an extension of the anniversary date when an employee has leave without pay in excess of 30 days? Is a part-time employee eligible for longevity pay?

If you are a human resources or payroll employee with responsibility for the longevity pay program, you have no doubt encountered all of these questions and more. To get answers in the past, you either had to wade through the legal jargon in the longevity statute (74 O.S. Section 2.18) or call the Compensation Staff at the Office of Personnel Management. Now, however, the answers to such questions are just a mouse click away.

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OPM Sponsors IPMA-HR Memberships for HR Managers (Continued)

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For more information, visit www.ipma-hr.org.
Questions regarding OPM sponsored memberships may be directed to Janet.Anderson@opm.ok.gov, or (405) 521-6300.

The new IPMA-HR members:

Merit System Agencies

- Advancement of Science and Technology, Center of-**Sharron DaVault**
- Agriculture, Food & Forestry, Department of-**Cherry M. Williams,**
- Bureau of Investigation, State-**Susan Loftin**
- Central Services, Department of-**Gale Lawrence**
- CompSource Oklahoma-**Robbin Parrish**
- Conservation Commission-**Lynn Weldon**
- Corporation Commission -**Louis J. Burkhart**
- Corrections, Department of-**Linda Parrish**
- District Attorneys Council-**Lee Cohlma**
- Election Board-**Angela Parker**
- Emergency Management, Department of-**Fred W. Liebe**
- Finance, Office of State-**Kristin Griffin**
- Historical Society-**Gladys Bennett**
- J.D. McCarty Center-**Debbie L. Barrett**
- Juvenile Affairs, Office of-**Cindy Braun**
- Labor, Department of-**Denise Edwards**

- Land Office, Commissioners of the - **Hilarie Fite**
- Medical Licensure, Board of - **Jan Ewing**
- Military Department, Oklahoma - **Diana Watkins**
- Narcotics, Bureau of - **Tina A. Tate**
- Pardon & Parole Board - **Cathy Duncan**
- Public Employees Retirement System - **Diana Byrd**
- Public Safety, Department of - **Jerry Metcalf**
- Real Estate Commission - **Lisa G. Hays**
- Rehabilitation Services, Department of - **Joanie Batty**
- School of Science & Math - **Sharron Smoot**
- Secretary of State - **Eugena Zachary**
- Tax Commission - **Kanda Woods**
- Teachers' Retirement System - **Kim Bold**
- Tourism & Recreation, Department of - **Ellen King**
- Transportation, Department of - **Deena Palmer**
- Turnpike Authority - **Cheryl O'Rourke**
- Veterans Affairs, Department of - **Susan McClure**

Non-Merit System Agencies

- Nursing, Board of - **Dana Edminsten**
- Criminal Justice Resource Center - **Marquetta Dickenson**

FY06 2nd Quarter State Agency Staff IPMA-HR Certifications

According to the International Public Management Association for Human Resources (IPMA-HR), the following state agency HR professionals were granted IPMA-HR designations during the last quarter:

1. Diane Haser-Bennett, IPMA-CP, Assistant Administrator for Management Services, Office of Personnel Management (4/24/06)
2. Doyle Fortney, IPMA-CP, Chief, Office of Human Resources, Oklahoma Health Department (4/20/06)



**International Public Management Association
Human Resources-Southern Region Resolution 2006-03
Honors Dayna R. Petete**



During the April 29 - May 3, 2006, IPMA-HR Southern Region Training Conference in Chattanooga, Tennessee, Resolution 2006-03 was adopted on May 2, 2006, honoring Dayna Petete. Ms. Petete was a former OPM Assistant Administrator for Communications and Legislative Liaison, who due to her untimely death last October 2005, was unable to complete her term as 2005-2006 IPMA-HR Southern Region President. Dayna Petete previously served as President of the IPMA-HR Oklahoma Chapter, the Oklahoma Public Human Resources Association (OPHRA).

*The resolution renames the "IPMA-HR Southern Region Outstanding Chapter Award" as the "**IPMA-HR Southern Region Dayna Petete Outstanding Chapter Award**". A framed copy of the resolution has been placed on the north wall of the Office of Personnel Management G-80 Reception Area. The North Carolina Chapter received the first IPMA-HR Southern Region Dayna Petete Outstanding Chapter Award during the conference.*

IPMA-HR Region Resolution 2006-03

WHEREAS; Dayna Petete was an active member of IPMA-HR, having served as President of both the Oklahoma Chapter and the Southern Region of IPMA-HR until her untimely death; and

WHEREAS, Dayna, was dedicated to the mission of IPMA-HR and particularly the objectives of the Southern Region; and

WHEREAS, Dayna was responsible for producing the Southern Region News, an excellent publication designed to highlight the activities and accomplishments of the Region's Chapters and members; and

WHEREAS, Dayna was dedicated to helping Chapters in the Region grow and develop; and

WHEREAS, While Dayna will be sincerely missed by her friends and colleagues, the results of her efforts will be with us for years to come; and

NOW, THEREFORE, BE IT RESOLVED that the Southern Region Governing Board hereby renames the IPMA-HR Southern Region Outstanding Chapter Award to the IPMA-HR Southern Region Dayna Petete Outstanding Chapter Award, the first of which will be presented at this conference.

Submitted by: Richard L. Stokes, Chair, Resolutions Committee

Adopted: Chattanooga, Tennessee, May 2, 2006





Oscar Jackson, OPM Administrator and Cabinet Secretary of Human Resources and Administration, meets The Honorable Paul Kagame, President of Rwanda, following President Kagame addressing a joint session of the Oklahoma Legislature, May 26, 2006. President Kagame was in Oklahoma as the guest of Oklahoma Christian University.



State Employee Support The Guard and Reserve

Most Human Resource (HR) professionals are familiar with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Enacted October 1994 and significantly updated in 1996 and 1998, this law provides job protection and rights of reinstatement to employees who participate in the National Guard and Reserve. These rights apply to both private and public sector employees. Not many HR professionals, however, are as familiar with an organization that works behind the scenes to support the objectives and goals of USERRA: the National Committee for Employer Support of the Guard and Reserve (ESGR).

ESGR, an agency within the Office of the Assistant Secretary of Defense for Reserve Affairs, operates programs directed toward U.S. employers, employees, and communities to ensure understanding of the role of Reserve component members. When the end of the draft was initially anticipated in the early 1970s, Defense planners foresaw a potential problem with the nation's Reserve service members and their civilian employers. Long accustomed to National Guard and Reserve membership as an alternative to compulsory active-duty service, it was believed that employers might question the necessity of service in a purely voluntary military system. The planners concluded that some employers might not be supportive of their workers serving voluntarily in uniform.

The Department of Defense chartered the National Committee for Employer Support of the Guard and Reserve (ESGR) over 30 years ago to:

1. Inform employers of the ever-increasing importance of the National Guard and Reserve.
2. Explain the necessity for and role of these forces in national defense.

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OPM Administrator Attends International HR Symposium

OPM Administrator and Cabinet Secretary of Human Resources Oscar Jackson attended the International Public Management Association for Human Resources (IPMA-HR) "31st International Symposium On Public Personnel Management", May 14-18, 2006, in Barcelona, Spain. Fred Weiner, IPMA-HR President (Whittier, California), and Jackson, who serves as IPMA-HR President-Elect, presided over the four-day symposium. As 2007 IPMA-HR President, Oscar Jackson will preside over the 2007 International Symposium scheduled for Cape Town, South Africa, in April 2007.

Association for HR Management in International Organizations (AHRMIO), and IPMA-HR.

The primary focus of the symposium was a review and discussion on the United Nations "World Sector Report 2005: Unlocking the Human Potential for Public Sector Performance", which surveys some of the major trends, models, and related visions that have influenced human resource management practices around the world in recent decades. Additional topics discussed were "Innovations in Recruitment and Retention" and "Creating



Thirty-five HR professionals from the following nineteen countries and international organizations attended the symposium: Bahrain, British Virgin Islands, Canada, Germany, Great Britain, Japan, Korea, Saudi Arabia, Spain, Sri Lanka, Taiwan, Thailand, Trinidad and Tobago, Uganda, United Nations, the World Bank, the

Continuous Learning Organizations/Mentoring".

An electronic link to the United Nations "World Sector Report 2005" may be obtained by contacting Janet Anderson at janet.anderson@opm.ok.gov.



Coordinator Academy

The Employee's Benefits Council (EBC) in conjunction with the Oklahoma Public Employees Retirement System presented the first annual Coordinators Academy on June 7-9, 2006. Large blue pennants and college fight songs greeted over 110 participants as they entered the Chesapeake Conference Center at the Oklahoma History Museum for the three day event. The Academy offered a broad overview of the benefits programs offered by the State of Oklahoma to Benefit Coordinators, Retirement Coordinators, and SoonerSave Coordinators.

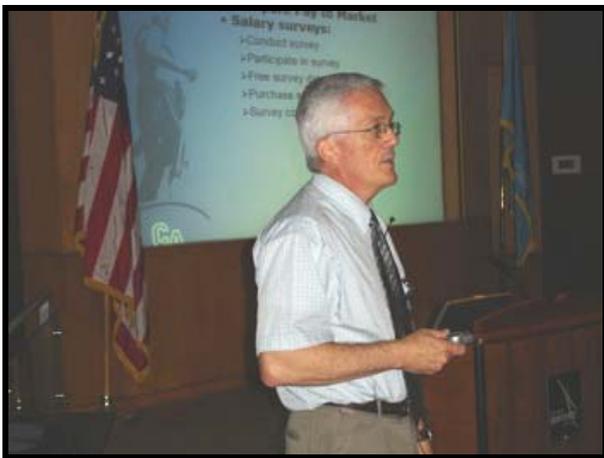
"Training is essential to Coordinators, and it has long been EBC's desire to offer an educational opportunity that would further understanding about the importance of the Coordinator's role in communicating and administering employee benefits" said Mitch Parsons, Executive Director of the Employees Benefits Council.



EBC staff (left to right)- Stephanie Spencer, Barbara Wagoner, Gary Grizzle, Ken Bassett, Colleen Dickey and Rosalie Garten. Not pictured Beth Moore."

strategy: cash compensation, benefits and the work experience. Cash compensation includes merit pay performance increases, rates for pay differentials, on-call pay, longevity pay, and other types of pay incentives and salary adjustments. The work experience includes several aspects including paid time off (vacation and sick time); the Productivity Enhancement Program (PEP) which encourages employees to participate in improving efficiency of state government operation; the Employee Assistance Program (EAP), developed to help an employee deal with personal problems while protecting their job; the Wellness program and OK Health, encouraging

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Kicking off the Academy was Tom Patt, OPM's Director of Compensation.

"From compensation aspects to better communication practices, the goal of the Academy was to better equip Coordinators in fulfilling their important role."

Tom Patt, OPM's Director of Compensation, kicked off the event by addressing the "Total Rewards Model," examining the three different components of an overall human resource



Coordinators attending the first annual Coordinator Academy, June 7-9, 2006



Greater Oklahoma City Career Fair sees higher-than-expected turnout

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By Debby Adams

OKLAHOMA CITY - If numbers are any indicator of success, the Greater Oklahoma City Career Fair on Wednesday was a grand slam. About 1,500 to 2,000 people turned out for the event at the Cox Business Services Convention Center, which featured about 115 local employers and was aimed at keeping Oklahoma college graduates in the state.

The Greater Oklahoma City Chamber had originally only expected about 500 attendees at its inaugural career fair, said Chamber President Roy Williams.

"From a student-participation standpoint, it was phenomenal," Williams said. "We had no idea what the student response would be because we've never done this kind of thing before."

Students from 19 universities in the state came out for the event, which included a presentation by Dell Computer founder, Michael Dell, which drew about 500 in itself. Booths such as Chesapeake Energy Corp. and Dell had lines of people waiting to speak with representatives for most of the day.

Prizes and free food, as well as a "virtual Bricktown," were some of the fair's other attractions.

The Chamber began planning the event about six months ago as part of its effort to keep more Oklahoma college graduates working in the state, Williams said. Although most universities generally hold their own career fairs, Williams said smaller universities were having a hard time getting companies to recruit at their campuses.

OKLAHOMA CITY - If numbers are any

indicator of success, the Greater Oklahoma City Career Fair on Wednesday was a grand slam. About 1,500 to 2,000 people turned out for the event at the Cox Business Services

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For that reason, a big draw of the event was the diversity of employers, Williams said.

"When you have 120 companies, you have many opportunities in almost every field," he said.

Williams said he also credits a big advertising campaign for the success of the event, including running television and newspaper ads, contacting university officials, and even working with student organizations to get the

message out on campuses with sidewalk chalk.

Dana Durant, marketing with Flintco Constructive Solutions, said one reason her company came out was that it is a big supporter of Oklahoma and the Chamber. She said she met a number of soon-to-be college grads who are good candidates for her company, which was recently named one of the state's top 25 places



Jenny Chong, coordinator of the Carl Albert Public Internship program and employee for the state's personnel office, talks with University of Oklahoma student Shaughn Sutton at a job fair event put on by the Greater Oklahoma City Chamber Wednesday. (Photo by Jennifer Pitts)

to work.

"We enjoy growing our own and training our own," she said. "And we have a 94-percent retention rate. People usually stay with us for a long time."

Niki Millager, controller for Nonna's Euro-American Ristorante and Bar and Painted Door, said it was the first career fair she had

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Affirmative Action Report Goes Hi-Tech

We're bragging again!! The Office of Personnel Management (OPM) Office of Equal Opportunity and Workforce Diversity (EOWD) and OPM's Network Management Services have partnered together to create a new web-based program that allows all agencies, boards, and commissions to both complete and submit the statistical portion of their affirmative action plan on-line.

This program will be introduced within the next two months. Training on the new application will be held in conjunction with the annual affirmative action training here at OPM. In addition, agency personnel can also access this application/training live via an internet webinar, another OPM first.

The new web application is designed to reduce the reporting burden on agencies and improve the reporting capabilities. Users will have access to a much richer online experience and be able to view affirmative action data in much more usable ways.

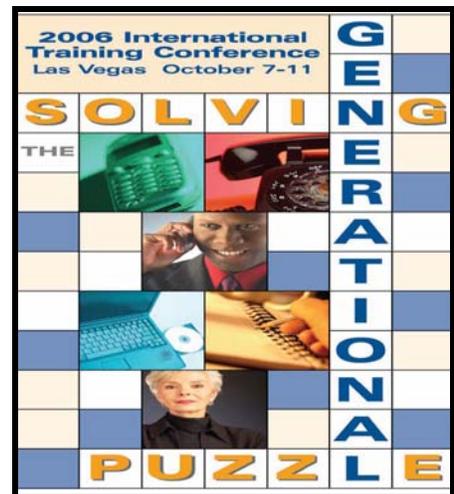
In this fast-paced age of technology, OPM is constantly looking for ways to utilize today's advancements in conjunction with the needs of our clients. Therefore, when approached with the idea of creating this program, it felt like the right time as well as the right thing to do.

You might remember that last year (December 2005) we introduced you to a similar on-line program for the EEO-4 reports, cutting this process down to less than three hours for large agencies. We want to be able to make the affirmative action reporting process as convenient, effortless, and efficient as possible. Our eventual goal is to create an application that will be able to pull information directly from the PeopleSoft database; thereby, completely eliminating a manual entry.

For more information, contact Brenda C. Thornton, Director of OPM's Office of Equal Opportunity and Workforce Diversity, at 405-521-3082 or Brenda.Thornton@opm.ok.gov.

IPMA-HR Conference: “Solving the Generational Puzzle”

The Flamingo Hotel in Las Vegas, Nevada will be the site of the International Public Management Association for Human Resources 2006 International Training Conference. The conference runs from October 7-11, 2006. This year's theme is "Solving the Generational Puzzle." The keynote will



be given by Lynne Lancaster and David Stillman, authors of "When Generations Collide: Who they are. Why they clash. How to Solve the Generational Puzzle at Work."

More than 35 educational sessions will be offered, presented by leaders in the field of Human Resources. Participants will also have the opportunity to see the latest cutting-edge products and services for the HR professional at the IPMA-HR Exposition, featuring employee benefits packages, professional development programs, training programs and materials, and much more!

One of the most valuable components of the Conference will be the chance to exchange ideas with colleagues in formal and informal sessions. For registration information, please visit www.ipma-hr.org

Greater Oklahoma City Career Fair sees higher-than-expected turnout (Continued)

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done but that it was a good experience, despite the size of her business. "It's a great opportunity for people to see what's available," she said. "I don't think people realize how much is out there in Oklahoma."

Events such as the career fair may help the state's cause because finding a job can oftentimes be considerably easier in other states, said Chudi Igweze, who graduated from the University of Oklahoma in December with a degree in mechanical engineering. Originally from Nigeria, he said he has been looking for employment anywhere he can find it.

"I would think the state would be eager to keep graduates in Oklahoma," Igweze said. "A lot of my friends who got jobs found them in other states, mostly Texas, and have moved away." Williams said the Chamber would consider holding another fair, depending on the long-term impact of this one.

"We don't think of ourselves as being in the career-fair business, but we saw a need," he said. "If we see down the road that it was successful in getting graduates into Oklahoma businesses, and the need is still there, we'll do it again."

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OPM Releases FY 2005 Annual Report

The Office of Personnel Management (OPM) officially released its FY 2005 Annual Report on Friday, May 26, 2006. The report, while very different from previous years, still gives

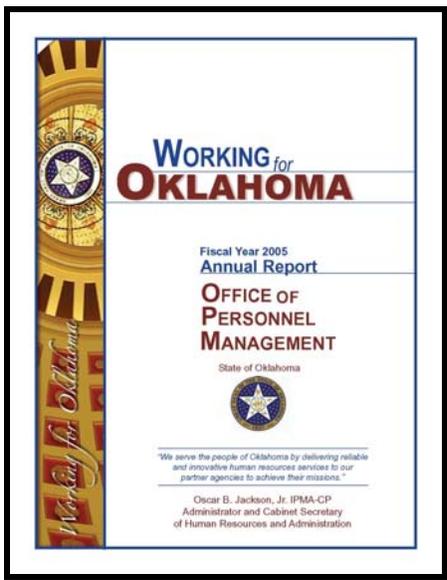
an overview of OPM's services and personnel. However, to reflect the increasing need for information and strategic management of our human resources, the FY 05 Annual Report focuses on Oklahoma's Workforce. It is data driven and analyzes everything from hiring Oklahoma's workers, compensation and demographics, to turnover trends. It is appropriately titled, "Working for Oklahoma."

implementing solutions so that agencies may accomplish their missions." The FY 05 report is a reflection of OPM's commitment to help agencies utilize workforce planning by providing beneficial information. Sections show that the average state worker is 46 and has 12.1 years remaining till retirement eligibility, and nearly 16,000 state employees will be eligible to retire in ten years.

By state law, OPM has been directed by the Oklahoma Legislature and Governor Brad Henry "to establish a workforce planning function...to assist state agencies in analyzing the current workforce, determining future workforce needs, and

Chapter seven returns the focus to OPM and the services it provides. It also includes a list of all OPM departments, employees, and their positions.

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State Employee Support The Guard and Reserve (Continued)

(Continued from page 7)

Employer Support of the Guard and Reserve (ESGR) seeks to gain and reinforce the support of America's employers for a strong National Guard and Reserve system. Originally consisting of a small, select, volunteer panel of distinguished Americans representing business, government, labor, and military, they directed most of their efforts at their peers. It soon became apparent that this purely top-level effort was insufficient. Throughout the years, studies showed that nearly a third of the men and women surveyed about why they were leaving the National Guard and Reserve still indicated "employment conflict" as the source of their problems.

Identifying the need to expand its outreach, the national ESGR leadership established a nationwide network of local employer support volunteers, organized in ESGR Committees within each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. In this way, ESGR could bring the message to all employers, large and small, in cities, towns, and rural areas.

Today, nearly 4,500 volunteer executives, senior government representatives, educators, and military personnel serve on local ESGR. With help and resources from the National ESGR Headquarters in Arlington, Virginia, the 56 ESGR Committees conduct employer support programs, including Bosslifts, Briefings with the Boss, Ombudsmen Services, and recognition of employers whose policies support or encourage participation in the National Guard and Reserve. By explaining the missions of the National Guard and Reserve and by increasing public awareness of the role of the employer, they develop a dialogue among employers, the ESGR Committees, and local National Guard and Reserve unit commanders and members.

ESGR Committee members also provide information to the National Chair on specific problems. This information helps point out regional or national trends that affect recruiting, retention and training of the National Guard and Reserve.

Diane Haser-Bennett, OPM Assistant Administrator for Management Services, and Tom Patt, OPM Director of Compensation, have recently been appointed to the Oklahoma ESGR Committee, where they join David Shafer, Chief Administrative Officer of the Department of Human Services, as state representatives on the Committee. Under the leadership of Committee Chair John Hubbard and Executive Director Gary Jackson, the Oklahoma Committee consists of approximately 25 members from all walks of life and occupations. In addition to attending regular committee meetings, Tom Patt has also taken on the role of Ombudsman and is now serving as ESGR representative to the Department of Labor's local Veterans Transition Assistance Program Committee.

Both Diane Haser-Bennett and Tom Patt are excited about their involvement with this important Committee and are committed to assisting in fostering a better understanding of, and support for, the National Guard and Reserves among employers in the State of Oklahoma. If you would like to know more about ESGR and its functions, or are interested in becoming involved as a Committee member, please feel free to contact Diane at Diane.Haser-Bennett@opm.ok.gov or Tom Patt at Tom.Patt@opm.ok.gov.

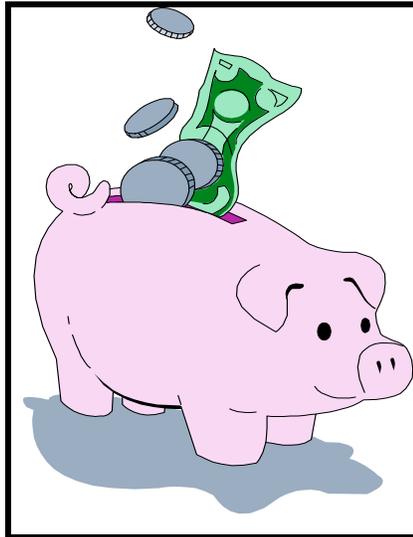
OPM Publishes Longevity Pay Program Guide (Continued)

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On July 1, 2006, the Office of Personnel Management (OPM) published the official Longevity Pay Program Guide. The Guide is a comprehensive single source for information about eligibility requirements, creditable service, timing and amount of payments, calculation of cumulative service, determination of longevity anniversary dates, and other pertinent issues. The guide is intended to provide clear guidance that is useful to employees charged with administering the longevity pay program for your agency, as well as to employees who simply want to know more about their longevity pay entitlement. To access the guide, simply click on "HR and Employee Services" on the OPM website (www.opm.ok.gov), then click on the link for Longevity Pay Program Guide.

One handy feature in the Guide is a link to a Longevity Calculator, which is also

located on the OPM website. The calculator is an Excel file that enables the user to automatically calculate total cumulative prior service for an employee by simply entering the beginning and ending dates of all prior periods of state employment. The



Calculator will also determine revised anniversary dates when the user enters beginning and ending dates of leave without pay in excess of 30 days.

HR and payroll professionals should also be aware that

the forms associated with longevity pay have also been revised concurrent with the publishing of the Guide. The new OPM Form 52, Longevity Service Certification Form, replaces both the previous OPM Form 52 (Longevity Certification Form) and OPM 52a (Employee Longevity Service Worksheet). The new form is available on the HR and Employee Services page of the OPM website under the Forms link.

If you think you need even more assistance with longevity pay, keep your eyes open for an announcement of a longevity pay workshop to be held in the near future. The workshop, which will be conducted by OPM, will provide hands-on, case-study training on longevity pay issues and problems. And, as always, the OPM Compensation Staff is available to answer any and all questions you have on the program.

Congratulations to **Deanna Miller**, EAP Coordinator, with the OPM Employee Assistance Program, who recently earned her Masters Degree in Social Work (MSW) at University of Oklahoma's graduation ceremony last month in Norman.

Al Smith, IPMA-CP, Director of Human Resources for the Oklahoma Department of Human Services, has announced his retirement, effective September 1, 2006, following six years of state service.

Governor's Advisory Council-Cinco De Mayo

Bricktown celebrated the battle of Pueblo at their annual Cinco De Mayo celebration. Pueblo is considered one of the most important battles to all Mexicans, and was won with patriotism and bravery, fighting the French troops. These troops were extremely prepared with sophisticated weapons, whereas the Mexican troops only depended on their bravery and love for their country. This is how they achieve their victory.

Every year there is a presentation of International artists, Mariachi groups, Folkloric dancers, comedians, and clowns. All enjoyed a very interesting celebration of our Mexican culture and great traditional food.

This year was no exception, approximately 10,000 people gathered all day to sing, dance, and eat.

The patrons were glad to support and be part of this unforgettable celebration. They are ready for what next year will bring.

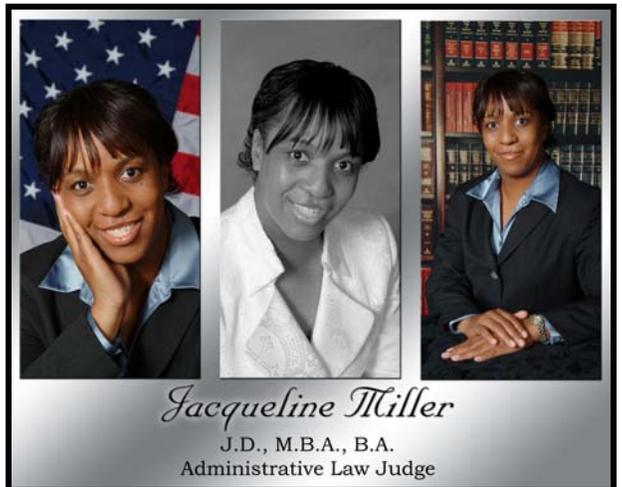


Members of the Governor's Advisory Council on Latin American and Hispanic Affairs who attended the Cinco De Mayo celebration in Bricktown on May 6, 2006 (left to right): Arthur J. Valdez, member; Juanita Vasquez-Sykes, member; Nancy Galvan, member, owner of KZUE, and coordinator of the Cinco De Mayo celebration; and Brenda C. Thornton, OPM Director of Equal Opportunity and Workforce Diversity.

Kim Jones-Shelton Lifetime Achievement Award

The Oklahoma Alliance for Civil Rights, Incorporated presented the Honorable Judge Jackie Miller with the Kim Jones-Shelton Lifetime Achievement Award on Friday May, 26, 2006, during the Annual Awards Luncheon. The award was presented to Judge Miller by the Alliance president, R. Charles Smith, last year's recipient of the award. Judge Miller is an Administrative Law Judge for the Oklahoma Corporation Commission.

The Kim Jones-Shelton Lifetime Achievement Award is presented to an individual or group who works in the area of Civil Rights and has contributed significantly to that cause throughout their career. The Alliance desires to recognize and honor a person or group who exemplifies dedication, hard work, and a passionate understanding of sacrifices made to insure equality and justice for all. Nominees must be someone who has worked in the area of achieving and maintaining civil rights through service, education, or volunteerism.



Permanent Rules Approved

Governor Brad Henry approved permanent amendments to the Merit, Voluntary Payroll Deduction, Direct Deposit, and Productivity Enhancement Program Rules May 11, 2006. The following is a summary of the approved permanent amendments that become effective July 15, 2006:

345:10-1-2—This amendment makes permanent an emergency amendment that provides definitions for the PEP program as required by a statutory change made during the 2005 Legislative Session.

345:10-3-1—This amendment makes permanent an emergency amendment regarding the structure and membership of the Incentive Awards for State Employees Committee as required by a statutory change made during the 2005 Legislative Session.

345:10-5-2—This amendment regarding individual incentive compensation is intended to make permanent a current emergency amendment that makes the rule consistent with a statutory change made during the 2005 Legislative Session.

530:10-3-22—This amendment makes permanent an emergency amendment that allows coursework approved for training credit for civil rights officers to also be available as training credit for discrimination complaints investigators.

530:10-5-52—This amendment makes permanent an emergency amendment that provides a review process prior to a demotion resulting from a position audit or reclassification as required by a statutory change made during the 2005 Legislative Session.

530:10-7-19—This amendment makes permanent an emergency amendment that outlines OK Health Incentive Pay packages.

530:10-7-21—This amendment authorizes appointing authorities to implement a relocation incentive plan.

530:10-7-24—This amendment makes permanent an emergency amendment that clarifies the impact of skill-based pay adjustment upon an employee's base pay.

530:10-13-35—This amendment makes permanent an emergency amendment that requires a copy of a RIF implementation plan to be distributed to OSF and any state employee association. This amendment is required by a statutory change made during the 2005 Legislative Session.

530:10-15-11—This amendment makes permanent an emergency amendment addressing the accrual of annual leave as required by a statutory change made during the 2005 Legislative Session.

530:10-17-31—This amendment makes permanent an emergency amendment that reflects various administrative and statutory changes made during the 2005 Legislative Season.

530:10-17-113—This amendment modifies the program requirement from 4 projects to 3 projects consistent with the new 3 level format. Amendments to **530:10-17-115** and **530:10-17-138** allow the Administrator the flexibility to set the fees for the training according to current costs.

Appendix A—This is an amendment to the emergency rule to implement the 2.5% upward increase recommended in the GY 2006 Annual Compensation Report to bring state salaries closer to the competitive labor market.

Permanent amendments were made to the emergency amendments to **530:15-1-1**, **530:15-1-2**, **530:15-1-9**, and **530:15-3-8** in Voluntary Payroll Deduction that reflect changes from the 2005 legislative session, which allow state employees to make voluntary payroll deductions to banks and savings associations with at least one office in the State of Oklahoma.

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Permanent Rules Approved (Continued)

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530:20-1-2—This amendment makes permanent an emergency amendment to remove all references that centralize the direct deposit function to the Office of Personnel Management.

530:20-1-3—This amendment makes permanent an emergency amendment to implement statutory changes from the 2005 Legislative session mandating employee participation in the direct deposit system.

530:20-1-4—This amendment makes permanent an emergency amendment to provide exceptions to the mandatory participation in the direct deposit system.

Permanent amendments were made to emergency amendments to **530:20-1-14** and **530:20-1-16** to remove references that centralize the direct deposit function in the Office of Personnel Management. An amendment to **530:20-3-7** reflecting statutory change from the 2005 Legislative Session regarding confidentiality of personal records.

HRDS Celebrates 25 Years



On April 27, 2006, Human Resource Development Services (HRDS) celebrated its 25th anniversary with current and former staff members. Legislative Directive (HB1626) created HRDS on June 25, 1980, to “implement a state employee personnel training program.” The first HRDS workshop “Public Sector Manager,” was held April 27, 1981. Since that date HRDS has offered 11,859 training sessions, conducted 13,070 training days, and trained 239,074 participants.

Standing (*left to right*): Joyce Smith; Allie Brown, former HRDS employee; Shelley Wise; and Oscar Jackson, Office of Personnel Administrator and Cabinet Secretary for Human Resources and Administration, who previously served as the first HRDS Director. Sitting (*left to right*): Carrie Rohr; Larry Fisher, former HRDS Director; Lee Hayden, former HRDS employee; and Tasha Miles.



Permanent Rules Approved for the State Agency Review Committee

Governor Brad Henry approved permanent amendments to the State Agency Review Committee December 22, 2005. The following is a summary of the approved permanent amendments that became effective May 11, 2006, following Legislative approval:

695:10-1-2—This amendment reflects the statutory name change passed by the Legislature during the 2004 Legislative session from Oklahoma State Employee Charitable Contribution Campaign to Oklahoma State Charitable Campaign.

695:10-1-5—These amendments specify the type of support that the Office of Personnel Management will provide to the State Agency Review Committee.

695:10-1-6—These amendments clarify the roles of the state and local principal combined fund raising organizations (PCFROs) as to the Local Advisory Review Committees.

695:10-1-8—The amendment provides a point of e-mail contact for the State Agency Review Committee. The amendments to **695:10-1-9** clarify the State Agency Review Committee's policies as to the inspection and release of records. The amendments to **695:10-1-10** make the language within the rule consistent and the amendment to **695:10-1-11** clarifies when a request to initiate rulemaking procedures will be deemed to have been denied.

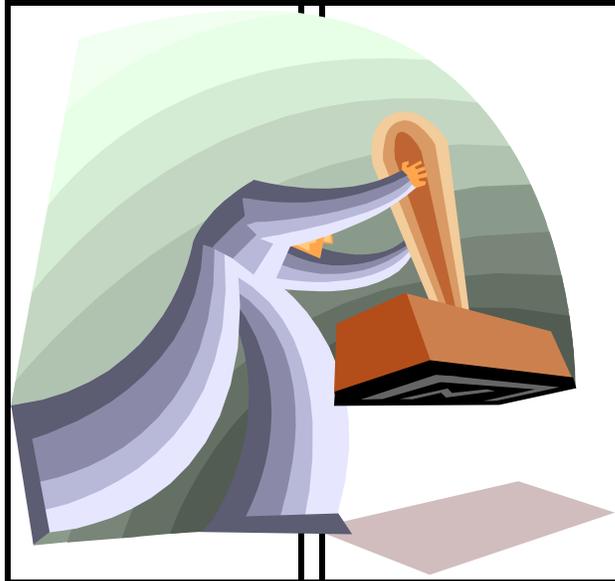
Amendments to **695:10-3-2** extend the deadline to apply to become the state PCFRO, clarify that the federation must make a

separate certification, and require that the application to be state PCFRO include a proposed budget. The amendment to **695:10-3-3** changes the period of state PCFRO service from February to January 31 of the following year to March 1 to January 31 of the following year. Amendments to **695:10-3-4** clean up grammatical errors, define participating agencies, and delete support services provided by the Office of Personnel Management.

Amendments to **695:10-5-3** clarify what the State Agency Review Committee must publish by April 15 and correct a statutory reference. The amendment to **695:10-5-4** provides an exception to the campaign period for early bird campaigns. The amendment to **695:10-5-6** re-works language for better clarity and ease of reading.

Amendments to **695:10-7-2** provide for the use of an employee identification number on pledge cards and that the pledge cards may be returned to the Local Advisory Review Committee as well as the local PCFRO. The amendment to **695:10-7-3** clarifies that an employee's revocation of a payroll deduction authorization must be in writing.

An amendment to **695:10-9-2** provides for the use of an employee identification number. **695:10-11-2** is amended to clarify the costs of the campaign includes costs incurred by the state PCFRO. Amendments to **695:10-13-3** clarify when rejected federations and member agencies may appeal decisions to the State Agency Review Committee and to provide for special meetings to review said appeals.



State EEO/AA Report Shows Progress

According to the Oklahoma State Government Equal Employment Opportunity/Affirmative Action (EEO/AA) Status Report for Fiscal Year 2005, the State of Oklahoma's work force consisted of 34,351 employees in the 114 agencies, boards, and commissions required to submit a report. The information presented in this report reflects the status of state agencies' efforts and progress in the areas of affirmative action and equal employment opportunity during FY 2005, the fiscal year ending June 30, 2005.

An analysis of Oklahoma state government's EEO/AA efforts for the reporting period July 1, 2004, through June 30, 2005, indicates that progress was made in the employment of

- Female employment increased by 727 employees (18,420 vs. 19,147), an increase of 3.9 percent.
- Female representation in state government increased from 55.3 percent to 55.7 percent.

Overall, females in Oklahoma state government are utilized at a rate higher than the CLF (55.7 percent vs. 46 percent). The EEO/AA report is prepared by the Oklahoma Office of Personnel Management (OPM) and distributed to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives, pursuant to Section 840-2.1 of Title 74 of the Oklahoma Statutes. The full report is located on the OPM website at www.opm.ok.gov under "Reports and Publications."

... "We continue to improve the utilization of ethnic minorities and females in all categories of employment within our statewide work force, which is reflective of the diversity of the people of Oklahoma."

minorities and females. In comparison to the 2004 fiscal year report, information compiled reflects:

- The total number of employees in the state work force reflects 1,035 more employees (33,316 vs. 34,351), or an increase of 3.1 percent.
- There are 369 more minority employees (6,717 vs. 7,086) employed by the state, representing an increase of 5.5 percent.
- Overall minority representation continues to exceed the civilian labor force (CLF) in the Officials/Administrator, Professional, Technician, Paraprofessional, Administrative Support, and Service Maintenance job categories.

Each agency in all branches of state government is required to annually develop and adopt a written affirmative action plan for submission to

OPM no later than September 1.

Affirmative action plans for executive branch agencies are subject to the approval of the Administrator of OPM. The Administrator submits recommendations to approve or reject an agency plan based on standards adopted by the Administrator. OPM maintains a copy of each agency's affirmative action plan for review by interested parties.

Members of the Affirmative Action Review Council are R. Charles Smith, Chair and Civil Rights Administrator for the Department of Health; Peggy J. Carter, Vice-Chair and Affirmative Action Officer for the Department of Corrections; State Representative Opio Toure (House District 99); State Representative Jabar Shumate (House District 73); Carole S. Call, Assistant Equal Opportunity Officer and Director of Institutional Research for the University of Oklahoma's Health Sciences Center; and,

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State EEO/AA Report Shows Progress (Continued)

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Report Date	Total Employees	White	Black	Hispanic	Asian/Pacific Islander	American Indian	Total Minority	Male	Female
June 30, 1995	35,398	28,948	3,588	532	347	1,983	6,450	16,337	19,061
June 30, 1996	34,813	28,285	3,535	489	383	2,121	6,528	16,305	18,508
June 30, 1997	35,125	28,378	3,590	537	394	2,226	6,747	16,319	18,806
June 30, 1998	33,746	27,276	#,237	532	381	2,320	6,470	15,956	17,790
June 30, 1999	34,066	27,485	3,259	556	385	2,381	6,581	15,958	18,108
June 30, 2000	34,599	27,973	3,223	601	418	2,384	6,626	15,843	18,756
June 30, 2001	34,296	27,645	3,215	618	418	2,400	6,651	15,482	18,814
June 30, 2002	34,475	27,674	3,230	675	461	2,435	6,801	15,526	18,949
June 30, 2003	33,436	26,776	3,169	675	462	2,354	6,660	15,053	18,383
June 30, 2004	33,316	26,599	3,188	692	498	2,339	6,717	14,896	18,420
June 30, 2005	34,351	27,265	3,322	752	542	2,470	7,086	15,204	19,147

Percent of Change

1995—1996	-1.65	-2.29	-1.48	-8.08	+10.37	+6.96	+1.21	-0.19	-2.90
1996—1997	+0.90	+0.33	+1.56	+9.82	+2.87	+4.95	+3.35	+0.09	+1.61
									-5.40
1998—1999	+0.95	+0.77	+0.68	+4.51	+1.05	+2.62	+1.72	+0.01	+1.79
1999—2000	+1.56	+1.78	-1.10	+8.09	+8.57	+0.13	+0.68	-0.72	+3.58
2000—2001	-0.88	-1.17	-0.25	+2.83	0.00	+0.67	+0.38	-2.28	+0.31
2001—2002	+0.52	+0.10	+0.47	+9.22	+10.29	+1.46	+2.26	+0.28	+0.72
2002—2003	-3.01	-3.25	-1.89	0.00	+0.22	-3.33	-2.07	-3.05	-2.99
2003—2004	-0.36	-0.66	+0.60	+2.52	+7.79	-0.64	+0.86	-1.04	+0.20
2004—2005	+3.10	+2.50	+4.20	+8.67	+8.84	+5.60	+5.49	+2.07	+3.95

FY-2005 Appointments, Promotions, Demotions and Separations by Gender and Race/Ethnicity

Appointments, Promotions, Demotions, and Separations

The next page provides a summary of the state government work force appointments, promotions, demotions, and separations during FY-2005.

Appointments

Progress made in affirmative action on a Statewide basis is shown by comparing the percentage of new appointments in each group with their representation in the civilian labor force. It is noted that:

- Except for Hispanics, minority new appointments exceeded their CLF representation. Female appointments (65.3 percent) exceeded their availability of 46.2 percent of the state's civilian labor force.

Promotions

Once hired, one measure of fairness and equity in promotional decisions is to compare the rates of promotion of minorities and females with their presence within the state work force.

It is noted that:

- Minorities received promotions

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FY-2005 Appointments, Promotions, Demotions and Separations by Gender and Race/Ethnicity (Continued)

(Continued from page 22)

at a rate at or higher than their percentage of in state government in FY-2005. Females received 59 percent of the promotions granted in FY-2005, well above their presence in the state's work force.

Demotions

It would be incorrect to presume that all demotions occur due to an adverse action against an employee. Demotions occur in the state service for a variety of reasons. Demotions may be either voluntary or involuntary, and may or may not involve a reduction in salary. A common reason given by state employees for voluntary demotions is to change from a job with little opportunity for upward mobility to one with more opportunity. Demotions may result from the reclassification of a classified employee to a job with a lower pay band assignment or to a lower level within the same job family. With these factors in mind, it is noted that compared to their presence in the state work force:

- Blacks (7.9 percent vs. 9.7 percent) and males (33.3 percent vs. 44.3 percent) were demoted less often in FY-2005. Females

received 66.7 percent of the demotions granted in FY-2005, well above their presence in the state's work force.

Separation

Retentions minorities and females is also a necessary goal of equal employment opportunity programs. Caution must be exercised, however, in the analysis of statistics regarding separations. Transfers of employees between state agencies occur frequently and are reported by the losing agency as a separation and by the receiving agency as an appointment. Separations also include discharges, resignations, retirements, reductions-in-force, or other voluntary or involuntary separations from full time employment within an agency. This category does not include the separation of persons on temporary, part-time, or time-limited appointments. Again, with these factors in mind, it is noted that compared to their presence in the state work force:

- Minorities (22.3 percent) and females (60.8 percent) left state government at a rate higher than their presence in the state's work force in FY-2005

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	Total	White	% of Total	Black	% of Total	AS/PI	% of Total	AI/AN	% of Total
Appointments	4,987	3,697	74.1	600	12.0	109	2.2	404	8.1
CLF Availability %			77.1		6.4		1.3		6.8
Promotions	3,228	2,504	77.6	343	10.6	65	2.0	233	7.2
Demotions	252	194	77.0	20	7.9	4	1.6	26	10.3
Separations	4,389	3,410	77.7	472	10.8	70	1.6	322	7.3
% State Government			79.4		9.7		1.6		7.2

	Hispanic	% of Total	Total Minority	% of Total	Male	% of Total	Female	% of Total
Appointments	177	3.6	1,290	25.9	1,729	34.7	3,258	65.3
CLF Availability %		4.5		22.9		53.8		46.2
Promotions	83	2.6	724	22.4	1,323	41.0	1,905	59.0
Demotions	8	3.2	58	23.0	84	33.3	168	66.7
Separations	115	2.6	979	22.3	1,720	39.2	2,669	60.8
% State Government		2.2		20.6		44.3		55.7

FY-2005 Appointments, Promotions, Demotions and Separations by Gender and Race/Ethnicity (Continued)

(Continued from page 23)

