



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Serving Equal Opportunity Employers"*

**OPM 05-14**

**TO:** All Appointing Authorities

**DATE:** March 3, 2005

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

A handwritten signature in blue ink, appearing to read "Oscar B. Jackson, Jr.", is placed over the "FROM:" line.

**RE: Emergency Amendments to the Voluntary Payroll Deduction Rules**

Enclosed please find the text of emergency amendments to the Voluntary Payroll Deduction Rules. These amendments became effective January 24, 2005. Agency employees should be advised that all currently effective Voluntary Payroll Deduction Rules adopted by the Administrator are available on the Office of Personnel Management's website at:

[http://www.opm.state.ok.us/html/hr\\_policy\\_other\\_OPM\\_rules.htm](http://www.opm.state.ok.us/html/hr_policy_other_OPM_rules.htm)

The emergency amendments to the Voluntary Payroll Deduction Rules enclosed with this memorandum will be available at the above website address beginning March 7, 2005.

Following is a summary of the emergency amendments to the Voluntary Payroll Deduction Rules that became effective January 24, 2005:

**Subchapter 1**—Amendments to **530:15-1-2** are to clarify that an employee association and an employee organization are the same thing.

**Subchapter 3**—Amendments to **530:15-3-15** are to enact the statutory requirement that employee organizations be allowed to distribute their materials to state employees on an annual basis.

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

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

**SUBCHAPTER 1. GENERAL PROVISIONS**

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

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

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

**"Appointing Authority"** means the chief administrative officer of an agency. As the term is used in the Voluntary Payroll Deduction Rules, the term includes employees of an agency to whom the Appointing Authority has lawfully delegated authority to act on his or her behalf.

**"Complaint"** means a grievance with respect to any matter relevant to the Administrator's duties under Section 7.10.

**"Complainant"** means a person or an organization that has submitted a complaint.

**"Declaratory ruling"** means an explanation of a rule or order and its applicability to a particular matter.

**"Dues-paying"** means, with respect to a member of an employee association, the member is either currently paying dues or has provided a valid authorization to have such dues withheld from pay and remitted to the association. [62:7.10(B)(4)]

**"Employee association"** means a formal and continuing affiliation of state employees with the principle objective of speaking for and benefiting their interests as employees, in which membership is restricted to state employees but unrestricted as to the geographic location of their duty stations, and which has at least 1,000 dues-paying members. An employee organization also falls within this definition.

**"Member"** means:

- (A) with respect to a credit union, a shareholder; and
- (B) *with respect to an employee association, a person who has sought and been granted recognition as one of those within the field of membership as defined by the association's governing instruments.*

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

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

**"Product vendor"** means any of the following entities approved for state employees' voluntary payroll deduction:

(A) an entity offering a supplemental retirement plan with a minimum participation of **500** state employees;

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

(C) a private insurance organization with a minimum participation of **500** state employees for legal services;

(D) the Oklahoma Tourism and Recreation Department as publisher of Oklahoma Today magazine.

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

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

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

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

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

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

**"Supplemental"** means:

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

(B) for retirement purposes, plans that provide retirement income benefits and are not provided for by the State. In recognition of the powers conferred upon state institutions of higher education by Section 3905 of Title 70 of the **Oklahoma Statutes**, the Administrator will follow such institutions' decisions as to whether an insurance policy or retirement plan is a basic or a supplemental employee benefit.

### **SUBCHAPTER 3. ADMINISTRATIVE PROVISIONS**

**530:15-3-15. Annual distribution of employee organization materials.** Appointing Authorities shall provide for the annual distribution of employee organization materials to agency employees. It shall be the responsibility of an employee organization to provide the materials to state agencies for distribution.