



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Serving Equal Opportunity Employers"*

**OPM 03-38**

**DATE:** October 6, 2003  
**TO:** All Appointing Authorities  
**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources and Administration  
  
**RE: Proposed Emergency Amendments to Voluntary Payroll Deduction Rules**

I am considering adopting emergency amendments to the Voluntary Payroll Deduction Rules. The purpose of the proposed amendments is to make the rules consistent with statutory changes made during the 2003 Legislative Session.

I have scheduled a public hearing for comments on these proposed amendments, and hope that you or your representative(s) can attend:

Monday, October 20, 2003  
1:30 p.m.  
Concourse Theater  
Sequoyah/Will Rogers Concourse  
Oklahoma City

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 no later than 5:00 p.m., Wednesday, October 22, 2003. 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) 524-6842 or emailed to [kimberlee.williams@opm.state.ok.us](mailto:kimberlee.williams@opm.state.ok.us).

Copies of the proposed emergency amendments are attached.

*"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."*

1                   **TITLE 530. OFFICE OF PERSONNEL MANAGEMENT**  
2                   **CHAPTER 15. VOLUNTARY PAYROLL DEDUCTION RULES**

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4                   **SUBCHAPTER 1. GENERAL PROVISIONS**

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6                   **530:15-1-1. Purpose**

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

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

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

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

26                   **"Appointing Authority"** means the chief administrative officer of an agency.

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  
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 the  
45 association's governing instruments.

1           **"Participation"** means the total number of state employees reported to the Office  
2 of Personnel Management for which amounts withheld from pay for a given month were  
3 remitted pursuant to employee authorization to a single billing unit as identified by its  
4 Federal Employer (Tax) Identification Number.

5           **"Party"** means any person, employee association, credit union or insurance  
6 organization that is the subject of, or requests, action by the Administrator in connection  
7 with any matter relevant to the Administrator's duties under Section 7.10.

8           **"Provided for by the State"** means:

9           (A) for insurance purposes, the basic health, life, dental, or disability plan or any  
10 other such insurance a state agency is authorized to provide for its employees as  
11 evidenced by financial participation in those policies or a group policy(s) the agency  
12 has negotiated as a basic employment benefit; and

13           (B) for retirement purposes, any state retirement system, deferred compensation  
14 program (commonly referred to as deferred annuities), or other retirement plan(s) a  
15 state agency is authorized to provide for its employees as evidenced by financial  
16 participation in those plans.

17           **"Section 7.10"** means Section 7.10 of Title 62 of the **Oklahoma Statutes**.

18           **"State agency"** means any office, department, board, commission, or institution  
19 of the State of Oklahoma."

20           **"State employee"** means any employee of a state agency.

21           **"Supplemental"** means:

22           (A) for insurance purposes, life, accident (including income continuation during  
23 disability), legal, and health insurance policies not provided for by the State; and

24           (B) for retirement purposes, plans that provide retirement income benefits and are not  
25 provided for by the State.

26           In recognition of the powers conferred upon state institutions of higher education  
27 by Section 3905 of Title 70 of the **Oklahoma Statutes**, the Administrator will follow  
28 such institutions' decisions as to whether an insurance policy or retirement plan is a basic  
29 or a supplemental employee benefit.

30           **"Vendor"** means any of the following entities approved for state employees'  
31 voluntary payroll deduction:

32           (A) a credit union which primarily serves state employees or employees of a  
33 political subdivision of the state;

34           (B) an employee association;

35           (C) the Oklahoma College Savings Plan;

36           (D) an entity offering a supplemental retirement plan with a minimum  
37 participation of 500 state employees;

38           (E) a private insurance organization with a minimum participation of 500 state  
39 employees for supplemental life, accident, or health insurance;

40           (F) a private insurance organization with a minimum participation of 500 state  
41 employees for legal services;

42           (G) an employee association foundation organized pursuant to 26 USC Section  
43 501(c)(3);

44           (H) the Oklahoma Tourism and Recreation Department as publisher of  
45 Oklahoma Today magazine.

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3 **SUBCHAPTER 3. ADMINISTRATIVE PROVISIONS**  
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5 **530:15-3-7.2. Dues for statewide educational employee organizations**

6 A statewide educational employee organization or association may request  
7 authorized payroll deduction status to allow instructional personnel of the Oklahoma  
8 School for the Blind or the Oklahoma School for the Deaf to pay membership dues  
9 through voluntary payroll deduction. The request may be made by filing a completed  
10 Form VPD-1 with the Administrator.

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12 **530:15-3-11. Subscriptions to Oklahoma Today magazine**

13 Subscriptions to "Oklahoma Today" magazine published by the Oklahoma  
14 Tourism and Recreation Department may be paid by voluntary payroll deduction at the  
15 request of any state employee.

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17 **530:15-3-14. Procedure for requesting Voluntary Payroll Deduction**

18 (a) A request by a state employee for voluntary payroll deduction for the payment of  
19 premiums for supplemental life, accident, and health insurance, insurance premiums for  
20 legal services, premiums or payments for retirement plans, salary adjustment agreements  
21 included in the flexible benefits plan, contributions to the Oklahoma College Savings  
22 Plan, membership dues in any statewide educational organization or association, and  
23 subscriptions to the Oklahoma Today magazine, must be made in writing to the  
24 employing state agency. The request must include the employee's signature.

25 (b) A request by a state employee for voluntary payroll deduction for the payment of  
26 membership dues in an employee association may be made as described in Subsection (a)  
27 or may be made via online or electronically submitted forms. The employee association  
28 shall verify that the online or electronically submitted form accurately reflects the request  
29 of the state employee via email or another method approved by the Office of Personnel  
30 Management, and shall forward a copy of such verification and membership application  
31 to the employing agency for processing.

32 (c) All forms for employee requests for voluntary payroll deduction, whether paper or  
33 electronic format, shall include at a minimum the employee's name, Social Security  
34 number, the amount of the voluntary payroll deduction, the vendor's name, and if  
35 applicable, the approved policy form number.

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37 **530:10-15-15. [RESERVED]**

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39 **530:10-15-16. Vendor access to state employees**

40 (a) State agencies shall allow vendors reasonable access to their employees at least  
41 once each calendar year for the purpose of providing information about their products.  
42 Such access shall be allowed only during scheduled breaks or during periods immediately  
43 before or after normal work hours. For facilities that operate 24 hours a day, vendors  
44 shall be allowed access to all shifts. Such access shall not disrupt or interfere with the  
45 business of the agency, and state funds shall not be utilized to accommodate such access.

1 State agencies may allow such access upon request, or may designate specific dates and  
2 times for vendor access and notify vendors of the designated dates.

3 (b) Vendors may provide information only on products approved for voluntary  
4 payroll deduction, and may not provide information on any other products or services.

5 (c) Vendors shall identify 1 contact through which state agencies can arrange vendor  
6 access. Vendors shall provide the contact name, as well as a telephone number, facsimile  
7 (fax) number, mailing address, and email address for the contact to the Office of  
8 Personnel Management. State agencies may request this information from the Office of  
9 Personnel Management for the purposes of facilitating vendor access. Vendors shall be  
10 solely responsible for keeping such contact information current.

11 (d) Vendors shall comply with all applicable laws, rules and policies of the state  
12 agencies they visit. Vendors who fail to comply with laws, rules, or policies of the state  
13 agency after oral or written notification, or who cause a disruption to the business of the  
14 agency, may be denied access by the Appointing Authority to the employees of that state  
15 agency for 1 calendar year. Appointing Authorities shall give a vendor notice and an  
16 opportunity to respond before making a decision to deny access.

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