

OPM 02-32

DATE: June 20, 2002
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources
RE: Affirmative Action Plans for FY-03

Title 74, Section 840-2.1 of the Oklahoma Statutes requires all agencies, boards, commissions, departments, and offices of each branch of state government to prepare an Affirmative Action Plan (AAP). A copy of the agency's written plan must be filed with the Office of Personnel Management (OPM) by September 1 of each year. Institutions within the Oklahoma State System of Higher Education shall submit Affirmative Action Plans to the Oklahoma State Regents for Higher Education in accordance with standards established by the Oklahoma State Regents for Higher Education.

A recent Attorney General Opinion stated that the Administrative Director of the Courts would be required to submit an Affirmative Action Plan to OPM for the judicial branch of state government if directed to do so by order of the Supreme Court of Oklahoma.

The mandatory standards that must be included in the AAPs are contained in Merit Rules 530:10-3.33.1 through 530:10-3.33.11. The Merit Rules also include the penalties for submission of plans after September 1, 2002. **If your plan needs to be reviewed by a governing board, please arrange to have the review completed so that the September 1st submission date will be met.**

Two other references will assist you in developing your affirmative action plan:

- (1) *The Manual for AAPs in Oklahoma State Government (Revised June 2000)*, published by the Office of Personnel Management, contains detailed instructions on preparing affirmative action plans.
- (2) *Labor Force Information for Affirmative Action Programs*, published by the Oklahoma Employment Security Commission, Economic Research and Analysis Division, may be obtained by faxing (405) 525-0139. Agencies with fewer than 15 FTE will not need the Labor Force Information document to prepare their AAPs.

All plans must contain a Present Staffing Report, Personnel Transactions Report, and an Evaluation of Previous EEO Efforts of New Hires for the past three years on forms prescribed or approved by the Administrator. Forms may be printed from the OPM Internet web site at www.opm.state.ok.us under "AAP Forms". Should you require assistance or additional information, please contact the OPM Office of Equal Opportunity and Workforce Diversity at (405) 521-3358.