

OPM-98-22

TO: ALL APPOINTING AUTHORITIES

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

DATE: March 27, 1998

SUBJECT: Data Processing Pay Incentive

In accordance with enclosed Merit Rule 530:10-7-6, the Office of Personnel Management (OPM) has approved the implementation of a Data Processing pay incentive. This hiring pay incentive is intended to enhance the recruitment of individuals to fill professional-level data processing positions.

Data Processing Incentive Pay

A signing incentive payment of up to \$5,000 may be made to professional-level data processing employees not currently employed in state government (see attached list for eligible classifications). The signing incentive shall be limited to :

- Payments of up to but not to exceed a total of \$5,000
- Individuals not currently employed in state government
- Individuals hired to fill professional-level data processing classes (see attached list)

In order to receive a signing incentive, the employee must agree to pay back the entire amount of the incentive, including tax withholdings thereon, if they should leave the employ of the hiring agency within one year of the initial hire date (see attached agreement form). An individual may receive only one signing incentive during his or her entire state employment.

An employee who has been previously employed by the State may become eligible for a signing incentive provided that a 180 day break in service has occurred since the date the employee separated from the State.

Signing incentive payments may be made in an up front, lump sum payment or two (2) payments made within the first six months of employment.

In order to provide a signing incentive to a new employee, the agency must provide to the OPM the name and social security number of the individual to whom the incentive payment will be made, the date the employee is to begin work, and the incentive amount the employee is to receive. No signing incentives will be approved until proper documentation has been received and confirmed by the OPM, including the employee's signed agreement.

Questions may be directed to the OPM Classification Division at (405) 521-6329.

Data Processing Signing Incentive Pay

Type of Procedure: **Approval of Data Processing Signing Incentive Pay**
Merit Rule Reference(s): **530:10-7-6**
Statutory Reference(s): **O.S. Title 74:840-4.6(C,2)**
OPM Contact: **Compensation Division**

Purpose:

Signing incentives are designed to enhance the recruitment process. This signing incentive is designed to allow agencies a way to provide additional compensation to employees hired to fill professional-level data processing positions.

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- Individuals not currently employed in state government
- Individuals hired to fill professional-level data processing classes (see attached list)

Procedures:

In order to provide a signing incentive to a new employee, the agency must provide to the OPM the name and social security number of the individual to whom the incentive payment will be made, the date the employee is to begin work, and the incentive amount the employee is to receive. No signing incentives will be approved until proper documentation has been received and confirmed by the OPM, including the employee's signed agreement.

Required Elements:

A well-written request for approval of a Data Processing Signing Incentive should include the following elements:

- 4 a statement requesting the incentive pursuant to Merit Rule 530:10-7-6;
- 4 name and social security number(s) of individual(s) to receive incentive;
- 4 initial hire date of the individual(s);
- 4 code and title of class(es) held by the individual(s) who are to receive the incentive;
- 4 the pay grade assigned to the class(es);

Common Errors:

Common errors on requests include:

- 7 no initial hire date;
- 7 requests which exceed the maximum established rates; and
- 7 incentives being offered to individuals previously employed by the State who have not served at least a 180 day break in service.

This information is intended to supplement the information requested in the plan as directed by Merit Rule 530:10-7-6.

Example:

The following is a fictitious example of an effective Mission Critical Project Differential pay request.

April 1, 1998

**Jim Lippert
Assistant Administrator
Office of Personnel Management
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105**

Dear Mr. Lippert:

Pursuant to Merit Rule 530:10-7-6, the Department of Information Services requests a signing incentive payment for the following individuals at the indicated rates.

CODE	CLASS	GRADE	INDIVIDUAL	SSN	DATE OF HIRE	INCENTIVE AMOUNT
B510	DP Programmer Analyst I	48	C.D. Rom	111-11-1111	4/1/98	\$3000
B511	DP Programmer Analyst II	52	Paul Allen	000-00-0000	4/1/98	\$4000
B515	DP Programmer Analyst Supervisor	63	Bill Gates	010-01-0101	4/1/98	\$5000

We are requesting an effective date of April 1, 1998. The funds necessary for the payment of these incentives are currently available under our existing budget. These incentives will be paid to incumbents hired and assigned to work on the Year 2000 Project.

Please call me if you have any questions.

Sincerely,

**Meg A. Byte
Personnel Manager II**

**CC: Rollo Redburn
Office of State Finance**

Classified Professional-Level Data Processing Job Titles

CLASS

CODE TITLE

B301	DATA PROCESSING BRANCH MANAGER
B302	DATA PROCESSING MANAGER
B307	DATA PROCESSING PLANNING SPECIALIST
B308	SENIOR DATA PROCESSING PLANNING SPECIALIST
B310	DATA PROCESSING ASSOCIATE DIRECTOR
B312	DATA PROCESSING DIRECTOR
B313	DATA PROCESSING ADMINISTRATOR
B325	MANAGER, INFORMATION SERVICES DIVISION (OSF)
B502	DATA PROCESSING SYSTEMS SPECIALIST I
B503	DATA PROCESSING SYSTEMS SPECIALIST II
B504	DATA PROCESSING SYSTEMS SPECIALIST III
B510	DATA PROCESSING PROGRAMMER ANALYST I
B511	DATA PROCESSING PROGRAMMER ANALYST II
B512	DATA PROCESSING PROGRAMMER ANALYST III
B515	DATA PROCESSING PROGRAMMER ANALYST SUPERVISOR
B519	DATA PROCESSING SERVICES COORDINATOR I
B520	DATA PROCESSING SERVICES COORDINATOR II
B521	DATA PROCESSING SERVICES COORDINATOR III
B522	DATA PROCESSING APPLICATIONS SPECIALIST I
B523	DATA PROCESSING APPLICATIONS SPECIALIST II
B524	DATA PROCESSING APPLICATIONS SPECIALIST III
B525	DATA BASE ADMINISTRATOR
B526	DATA MANAGEMENT ANALYST I
B527	DATA MANAGEMENT ANALYST II
B529	DATA MANAGEMENT ANALYST SUPERVISOR
B530	DATA PROCESSING EQUIPMENT INSTALLATION SPECIALIST I
B531	DATA PROCESSING EQUIPMENT INSTALLATION SPECIALIST II
B540	COMPUTER SERVICES ANALYST
B541	SENIOR COMPUTER SERVICES ANALYST
B542	COMPUTER SERVICES COORDINATOR
B545	COMPUTER SERVICES ADMINISTRATOR

Data Processing Signing Incentive Repayment Agreement

I, the undersigned employee, agree to repay to the State of Oklahoma the entire signing incentive of \$ _____, including tax withholdings thereon, which I have received pursuant to OAC 530:10-7-6, in the event I leave my position with the State of Oklahoma or hiring state agency within one year from _____, which is my initial date of employment.

Furthermore, I, the undersigned employee, attest that at no other time during my employment with the State of Oklahoma have I received a signing incentive pursuant to OAC 530:10-7-6. Additionally, I attest that I, the undersigned employee, was not employed by the State of Oklahoma at any time during the 180 days preceding my initial date of employment, as noted above.

Employee Signature	Date
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Personnel Manager Signature	Date
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Agency Name and Number

TITLE 530. OFFICE OF PERSONNEL MANAGEMENT
CHAPTER 10. MERIT SYSTEM OF PERSONNEL ADMINISTRATION RULES
PART 1. SALARY AND RATES OF PAY

530:10-7-6. Data processing pay incentive

- a. Appointing Authorities may implement a pay incentive for individuals not currently employed in state government and who are hired to fill positions in professional-level data processing classes as determined by the Administrator of the Office of Personnel Management.
- b. Appointing Authorities who choose to implement the pay incentive shall file a plan with the Administrator of the Office of Personnel Management and the Director of the Office of State Finance which contains information related to the implementation of the pay incentive within the agency. The plan shall include a project description, a staffing plan, specific prerequisites that each employee shall meet in order to receive the pay incentive, and information concerning the funding of the incentive from the agency's existing budget.
- c. The pay incentive shall not exceed \$5,000.00 and is payable to eligible individuals as a lump sum payment during the week of the eligible individual's enter-on-duty date or in two equal payments during the first six months of state employment. Former state employees may be eligible for the pay incentive following a break-in-service of at least 180 days.
- d. To receive the pay incentive, an eligible individual shall be required to sign an agreement form acknowledging that the individual is obligated to repay the entire incentive, including tax withholdings on the incentive, if the individual leaves state employment or accepts employment with another state agency within 1 year after he or she receives the pay incentive. Appointing Authorities may use the agreement form developed by the Administrator or any other agreement form which is consistent with the provisions of this Section.
- e. An individual may receive only one pay incentive during his or her state employment.