



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Serving Equal Opportunity Employers"*

**OPM 03-31**

**DATE:** July 10, 2003

**TO:** All Appointing Authorities

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

A handwritten signature in cursive, appearing to read "Oscar B. Jackson, Jr.", written in black ink.

**RE: Oklahoma State Employees Charitable Contribution Campaign (OSECCC)**

Each year the Oklahoma State Employees Charitable Contribution Campaign (OSECCC) is conducted to provide an opportunity for participating charitable agencies to solicit voluntary contributions from state employees. Pursuant to Section 695: 10-5-6(b) of the Oklahoma Administrative Code, the campaign is limited to one on-the-job solicitation per year. Participating agencies are not allowed on their own to solicit state employees at the worksite.

It has come to my attention that some participating OSECCC agencies have on their own been soliciting state employees for runs, walks, races, team competitions, etc. Such activities violate the above rule and must not be allowed to occur.

Some charitable agencies choose not to participate in the OSECCC campaign and instead conduct separate fundraising activities with the participation of state employees. Employee participation in charitable events outside of the OSECCC must be on an individual basis, and solicitation for involvement in said events must not occur in the workplace during on-duty hours, including times allowed for breaks.

This memorandum serves as a reminder of the requirement that charitable agencies are limited to one on-the-job solicitation of state employees per year. During the State Charitable Contribution Campaign, Appointing Authorities are encouraged to permit time and provide space during the working day sufficient for all employees to be provided information that will allow them to make informed decisions about giving. Voluntary agencies may choose to conduct additional fundraising activities outside of the official State Campaign, but may not do so within the workplace.

Please ensure compliance with this requirement. If there are questions on this matter, please refer them to Diane Haser-Bennett at 521-2169 or Debra Martin-Barber at 521-6724.

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