



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 11-29**

**DATE:** July 18, 2011

**TO:** All Appointing Authorities

**FROM:** John Richard, Executive Director, Department of Central Services  
Marilyn Capps, Acting Administrator, Office of Personnel Management

**SUBJECT: Low Water Pressure Forcing Closing of Certain Buildings in the State Capitol Complex**

Due to low water pressure, the State Capitol Complex buildings listed below will not have adequate cooling to keep buildings adequately air conditioned throughout the day. Additionally, some agency computer networks will be affected (the DCS network is already down). During the remaining morning hours, some buildings will remain cool; however, by this afternoon, we anticipate that all building cooling systems will be stressed.

**Agency directors and administrators in affected buildings are authorized to send employees home as of noon today, or as soon as conditions become untenable for continued productive activity. DCS strongly recommends that all staff be released at that point, and all non-essential equipment and lights in affected buildings be shut down.**

Oklahoma City maintenance staff reports that full water pressure will be restored tonight. According to OKC maintenance staff, this water pressure problem affects the central business district. If leasing agencies have issues with inadequate cooling in their leased facilities, they may decide to take similar action.

**Affected Buildings:**

**Agriculture Building & Agriculture Lab  
Attorney General  
Capitol Building  
Connors  
Denver Davison  
Emergency Ops  
Hodge  
Judicial  
Library  
ODOT  
Sequoyah  
Thorpe  
Will Rogers**

No problems are reported in the Banking or DHS/CAP buildings.

*Pursuant to Merit Rule 530:10-15-71, agencies in the Capitol complex affected by this situation shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. Agencies may call employees to return to their normal duties or respond to the demands of the situation as necessary.*

*The granting of administrative leave applies only to employees scheduled to work during the time period of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary employees, shall not be granted administrative leave in this circumstance.*