

OPM 01-73

DATE: December 21, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **Salary Administration Plans**

Section 530:10-7.1.1. of the Merit Rules requires an Appointing Authority to adopt a salary administration plan for the agency's classified positions and submit the plan for the approval of the Administrator of the Office of Personnel Management. In the past, agencies have submitted these plans on an annual basis. However, the merit rule is silent concerning the time frame for plan submission. As a general rule, plans have not changed significantly from year to year; and, should changes become necessary, the merit rule provides agencies with the flexibility of amending their plans, subject to OPM approval.

In light of the above, we have determined that there is little value added by agencies submitting new plans every year. Accordingly, we are advising agencies that annual salary administration plans are not required and need not be submitted. OPM will consider the current agency salary administration plan to be the plan of record, subject to any revisions that have been, or will be, approved by OPM. Agencies are reminded to review their current plans (including amendments) to assure they adequately support the business needs of the agency. Where changes are necessary, particularly in the area of hiring rates, agencies are encouraged to submit amendments, with appropriate justification, to OPM for approval.

If you have any questions on this matter, please refer them to Tom Patt, Director of Compensation, (405) 522-0422.