

**OPM 01-23**

**DATE:** March 9, 2001

**TO:** All Appointing Authorities  
Agency Personnel Responsible for Payroll Deductions  
All Organizations Approved for Payroll Deduction Status

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

**RE: Proposed Permanent Amendments to Voluntary Payroll  
Deduction Rules**

I have scheduled a public hearing for comments on proposed permanent amendments to the Voluntary Payroll Deduction Rules. The rules hearing will be at **2:00 p.m., Thursday, March 22, 2001**, at the Office of Personnel Management, Room B-84, 2101 North Lincoln Boulevard, Oklahoma City. I hope you or your representative(s) will attend.

If you would like to make comments on the proposed amendments but are unable to attend the public hearing, I will consider written comments received at the Office of Personnel Management by Friday, March 23, 2001, at 5:00 p.m. Written comments should be sent to Oscar B. Jackson, Jr., Office of Personnel Management, 2101 North Lincoln Boulevard, Room G-80, Oklahoma City, OK 73105, ATTENTION: Kimberlee Williams. Written comments may also be faxed to (405) 524-6942 or emailed to [kimberlee.williams@opm.state.ok.us](mailto:kimberlee.williams@opm.state.ok.us).

Copies of the proposals are attached. If you have questions regarding the rule proposals, please contact Kimberlee Williams at (405) 522-1736.

1                                   **TITLE 530. OFFICE OF PERSONNEL MANAGEMENT**

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3                                   **CHAPTER 15. VOLUNTARY PAYROLL DEDUCTION RULES**

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5                                   **SUBCHAPTER 1. GENERAL PROVISIONS**

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7                   **530:15-1-1. Purpose**

8                   The rules in this Chapter provide procedures for implementation of voluntary  
9 payroll deductions for employee association dues, employee association foundation  
10 contributions, payments to credit unions, ~~and payments to supplemental insurance and~~  
11 ~~retirement plans, and payments to a college savings account,~~ as authorized for state  
12 employees by Section 7.10 of Title 62 of the **Oklahoma Statutes**. Other types of  
13 voluntary payroll deductions (such as those for salary adjustment agreements under  
14 subsection B(3) of Section 7.10, U.S. Savings Bonds or charitable gifts) are not addressed  
15 by the rules in this Chapter.

16  
17                   **530:15-1-2. Definitions**

18                   The following words and terms, when used in this Chapter, shall have the  
19 following meaning, unless the context clearly indicates otherwise:

20                   **"Administrator"** means the chief administrative officer of the Office of  
21 Personnel Management, an officer of the State of Oklahoma appointed by the Governor  
22 pursuant to Section 840-1.6A of Title 74 of the **Oklahoma Statutes**, and authorized to  
23 establish procedures for administration of voluntary payroll deductions by Section 7.10.  
24 The term, as used in this Chapter, includes employees of the Office of Personnel  
25 Management to whom the Administrator has lawfully delegated authority to act on his or  
26 her behalf.

27                   **"Complaint"** means a grievance with respect to any matter relevant to the  
28 Administrator's duties under Section 7.10.

29                   **"Complainant"** means a person or an organization that has submitted a  
30 complaint.

31                   **"Declaratory ruling"** means an explanation of a rule or order and its  
32 applicability to a particular matter.

33                   **"Dues-paying"** means, with respect to a member of an employee association, the  
34 member is either currently paying dues or has provided a valid and signed authorization  
35 to have such dues withheld from pay and remitted to the association. [62:7.10(B)(4)]

36                   **"Employee association"** means a formal and continuing affiliation of ~~State~~state  
37 employees with the principle objective of speaking for and benefiting their interests as  
38 employees, in which membership is restricted to state employees but unrestricted as to  
39 the geographic location of their duty stations, and which has at least 1,000 dues-paying  
40 members.

41                   **"Member"** means:

42                   (A) with respect to a credit union, a shareholder; and

43                   (B) with respect to an employee association, a person who has sought and been  
44 granted recognition as one of those within the field of membership as defined by  
45 the association's governing instruments.

