



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 04-25

DATE: June 14, 2004

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned above the "FROM:" line.

RE: 2004 Human Resources Legislation

During the 2004 session, the Oklahoma Legislature passed a number of human resources-related bills that affect state agencies and employees. Though we may provide you with more detailed information regarding several individual bills in the coming weeks, you may find the following list helpful in the interim. This list includes major, generally-applicable HR-related legislation. It does not include legislation regarding specific agencies, retirement, insurance, or appropriations. You may access the bills mentioned in this memo on the Website of the [Secretary of State](#).

If you have questions concerning state government HR legislation, please contact Dayna R. Petete, OPM Assistant Administrator for Communications and Legislative Liaison, by phone at (405) 521-6293, or via e-mail at Dayna.Petete@opm.state.ok.us.

Compensation

House Bill 2005
Mitchell, et al./
Morgan & Robinson

Enrolled HB 2005 provides an annualized salary increase of \$1,400.00 on January 1, 2005, to all full-time and part-time officers and employees (with certain exceptions), including temporary and other limited-term employees, who are employed by the state on the last working day of December 2004, and an annualized salary increase of \$700.00 on July 1, 2005, to all full-time and part-time state officers and employees (with certain exceptions), including temporary and other limited-term employees, who are employed by the state on the last working day of June 2005.

Noncodified; effective July 1, 2004.

House Bill 2006
Mitchell & Bonny/
Morgan & Robinson

Section 2 of Enrolled HB 2006 establishes salary ranges for the directors of nonappropriated agencies, and Section 3 increases the salary caps for the directors of appropriated agencies by \$1,400.

Section 2 creates 74:3601.2; effective January 1, 2005. Section 3 is non-codified; effective July 1, 2004.

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

Direct Deposit

Senate Bill 1580
Fisher/Askins

Section 3 of Enrolled SB 1580 requires all state employees to participate in the direct deposit payroll system. Employees hired after December 31, 2004, must identify a financial institution that will serve as a personal depository agent for the employee at the time he or she enters on duty with the state. Those hired before December 31, 2004, who are not currently participating in the system, have until June 30, 2007, to identify such a financial institution. Section 3 also requires the OPM Administrator to adopt direct deposit rules that include limited exceptions to the required participation of state employees.

Amends 74:292.12; effective August 27, 2004.

Leave

Senate Bill 1385
Capps/Braddock

Section 7 of Enrolled SB 1385 provides that leave earned during a month is not available for use until the beginning of the following month.

Amends 74:840-2.20; effective July 1, 2004.

Senate Bill 1385
Capps/Braddock

Section 9 of Enrolled SB 1385 adds compensatory time to the list of options employees have to account for absences under the Family and Medical Leave Act (FMLA).

Amends 74:840-2.22; effective July 1, 2004.

Senate Bill 965
Capps/Braddock,
Mitchell & Bonny

Enrolled SB 965 makes 74:840-2.20 consistent with OAC 530:10-15-11, which prohibits the accumulation of annual leave in excess of the limits in 74:840-2.20, but which permits employees to accumulate annual leave in excess of the maximum—so long as the excess is used during the same year (calendar or “rolling”) in which it accrues.

Amends 74:840-2.20; effective July 1, 2004.

Longevity

Senate Bill 1385
Capps/Braddock

Section 6 of Enrolled SB 1385 provides that upon implementation of the *CORE Oklahoma/PeopleSoft* Human Resource Management System (HRMS) system, employees will receive their longevity checks during their anniversary month, rather than the month following their anniversary month. Implementation of this provision will occur pursuant to the *CORE/PeopleSoft* HRMS phased deployment schedule established by the Office of State Finance.

Amends 74:840-2.18; effective July 1, 2004.

Miscellaneous

Senate Bill 601
Smith/Peters

Enrolled Senate Bill 601 makes it a misdemeanor, punishable by a fine of not more than \$1,000, or imprisonment for no more than one year, to knowingly make a materially false, fictitious or fraudulent statement or representation on an application for state employment.

Amends 21:358 & 359; effective November 1, 2004.

Senate Bill 1105
Gumm/Carey & Adkins

Enrolled SB 1105 requires state agencies to allow employee organizations with payroll deduction privileges pursuant to 62:7.10 to hold meetings on state property during non-working hours and provide information to state agencies to be included in new employee packets. SB 1105 also requires the OPM Administrator to promulgate rules governing the annual distribution of employee organization materials by state agencies.

Creates 74:843, et seq.; effective November 1, 2004.

Performance Management Process

Senate Bill 1385
Capps/Braddock

Section 12 of Enrolled SB 1385:

- Clarifies that the Performance Management Process (PMP) is the only performance appraisal system that may be used by state agencies;
- Provides flexibility to agencies to rate a probationary employee at least 30 days before the end of the probationary period rather than exactly 30 days before the end of the period; and
- Clarifies that agencies are to report (rather than confirm) their compliance with the PMP provisions of the Oklahoma Personnel Act and Merit Rules.

Amends 74:840-4.17; effective July 1, 2004.

Quality Management

Senate Bill 1385
Capps/Braddock

Section 1 of Enrolled SB 1385 establishes a quality management function within the Office of Personnel Management to assist state agencies in fully integrating quality management concepts and models into their business practices for the purpose of improving the overall efficiency and effectiveness of state government.

Amends 74:840-1.6A; effective July 1, 2004.

Veterans Preference

Senate Bill 1136
Corn/Smithson, et al.

Enrolled SB 1136 requires an agency conducting a reduction-in-force to give preference to veteran affected employees over non-veteran affected employees who have equal retention points.

Amends 74:840-2.27C; effective November 1, 2004.

Senate Bill 1227
Milacek/Roggow & Covey

Enrolled SB 1227 requires that ten points be added to the final grade of any veteran who has passed an exam and submitted proof of having a service-connected disability.

Amends 74:840-4.14; effective November 1, 2004.