

OPM 99-35

DATE: June 10, 1999

TO: All Appointing Authorities

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

SUBJECT: Implementation of Senate Bill 183 (1999 Session)

Implementation of General Employee Pay Increase

Effective July 1, 1999, all state employees, with the exception of the following persons, will be eligible for an adjustment to their annual base salary:

- Any elected official prohibited from receiving a salary increase pursuant to Section 10 of Article 23 of the Oklahoma Constitution;
- Any cabinet secretary whose salary is governed by Section 10.5 of Title 74 of the Oklahoma Statutes;
- Any agency director who is also a cabinet secretary pursuant to Section 10.3 of Title 74 of the Oklahoma Statutes;
- Any justice or judge whose salary is governed by Section 3.1, 30.2A, 31.2 or 92.1A of Title 20 of the Oklahoma Statutes or by Section 1.2 or 1.2A of Title 85 of the Oklahoma Statutes;
- Any district attorney whose salary is governed by Section 215.30 of Title 19 of the Oklahoma Statutes;
- Officers and employees of institutions under the administrative authority of the Oklahoma State Regents for Higher Education;
- Persons employed pursuant to Section 1806.1 of Title 74 of the Oklahoma Statutes (Oklahoma Tourism and Recreation Department seasonal employees);
- Persons employed pursuant to Section 1.6a of Title 53 of the Oklahoma Statutes (Oklahoma Historical Society seasonal employees);

- Persons who are employed or under contract pursuant to subsection B of Section 1419 of Title 10 of the Oklahoma Statutes;
- The chief executive officer of the agency, board, commission, department, or program as listed in Section 3601 of Title 74 of the Oklahoma Statutes;
- Agency heads of most state agencies unless specific statutory language would allow this increase;
- Employees who are members of the Oklahoma Teachers' Retirement System; and
- Employees who are members of the Oklahoma Law Enforcement Retirement System.

Employees eligible for the increase who are on leave without pay on July 1, 1999, shall receive an annualized increase effective upon their return to work but shall not receive any increase for the period of time prior to the return to work.

Employees who leave the state service before July 1, 1999, and who are reinstated or reemployed in the state service during July 1999 without a break in service (period of time in excess of 30 days) and who are otherwise eligible for the pay increase shall be granted the raise effective immediately upon reinstatement or reemployment.

In instances such as these, the amount of increase shall be calculated from the salary upon return to state service, providing no break in service has occurred.

Determining Increase Amount

Employees eligible for the increase provided in SB 183 shall receive an adjustment to their base salary in the following manner:

- All eligible employees shall receive an annualized salary increase equal to two percent (2%) of their annual salary as of June 30, 1999, **after any other adjustments are made**, but in no case shall the increase be less than \$600.00 nor more than \$1,000.00.

The amount of increase that an individual receives should be determined and calculated in the following manner:

- All eligible individuals with an annual base salary of less than \$30,000.00 as of June 30, 1999, will receive an annual increase in base salary of \$600.00;
- All eligible individuals with an annual base salary of more than \$30,000.00 as of June 30, 1999, but less than \$50,000.00 will receive an annual increase in base salary of 2.0%; and
- All eligible individuals with an annual base salary of \$50,000.00 or more as of June 30, 1999, will receive an annual increase in base salary of \$1,000.00.

SB 183 Increase Maintenance

Permanent classified employees shall retain the following percentage of the raise provided by SB 183 if they are promoted to a higher paying position during the following periods:

<u>Period</u>	<u>Percentage</u>
July 1, 1999 through September 30, 1999	75%
October 1, 1999 through December 31, 1999	50%
January 1, 2000 through March 31, 2000	25%

The examples below illustrate the retention scenarios provided for in SB 183:

Example 1: Employee Promoted August 15, 1999

Date	Transaction	Employee Base Salary (monthly figure)
6/30/99		\$2000.00
7/1/99	SB 183 Raise	\$2050.00 (\$600.00 ÷ 12 = \$50.00)
8/15/99	5% raise on promotion	\$2152.50 (\$2050.00 X 1.05 = \$2152.50)
8/15/99	Agency is required to retain 75% of the increase provided to the employee via SB 183.	\$2190.00 (\$50.00 x .75= \$37.50) (\$2152.50 + \$37.50 = \$2190.00)

Example 2: Employee Promoted October 15, 1999

Date	Transaction	Employee Base Salary (monthly figure)
6/30/99		\$2000.00
7/1/99	SB 183 Raise	\$2050.00 (\$600.00 ÷ 12 = \$50.00)
10/15/99	5% raise on promotion	\$2152.50 (\$2050.00 X 1.05 = \$2152.50)
10/15/99	Agency is required to retain 50% of the increase provided to the employee via SB 183.	\$2177.50 (\$50.00 x .50= \$25.00) (\$2152.50 + \$25.00 = \$2177.50)

Example 3: Employee Promoted February 15, 1999

Date	Transaction	Employee Base Salary (monthly figure)
6/30/99		\$2000.00
7/1/99	SB 183 Raise	\$2050.00 (\$600.00 ÷ 12 = \$50.00)
2/15/00	5% raise on promotion	\$2152.50 (\$2050.00 X 1.05 = \$2152.50)
2/15/00	Agency is required to retain 25% of the increase provided to the employee via SB 183.	\$2165.00 (\$50.00 x .25= \$12.50) (\$2152.50 + \$12.50 = \$2165.00)

Automated Payroll Processing

The Office of Personnel Management MIS Department will develop automated procedures to assist Agency Payroll Coordinators with the pay increase at the request of the user agencies. Those instructions and procedures are included in OPM Memorandum 99-36.

Part-Time Employee Calculations

For those part-time employees making an annualized salary less than \$30,000 or more than \$50,000, calculate the applicable increase by converting the increase amount into an hourly amount by dividing the amount by 2080. Table 1 illustrates the procedure.

Table 1

Increase per SB 183	Hourly Conversion Amount (Increase Amount/2080)	Hourly Conversion Amount
\$ 600.00	\$0.28846	\$0.29
\$1,000.00	\$0.48077	\$0.48