

**OPM 01-02**

**TO:** All Appointing Authorities

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

**DATE:** January 4, 2001

**IN RE:** Emergency Amendments to Merit Rules of Personnel Administration

Attached are two emergency amendments to the Merit Rules of Personnel Administration (OAC 530:10), which were approved by Governor Frank Keating on December 28, 2000, and became effective immediately.

The first is an amendment to OAC 530:10-7-6 authorizing Appointing Authorities to provide "sign-on" pay incentives of up to \$5,000 to individuals accepting positions in job families for which the Appointing Authority has identified critical recruitment and retention problems. This amendment expands the rule as previously written, which applied to Data Processing professionals only, to employees in any job family for which there are critical recruitment and retention problems.

The second amendment is a new rule, OAC 530:10-7-11, which authorizes Appointing Authorities to provide scheduled payments of up to \$5,000 (no more than \$2,500 in any 12-month period) to new employees in job families identified by the Appointing Authority as having critical recruitment and retention problems. This "Continuous Service Incentive Plan" applies to individuals not currently employed by the state, current state employees during their first two years of continuous employment in targeted job families, and former employees following a break-in-service of at least 30 days.

Both emergency amendments require Appointing Authorities to file a plan with the Administrator of the Office of Personnel Management and the Director of the Office of State Finance. No payment may be made under the provisions of either rule until the plan has been reviewed and accepted by the OPM Administrator.

Please direct any questions concerning either of these emergency amendments to Robert Miner, OPM Compensation Manager, at (405) 522-0422.