

**OPM 01-42**

**DATE:** June 8, 2001

**TO:** All Appointing Authorities

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

**RE:** **Continuing Education Training  
(Discrimination Complaint Investigators)**

Merit Rule 530:10-3-22 mandates that all persons designated to investigate complaints of employment discrimination in executive branch agencies shall complete a minimum of six hours of classroom instructions or 0.6 Continuing Education Units (CEUs) of training each calendar year and other annual training that may be announced by the Administrator. This training shall be related to the following subjects:

1. Oklahoma and federal equal employment opportunity laws and rules;
2. theories of discrimination and burdens of proof;
3. planning and conducting complete and impartial investigations;
4. techniques for interviewing witnesses;
5. collecting relevant evidence;
6. documenting the record of investigation; and
7. preparing the written report of investigation.

Persons who complete their annual training shall submit to the Office of Personnel Management a copy of the certificate they received as proof of completion by January 31<sup>st</sup> of each year. Include also your name, agency name, agency number, telephone number, e-mail address (if available), the date and place of the training, and the related subject in which the training fits (from the list above).

If you have not already done so, please submit your proof of completion and accompanying information for the period ending December 31, 2000 to Brenda C. Thornton, Acting Director of the Employee Relations Services, or fax it to her at (405) 524-6942 by June 30, 2001.

If you have questions, need further information, or require any assistance, feel free to contact Ms. Thornton at (405) 521-3082.