
POLICY TRANSMITTAL NO. 04-14	DATE: MAY 25, 2004
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

340:2-1, Table of Contents; 2-1-28; 2-1-29; 2-1-34; 2-1-78; 2-1-82; and 2-1-93.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

HRMD rules are revised to clarify language to reflect Oklahoma Department of Human Services (OKDHS) current practices.

340:2-1-28 revisions: (1) add language that probationary employees may not apply for job announcements; (2) relocate language for consistency and better understanding; and (3) add language that the immediate supervisor must close out the employee review not later than 30 calendar days prior to the end of the probationary period.

340:2-1-29 revisions add language that: (1) reinstated employees must be notified and acknowledge in writing that probation is a condition of a job offer; (2) an applicant whose reinstatement eligibility date expires within 21 calendar days of the closing date of an announcement is notified that there is insufficient time for the selection process to be completed prior to the end of the eligibility date; and (3) the applicant is advised that he or she may apply through the Office of Personnel Management.

340:2-1-34 revisions: (1) reflect current OKDHS standards of grammar and word usage; and (2) add language that supervisors and managers must respond to reference requests initiated within OKDHS and the conditions of that response, including examples of prohibited information.

340:2-1-78 revisions add language: (1) to explain alternate methods of application submission; (2) that applications for professional-level positions must be electronically prepared and that illegible applications are not accepted; (3) that electronic application submissions require the applicant's signature attesting to the authenticity of the information; and (4) to reflect the change in the title of Form P-12, Personal Application Memo and Data Summary Sheet.

340:2-1-82 revisions: (1) change the title of Form P-12; and (2) add language that the selecting official is responsible for validation of the position's required experience and education, including the

titles of forms the official may utilize.

340:2-1-93 is a new section issued to clarify that: (1) applicants who have been involuntarily discharged from employment in the classified service may still apply for appointment under the reinstatement provisions of Merit Rules; (2) discharge information is included in the application; and (3) bona fide job offers to any previously discharged employee must have written approval from the leader of the division or the officer to whom the leader reports.

Original signed on 3-15-04

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WF # 03-36 (DT)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

INSERT

340:2-1, Table of Contents

340:2-1, Table of Contents, pages 1-3, revised 5-27-04

340:2-1-28

340:2-1-28, pages 1-3, revised 5-27-04

340:2-1-29

340:2-1-29, pages 1-8, revised 5-27-04

340:2-1-34

340:2-1-34, pages 1-2, revised 5-27-04

340:2-1-78

340:2-1-78, 1 page only, revised 5-27-04

340:2-1-82

340:2-1-82, pages 1-2, revised 5-27-04

340:2-1-93, 1 page only, issued 5-27-04

SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)**PART 1. GENERAL PROVISIONS**

Section

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- 340:2-1-2. Appointing authority
- 340:2-1-3. Oklahoma Merit system of Personnel Administration (Merit System)
- 340:2-1-4. Political activity
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[REVOKED]
 340:2-1-91. Submission of OPM certificate and support documentation to personnel
[REVOKED]
 340:2-1-92. Personnel review of returned OPM certificate **[REVOKED]**
 340:2-1-93. Applicants who have previously been discharged from employment in the classified service

PART 9. TRAVEL REIMBURSEMENT [REVOKED]

- 340:2-1-100. Purpose and authority **[SUPERSEDED]**
 340:2-1-101. Definitions **[SUPERSEDED]**
 340:2-1-102. Applicability; employee/non-employee responsibility **[SUPERSEDED]**
 340:2-1-103. Completion of Travel Reimbursement Form (Adm-6) **[SUPERSEDED]**
 340:2-1-104. Authorization of travel (Classified/Unclassified/Exempt Service)

[SUPERSEDED]

- 340:2-1-105. Attendance at previously arranged meetings **[SUPERSEDED]**
- 340:2-1-106. Per diem **[SUPERSEDED]**
- 340:2-1-107. Subsistence in lieu of per diem **[SUPERSEDED]**
- 340:2-1-108. Miscellaneous expenses **[SUPERSEDED]**

340:2-1-28. Probationary or trial period, classified service

(a) **Probationary period upon initial appointment.** The probationary period for any appointed employee is one-year or until waived after the employee has served six months. The probationary period may not be extended beyond one year but may be adjusted, per Merit Rule OAC 530:10-11-30. An employee in a leave without pay status in excess of 40 working hours will have the probationary period extended equal to his or her leave without pay time in excess of 40 hours. ■ 1

(1) The probationary period is a working test period during which a classified employee is required to demonstrate fitness for the job family and level to which appointed. The decision to grant a probationary employee permanent status is based upon written evaluations, recommendations, or other pertinent information. When permanent status is granted, the employee and OPM receive confirmation from the Human Resources Management Division (HRMD). ■ 1

(2) Services of an employee on probationary status may be terminated at any time. ■ 2

(3) Employee benefits are available to probationary employees in accordance with specific benefit policies. A change in shift assignment of a probationary employee, in excess of 30 calendar days, requires prior approval of OPM. A probationary employee is not:

(A) eligible for promotion or demotion;

(B) eligible to apply for OKDHS job announcements until successful completion of the probationary period;

(C) transferred from the original locality where appointed;

(D) changed from part-time to full-time; and

(E) transferred to a position in another job family.

(b) **Trial period upon promotion or lateral transfer.** A classified employee who is promoted or laterally transferred serves a six-month trial period in the job family and level to which the employee is promoted or laterally transferred. The trial period may be waived in writing at any time.

(1) During the trial period, if an employee does not prove satisfactory in the new job, the employee is reinstated to the former position or another in the same job family

and level, at the salary the employee would have received if the promotion or lateral transfer had not taken place.

(2) The reason for denying permanent status in the promotional or lateral transfer position is submitted in writing to the employee before the end of the trial period, and a copy is filed with OPM.

(c) **Trial period upon voluntary demotion.** Voluntary demotion of a classified OKDHS employee requires a six-month trial period. The voluntarily demoting employee is notified in writing of a trial period prior to the effective date of the voluntary demotion. ■ 3 The trial period may be cancelled at any time.

(1) During the trial period, if the employee does not prove satisfactory in the new job, the employee is reinstated to the former position or another in the same job family.

(2) The employee is provided written notice of the reason for failure to allow the employee to acquire permanent status in the job to which demoted. A copy is filed with OPM.

(d) **Interagency transfer.** ■ 4 Interagency transfers, including demotions, promotions, and lateral transfers, require a six-month trial period, provided OKDHS utilizes the employee's previously held job family and level. A six-month trial period is required for interagency in-class transfers, as well. The employee must be notified in writing prior to entering on duty that a trial period is required. The trial period may be waived in writing at any time.

(1) If the employee does not prove satisfactory in the new job, the employee is reinstated to a position within the receiving agency in the former job family in the same pay band for which the employee is qualified at the salary the employee would have received if the promotion, demotion, or lateral transfer had not taken place.

(2) The employee is provided written notice of the reasons for denying the employee permanent status in the job, and a copy is filed with OPM.

INSTRUCTIONS TO STAFF

1. It is critical that the immediate supervisor and the reviewing supervisor develop Performance Management Process (PMP), Form OPM-111, the accountabilities, to include tasks and performance standards and behaviors expected for successful performance in the assigned job family and level. Form OPM-111 is opened within the employee's first 30 duty days. The

immediate supervisor must close out the PMP not later than 30 calendar days prior to completion of the probationary period.

2. When services are terminated during a probationary period, the appropriate senior administrator, division director, area director, or designee is responsible for notifying the employee and other relevant offices of the termination. This notice is delivered by personal service or sent certified mail to the last known address of the employee. A copy of the notice of termination is filed in the employee's personnel record.
3. Form P-17, Salary Exception Request for Special Entrance Rate or Voluntary Demotion, is completed on the demoting employee. The demoting employee signs and dates the completed form to acknowledge the demotion, the change of salary, and the required trial period.
4. Before extending a job offer to an applicant from another state agency, the selecting official checks with Human Resources Management Division for verification of the applicant's current job family and level, pay band, salary, and whether the currently held position of the applicant is a job family or level utilized by OKDHS.

340:2-1-29. Appointments

(a) **Types of appointments.** All appointments are made either to the classified service or to specific positions in the unclassified service. ■ 1 Appointments are made in accordance with applicable Oklahoma Administrative Code (OAC) Rules, Merit System of Personnel Administration Rules (Merit Rules), and Oklahoma Department of Human Services (OKDHS) policy.

(1) **Classified service.** Classified service refers to employees and positions under the jurisdiction of the Oklahoma Merit System of Personnel Administration (Merit System) by constitutional amendment or state statute.

(2) **Unclassified service.** Unclassified service refers to employees and positions excluded from coverage of the Merit System, by constitutional amendment, state statute, or executive order and approved by the OKDHS Director. Employment in the unclassified service is considered employment-at-will.

(b) **Reinstatement.** A former employee, who had permanent status in the classified service, is eligible to be considered for reinstatement in accordance with OKDHS policy. The Human Resources Management Division (HRMD) obtains verification from the Office of Personnel Management (OPM) of the applicant's eligibility for reinstatement.

(1) Reinstatement eligibility may equal up to the period of service in probationary and subsequent permanent classified status.

(2) If a permanent, classified employee leaves a permanent, classified position for an unclassified position with no break in service, [OAC 530:10-15-10(c)(1)(G)] the period of time during which the person is eligible for reinstatement begins on the date of separation from the unclassified position rather than the date of separation from the classified position.

(3) The unclassified service does not add to the period of time eligible for reinstatement.

(4) Reinstatements to the classified service are probationary under the terms outlined in OAC 340:2-1-28 for new employees, provided the former employee has been notified, and has acknowledged in writing an understanding that probation is a condition of the job offer. ■ 2

(5) An applicant whose eligibility date expires within 21 calendar days of the closing date of an individual announcement will be notified that there is insufficient time for the selection process to be completed prior to the end of his or her eligibility.

Notification will also advise the applicant that he or she may compete for appointment in the classified service by submission of an application to the Office of Personnel Management. [Merit Rule OAC 530:10-9-10]

(c) **Temporary appointments.** When OKDHS requires the service of persons on a temporary basis, a person may be appointed into the unclassified service without regard to other provisions governing appointments. No person is appointed under this provision for more than a total of 999 hours in a 12-month period from the date of initial hire with any or all state agencies. Temporary appointments do not confer any privileges, rights of appeal, or rights of position, transfer, reinstatement, nor any other rights to any classified position under the Merit System, nor is any temporary employee entitled to any employee benefits. Local administrators and supervisors are responsible for ensuring that temporary employees do not work more than 999 hours within a 12-month period from the date of initial hire. [74 O.S. § 840-5.5(A)(8)]

(d) **Related employees.** Placement in a position that results in relatives occupying positions within a division, office, facility, or area where one relative occupies a senior administrative position must be approved in writing by the OKDHS Director or designee. ■ 3 OKDHS reserves the right to make placements and work assignments of personnel as necessary to eliminate or prevent situations of this nature. OKDHS policy prohibits, unless waived by the OKDHS Director or designee, the employment of any person in a position that results in:

(1) immediate supervision by a relative. Relative is defined as spouse, children, parents, stepparents, parents-in-law, grandchildren, grandparents, brothers, sisters, stepchildren, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, or foster relationships;

(2) placement in a position within a relative's line of authority or chain of command;
or

(3) two or more relatives reporting to the same immediate supervisor.

(e) **Other employment, prohibition against use of position for personal gain, and avoidance of conflicts of interest.** Employees are subject to appropriate corrective or disciplinary action if they fail to comply with the Rules of the Ethics Commission. [74 O. S. Ch. 62]

(1) Under these provisions, each employee must, during office hours, devote full time, attention, and effort to OKDHS business. He or she does not use office hours for private gain, including activities involved in a business enterprise, such as livestock or crop farming, sale of real estate, or other business which involves self-

employment. Likewise, OKDHS employees do not use paid time, state offices, telephones, or supplies and equipment to further the programs or activities of private, non-profit organizations, even when the objectives of the private organization are compatible with those of OKDHS. Exceptions may occur as authorized by the division director and only for activities in which OKDHS can legitimately expend Agency dollars, for example, when OKDHS is a member of an organization or in situations where OKDHS has responsibility as a member of a board or commission by law or by appointment of the executive or legislative branch of government. ■ 4

(2) An employee may accept other employment outside OKDHS regular office hours provided such employment is approved in advance and does not interfere with or is not in conflict with the employee's work within OKDHS. ■ 5

(3) It is vitally important that OKDHS employees avoid both actual conflicts of interest and activities that have a strong likelihood of appearing to the general public to be conflicts of interest, such as employment with a provider who contracts with OKDHS. The employment or other activities of a spouse or other close family member may create the appearance of a conflict of interest and cause members of the general public to question the objectivity of OKDHS decision-making.

(4) No OKDHS employee may be employed by another state agency or any provider contracting with OKDHS without the prior written approval of his or her division director. ■ 6

(f) **Client relationships.** In keeping with its mission to serve and protect its clients, OKDHS employees assist them in developing independence and self-sufficiency and recognize their rights. A client is defined as a program applicant, recipient, patient, resident of OKDHS facilities, and any other person receiving or making application for OKDHS services. Rights of clients include, but are not limited to:

(1) privacy and the expectation that information obtained by OKDHS employees in the course of their duties is held confidential;

(2) treatment that conveys dignity, respect, courtesy, fairness, and good faith;

(3) expectation of high standards of personal conduct from OKDHS employees;

(4) freedom from discrimination on the basis of race, sex, age, color, creed, national origin, religion, or disability;

(5) freedom from sexual harassment;

(6) freedom from coercion to give gifts or services of value; and

(7) freedom from interference by OKDHS employees with regard to matters of individual belief or faith. ■ 7 & 8

(g) Processing applications for OKDHS benefits or services on behalf of an employee's relative or for persons living in the employee's home. In performing their official duties, employees are impartial and perform their duties so as to neither endanger their impartiality nor provide occasion for distrust of their impartiality. ■ 9 Employees who engage in improper client relationships, as referenced in this Section, are subject to appropriate corrective or disciplinary action.

(1) No employee may process, certify, or approve an application for benefits, payments, or services for any relative as defined in subsection (d) of this Section, or for any unrelated person living in the employee's household. This includes a relationship to a relative that has been terminated by death, divorce, or other reasons. In addition, employees may not act as authorized representatives for clients receiving OKDHS program benefits without the specific written approval of the local administrator after a determination has been made that no one else is available to serve.

(2) In those offices with limited staff, it may be necessary for an employee to take an application for a person(s) listed in subsection (d) of this Section. The employee does not certify the person(s) for benefits, payments, or services. ■ 10

INSTRUCTIONS TO STAFF

1. The type of service to which an individual is appointed is stated on Office of Personnel Management (OPM) Form OPM-14, Request for Personnel Action, upon employment with Oklahoma Department of Human Services (OKDHS) and on subsequent Form OPM-14s indicating personnel action affecting the employee's status.

2. Inclusion of probation as a condition of employment is highly encouraged in any of the following situations:

(1) reinstating into a job family descriptor (JFD) that the employee has not previously held; or

(2) reinstating into the same JFD, or successor to that previously held, after a considerable lapse in service or significant change in assigned duties; or

(3) reinstatement eligibility was based solely on service in another state agency.

- 3. Senior administrative positions include, but are not limited to, division director, senior administrator, resource center administrator, deputy director, county director, business manager, institutional unit coordinator, programs coordinator, programs administrator, programs manager, programs supervisor, area director, and programs field representative. Refer to DHS:2-1-3 for definition of senior administrator. Questions regarding interpretation of this Section are submitted in writing to the division director, Human Resources Management Division (HRMD), who makes a determination as to applicability of coverage.**
- 4. OKDHS employees are encouraged to be constructive citizens of their local communities with their private activities conducted on personal time and kept separate from OKDHS working hours. While employed by OKDHS, an employee may not engage in a business enterprise either as an administrator, investor, or operator that is subject directly or indirectly to the control, inspection, review, audit, licensing, or enforcement by OKDHS. If, as a member of the board of directors, the employee, or his or her spouse, has a stake in the financial gains or losses in a business enterprise, membership is prohibited.**
- 5. If an employee wishes to engage in other employment or in a business enterprise or activity or changes secondary employment or other business activity while an employee of OKDHS, the employee submits, in advance, a request for other employment or a change in employment using Form ADM-42, Request for Approval of Other Employment, to the employee's immediate supervisor and local administrator. Form ADM-42 confirms the employment or business activity is consistent with the provisions of this Section.**
- 6. If there is an appearance of a conflict of interest or involvement with another state agency or a private agency contracting with OKDHS, final approval for other employment is made by the appropriate senior administrator or division director.**
- 7. Employees of OKDHS are expected to:**

- (1) respect the privacy of clients and hold in confidence all information obtained in the course of their duties, as required by law and OKDHS policy;**
- (2) make every effort to foster maximum self-determination on the part of clients;**
- (3) ensure that all judgments, decisions, and actions are taken in the best interest of the client;**
- (4) treat clients with dignity, respect, courtesy, fairness, and good faith;**
- (5) take responsibility for identifying, developing, and fully utilizing knowledge of their respective professions and adhere to professional codes of ethics and conduct that govern that profession;**
- (6) ensure that all contacts attempted or made with a client or relating to a client's case are recorded in the client case record, including contacts in person, by phone, or by written correspondence;**
- (7) maintain high standards of personal conduct in the capacity or identity as an OKDHS employee;**
- (8) comply with OKDHS policies and procedures governing client abuse, neglect, and mistreatment; and**
- (9) recognize the effect their recommendations and professional actions may have on the lives of clients, and ensure that personal, social, financial, political, or other inappropriate factors do not influence those actions or recommendations.**

8. OKDHS employees are prohibited from:

- (1) discriminating against employees or clients on the basis of race, sex, age, color, creed, national origin, religion, or disability or engaging in sexual harassment. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature, which makes sexual favors a condition of employment, employment benefits, approval, or receipt of benefits, or which create a hostile or offensive working or service**

environment, even though there may be no economic detriment to the employee or client;

(2) allowing personal problems and conflicts to interfere with professional judgments and effectiveness. Any employee who becomes aware that such personal problems or conflicts may adversely affect the provision of services to a client(s) immediately advises his or her supervisor so appropriate steps can be taken to ensure that client services are unaffected;

(3) taking any action that violates the legal and civil rights of clients or others who may be affected by their actions;

(4) initiating a discussion with, or lobbying clients on, issues unrelated to the provision of client services while engaged in official duties on behalf of OKDHS;

(5) using their position as an OKDHS employee to form a personal relationship with a client;

(6) exploiting the trust and dependency of clients or engaging in any activity that is, or is perceived as, an exploitation of the client relationship. Prohibited activities include, but are not limited to:

(A) taking clients on overnight visits or trips, unless such overnight outings have been officially arranged and sanctioned by OKDHS supervisory or administrative staff;

(B) extending or accepting social invitations from clients;

(C) engaging in sexual intimacies with clients;

(D) engaging in or encouraging clients in illegal activities, including use or possession of illicit drugs or alcohol;

(E) giving or accepting gifts from clients or exchanging or suggesting the exchange of any goods or services of value, unless specifically authorized by policy or appropriate supervisory personnel; and

- (F) making home visits or other client contacts on behalf of OKDHS outside normal working hours, unless specifically authorized by policy or appropriate supervisory personnel.
- 9.** In the event an employee has a personal relationship off-duty with an individual whose case or OKDHS services are being administered by the immediate office or the program to which the employee is assigned, the employee promptly reports such relationship to his or her immediate supervisor. The supervisor and higher-level management personnel determine whether it is appropriate for the employee to continue in that unit or be reassigned elsewhere.
- 10.** It is the responsibility of the local administrator or designee to complete and dispose of the application or to assign a staff person from another office to complete the application.

340:2-1-34. Employment verifications and references

(a) **Responses to employment verification inquiries.** Oklahoma Department of Human Services (OKDHS) responses to employment verification inquiries, such as credit references, work status inquiries, and employment references on employees or former employees are made either by the OKDHS Finance Division or the Human Resources Management Division (HRMD) except as noted in (b) of this Section. ■ 1

(1) Finance Division or HRMD provides only the employee's or former employee's correct name, dates of employment, and the current or last job family descriptor (JFD) and level held.

(2) An employee's or former employee's address, Social Security number, or other information is not provided.

(3) Only salary confirmation information is provided.

(4) Additional information may be released only upon Finance Division's or HRMD's receipt of a notarized authorization from the employee or former employee.

(b) **Professional references.** Supervisors and managers must respond to reference requests initiated within OKDHS. Professional references must be void of opinion, defamation, retaliation, and information that is discriminatory in nature and must not violate confidentiality. ■ 2

(c) **Individual or personal references.** Employees or former employees frequently ask administrators, managers, supervisors, or co-workers for personal references. Such references do not express OKDHS official position. Individuals providing references are cautioned that they may be liable and subject to discipline for providing incorrect, inappropriate, or exaggerated references or information that could place OKDHS at risk.

■ 3

INSTRUCTIONS TO STAFF

1. **Sample telephone response to an inquiry:** "Thank you for calling the Oklahoma Department of Human Services (OKDHS). I am pleased to confirm that Mr. or Mrs. (employee name) was an employee of OKDHS from (date) to (date) as a (position title) at (position location). We are unable to release additional information without a signed and notarized authorization document from the person."

2. Examples of prohibited information in a reference include:

(a) knowingly false information or information that attacks a person's reputation;

(b) personal information such as sexual orientation or medical history;

(c) age, ethnic background, Americans with Disabilities Act (ADA), or other information that is statutorily protected;

(d) negative information intended to retaliate;

(e) misleading and positive information about a person who poses a risk of harm; and

(f) misrepresentation by failing to disclose that the employee received corrective discipline for violence in the workplace.

3. OKDHS or state letterhead is not used for personal reference request.

340:2-1-78. Method of application

(a) To be eligible to compete for a position, applicants must submit two copies of a completed Form P-12, Personal Application Memo and Data Summary Sheet to the designated location before the closing date and time specified on the vacancy posting.

■ 1 Alternate methods of submission include:

(1) faxing the application to the designated location in the job announcement. Fax telephone numbers are located on Form P-12;

(2) submission of the application as an attachment to an e-mail for announcements that allow e-mail submissions. E-mail submission is sent to the Web site address specified in the job announcement. If invited to interview, the applicant is required to sign the application attesting to the authenticity of the information before a hiring decision is made. Failure to sign the application when requested results in withdrawal of the application from further consideration.

(b) OKDHS employees interested in intraagency transfer or demotion for a specific position must submit a written request, which may be an e-mail message to the local administrator of the position.

(c) Illegible applications, as determined by the Human Resources Management Division (HRMD), are not accepted. These applicants are notified. ■ 2

INSTRUCTIONS TO STAFF**1. The required application materials include:**

(1) Form P-12, Personal Application Memo and Data Summary Sheet;

(2) for positions in the classified service, completed signed copies of Form P-12, If the application is submitted electronically, only one copy is required; or

(3) for positions in the unclassified service, completed signed copies of Form P-12 or a resume.

2. Trial periods and a review of minimum qualifications are required for voluntary demotions and lateral transfers.

340:2-1-82. Job-related selection criteria and other selection procedures

(a) At the time a decision is made to fill a position, the supervisor of the position is responsible for reviewing and determining job-related selection criteria based on the duties of the position. These job-related selection criteria are used to develop interview questions and any other selection procedures, such as skill assessments, simulations, or case studies. The Human Resources Management Division (HRMD) is available to assist with development of interview questions.

(b) The selecting official is an administrator in the program's upper organizational structure or the reviewing supervisor for the position being filled. The selecting official is identified on Form P-S-76, Applicant List, when it is returned to HRMD.

(c) The selecting official considers local affirmative action goals and reviews the job-related information in paragraphs (1) through (2) of this subsection when selecting applicants for interview and making the selection decision. ■ 1 Job-related information is:

(1) Form P-1, Application for Employment, Form P-12, Personal Application Memo and Data Summary Sheet, or resume; and

(2) the employee's most recent Form OPM-111, Performance Management Process (PMP), which must be considered. Selection advisory committees may also review earlier Forms OPM-111 only when done consistently for all applicants.

(d) Work histories, if available, job-related references, and other job-related documents may be considered if done consistently for all candidates.

(e) The selecting official is responsible for validation of work experience and education required for the position. For example, if the minimum requirement for a position is a bachelor's degree, a copy of the transcript or signed registrar's letter affirming the degree has been awarded, must be reviewed. ■ 2

INSTRUCTIONS TO STAFF

1. (a) **County directors or persons in the upper organizational structure in a given program area may serve as selecting officials.**

(b) **The selecting official is responsible for contact with candidates listed on Form P-S-76, Applicant List, and Office of Personnel Management (OPM) certificate(s) of eligibles.**

2. To verify the applicant's credentials, the selecting official may utilize Form P-6, Form Letter to Employment Reference, send a written request on Oklahoma Department of Human Services (OKDHS) letterhead, or make direct contact by telephone.

(1) Employers or individuals who require written permission from the applicant may attach a copy of page 4 of Form P-1 or the signature page of Form P-12, as appropriate.

(2) The selecting official may designate a staff member to conduct credentials verification.

340:2-1-93. Applicants who have previously been discharged from employment in the classified service

(a) Involuntary discharge from the classified service does not bar a former employee from applying for appointment under the reinstatement provisions of Merit System of Personnel Administration Rules (Merit Rules). The Human Resources Management Division (HRMD) contacts the Office of Personnel Management (OPM) to verify reinstatement eligibility. If the applicant is a former state employee who was discharged, this information is included with the application.

(b) Before making a bona fide job offer to any previously discharged state employee, written approval in the form of a memo or e-mail must be obtained from the leader of the hiring division or the officer to whom the division leader reports. This approval is included in the official personnel file.