



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
DIVISION OF THE OFFICE OF STATE FINANCE

OPM 11-34

DATE: December 1, 2011

TO: All Appointing Authorities

FROM: Lucinda Meltabarger, Administrator

A handwritten signature in cursive script, appearing to read "Lucinda Meltabarger".

SUBJECT: Gas Line Break Forces Closing of First National Center in Oklahoma City

Due to a gas line break at Park Avenue and Robinson, the First National Center in downtown Oklahoma City is being evacuated.

State agency directors and administrators in the First National Center are authorized to immediately send their agency employees home and place them on administrative paid leave, per the below Merit Rule.

Please direct any questions or requests for additional information to the OPM Compensation Division at (405) 521-6337.

Pursuant to Merit Rule 530:10-15-71, agencies . . . 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.