



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 11-01

DATE: January 7, 2011

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: 2011 State Agency Hiring Freeze
Executive Order 2011-01**

Please be advised that Governor Brad Henry signed **Executive Order 2011-1** on January 1, 2011, extending the state agency hiring freeze from January 1, 2011 to December 31, 2011. Attached for your information is a copy of the Executive Order.

Please note that **Form OPM-92, Personnel Transaction Freeze Exception Request (Revised 01-09)**, must be submitted by an agency to the appropriate Cabinet Secretary to request approval of any exception to the hiring freeze. Form OPM-92 (copy attached) may be accessed on the OPM web site at www.opm.ok.gov under the *HR and Employee Services/Forms* link.

Attachments

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



Brad Henry
Governor

FILED

JAN 03 2011

**OKLAHOMA SECRETARY
OF STATE**

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 2011-1

I, Brad Henry, Governor of the State of Oklahoma, pursuant to the power and authority vested in me by law, so that the status quo shall be maintained, and pursuant to the provisions of Subsection D of Section 840-2.14 of Title 74 of the Oklahoma Statutes, hereby order a state agency hiring freeze.

For purposes of this hiring freeze, each statewide elected official shall perform the duties of a Cabinet Secretary in approving or disapproving exemptions to this hiring freeze. These duties shall be accomplished in the same manner as other official actions by the elected officials.

Subject to written approval by the Governor, the Secretary of Human Resources and Administration may delegate specific agencies to a Deputy Secretary for purposes of complying with this Order.

This hiring freeze shall be implemented by all agencies in accordance with the following guidelines:

1. It is my direction that no audits of classified positions or reallocation of unclassified positions shall be initiated or conducted at the request of any agency unless specifically approved by the appropriate Cabinet Secretary.
2. All audits resulting from a classification grievance shall be exempt from the provisions of this Executive Order.
3. Except as specifically provided and authorized by this order, all affected state agencies are prohibited from hiring, reinstating, or promoting employees and from accepting a transferred employee from another agency.
4. Exceptions to this hiring freeze may be granted pursuant to special conditions as declared by the Chief Administrative Officer of any agency and approved by the appropriate Cabinet Secretary for that agency.

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a. A Chief Administrative Officer shall submit a written request to the appropriate Cabinet Secretary stating the special conditions requiring the submission of the request.

b. Such requests may be on forms provided by the Office of Personnel Management. If an agency has an internal form regularly used by that agency which provides all the necessary information, that form may be used in lieu of the Office of Personnel Management forms if approved by the Administrator of the Office of Personnel Management.

c. The Cabinet Secretary shall indicate approval in writing of the submitted request for the granting of an exception to this hiring freeze.

d. All approved requests and approved Cabinet Secretary findings shall be maintained as an official record by the Office of Personnel Management in accordance with Records Management Act. Any agency which does not submit personnel action requests for approval to the Office of Personnel Management shall be responsible for maintaining this documentation.

e. In the event of a vacancy in a Cabinet Secretary position, the Secretary of State shall act as the approving authority for the hiring freeze exception requests.

5. The Administrator of the Office of Personnel Management and the Director of the Office of State Finance are hereby directed to develop and implement procedures necessary to carry out the provisions of this Executive Order.

6. The Director of the Office of State Finance is authorized to require Cabinet Secretaries to provide him with periodic accountings of their approvals and disapprovals of written requests for exemptions to this hiring freeze. These reports shall be provided to the Governor.

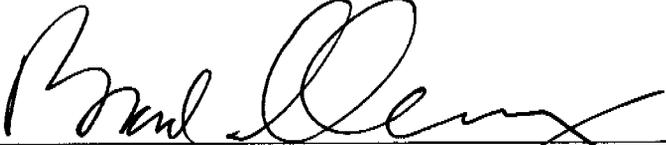
7. The Oklahoma Military Department shall not be required to comply with this order for hiring personnel and contracts for which the department receives total federal government reimbursement.

Copies of this Executive Order shall be distributed to the Secretary for Human Resources and Administration for immediate implementation.

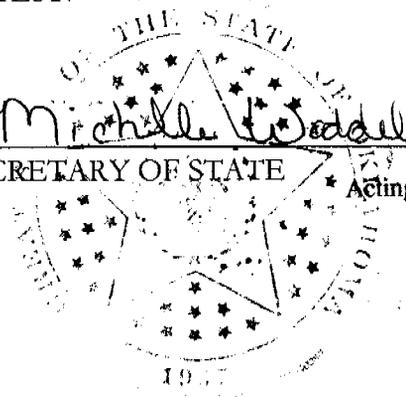
The provisions of this Executive Order shall be effective from January 1, 2011, and shall terminate December 31, 2011.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 15th day of January, 2011.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



ATTEST:


Michelle Waddell
SECRETARY OF STATE * Acting Assistant

PERSONNEL TRANSACTION FREEZE EXCEPTION REQUEST

Date: _____

1. Agency Name/Number: _____

2. Position Type (check appropriate blocks):

Full Time Part Time Classified Unclassified Temporary Appointment

3. Transaction Type (check all that apply):

Fill a vacant position (new hire; reinstatement; promotion; demotion; or transfer to a vacant position).
Name/Title of previous Incumbent/Position Identification Number (PIN)/Date Vacated and reason position was vacated.

 Reallocation of a position (if this may result in the promotion of incumbent, check here)

 Allocation of a new position Request unclassified budget code

Legal Authority for position: _____

4. Projected Job Title and Code, Minimum Monthly Salary: _____

5. Anticipated net monthly cost of transaction: \$ _____

6. Projected effective date: _____

7. Sufficient funding is available in current and next year's fiscal budget: YES

8. Special conditions requiring this exception: _____

9. Agency Head Signature: _____ Date: _____

10. Rejected: REASON: _____

Approved: _____

Cabinet Secretary Signature

Date

11. AFTER APPROVAL, INSERT NAME AND EMPLOYEE ID OF PERSON AFFECTED

Name: _____ Employee ID: _____

Submit to Office of Personnel Management with Request for Personnel Action or other Appropriate Documents