
POLICY TRANSMITTAL NO. 04-35	DATE: JUNE 16, 2004
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-1, Table of Contents; 2-1-1 through 2-1-2; 2-1-4; 2-1-6; 2-1-17 through 2-1-25; 2-1-65 through 2-1-78; and 2-1-95 through 2-1-98.

EXPLANATION: Human Resources Management Division (HRMD) regulations are revised to reflect Oklahoma Department of Human Services (OKDHS) current practices.

Original signed on 6-15-04

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WF # 04-L (NAP)

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.

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PART 1. INTERNAL HUMAN RESOURCES

DHS:2-1-1. Intraagency transfer

A permanent, classified employee may be transferred from one Oklahoma Department of Human Services (OKDHS) unit to another at the initiative of OKDHS or the employee in accordance with appropriate Merit Rules. An employee may request a lateral, in-class, or demotional transfer by submitting a memorandum or letter with a completed Form P-12, Personal Data Summary Sheet, to the local administrator of the potential receiving unit. The potential receiving unit has the option to accept or reject the employee's request to transfer to that unit.

(1) When an employee has been approved for transfer, the units discuss and agree upon a release date. The maximum time for release is 28 calendar days.

(2) A permanent, classified employee may be transferred laterally from a position in one job family descriptor (JFD) and level to a position in another JFD and level that has the same pay band, if the Human Resources Management Division (HRMD) certifies that the classified employee possesses the minimum qualifications in education, training, and experience for the receiving unit's JFD and level.

(3) Upon a lateral transfer, excluding in-class transfer, within OKDHS, the employee serves a six-month trial period, unless notified in writing by the appointing authority that the trial period is waived.

(4) During the trial period, an employee may be returned to the position previously held or to another position in the previous JFD and level upon notification from the appointing authority of the reason for the action.

DHS:2-1-2. Detail to special duty

When the services of an employee are temporarily needed in a job family descriptor (JFD) and level other than the JFD and level to which the employee is assigned, the employee may be detailed to special duty in accordance with Merit Rule OAC 530:10-11-110, OAC 340:2-1-76(2), and DHS:2-1-95(2). Salary upon detail to special duty is set in accordance with Merit Rule OAC 530:10-7-17.

DHS:2-1-4. Separation, classified or unclassified service

(a) Upon receiving notice of an employee leaving the Oklahoma Department of Human Services (OKDHS) employment, the local timekeeper updates the time leave system in accordance with procedures outlined in the Tempus training manual. On the last day the employee is on duty, the personnel designee of the local unit updates the Human Resource Information System (HRIS), which notifies the Human Resources Management Division (HRMD) of the employee vacating the position and the reason for separation. This is a date-tracked alert submitted immediately following the last day the employee is on duty. The HRIS alert is submitted electronically through Outlook to the Finance Division Payroll Unit and to HRMD.

(b) The employee's identification (ID) card, office keys, parking cards, and telephone credit cards are collected by the local supervisor and returned to the local administrator.

(1) Telephone credit cards are forwarded to Office Support Services Division (OSSD) Contracts and Purchasing Unit with a brief memo of explanation providing the:

(A) employee name;

(B) work location; and

(C) last day on duty.

(2) If the employee has a user ID number that allows access to the OKDHS computer system through the Data Services Division (DSD), Finance Division, or HRMD, the immediate supervisor reports the separation to the appropriate DSD security representative, the Finance Division systems administrator, and HRMD-HRIS.

DHS: 2-1-6. Interagency transfer

(a) A permanent employee transferring from the Oklahoma Department of Human Services (OKDHS) to a position in another state agency submits a written notification to the local administrator indicating the agency to which the employee will transfer and the last day the employee will be on duty with OKDHS. A copy of this notice is provided to the immediate supervisor, Human Resources Management Division (HRMD), and Finance Division Payroll Unit. As with a resignation, the employee is expected to give at least 14 calendar days notice of transfer.

(b) An employee who transfers from another state agency to OKDHS may transfer a maximum of 80 hours of annual leave.

(c) An employee's accrued sick leave is transferred in full.

DHS:2-1-17. Employee performance management process (PMP), classified and unclassified

Section 840-4.17 of Title 74 of the Oklahoma Statutes requires all state agencies to adopt and maintain one standard performance management system. The PMP is an ongoing process of communication between the supervisor and the employee. The purpose of the PMP is to strengthen the partnership between the supervisor and the employee, leading to the improvement of individual, unit, and the Oklahoma Department of Human Services (OKDHS) performance. The PMP:

- (1) communicates job performance expectations by listing objective and measurable accountabilities and behaviors, which the supervisor communicates to the employee and utilizes in the evaluation of the employee;
- (2) identifies actual achievements, strengths, and deficiencies in relation to expectations of the employee;
- (3) creates an employee development plan to improve current abilities, skills, and professional growth potential;
- (4) gives the employee and supervisor a guide for employee development throughout the evaluation period; and
- (5) outlines specific improvements an employee may make to improve job performance.

DHS:2-1-18. General staff responsibilities

(a) The supervisor and employee are responsible for the evaluation process. The supervisor and employee establish measurable and accurate job accountabilities, tasks and performance standards, and behaviors required to achieve successful performance in the functions of the position.

(1) The employee is responsible for:

(A) participating in conferences with the immediate supervisor to discuss his or her assigned accountabilities and behaviors at the beginning, mid-point, and end of the evaluation period;

(B) keeping informed of policies, procedures, rules, regulations, and other information relevant to the performance of accountabilities and documenting his or her own assignments and special projects;

(C) taking specific measures as outlined in the development plan to correct deficiencies or accomplish goals; and

(D) asking questions to gain clarification of expectations in regard to the accountabilities and behaviors.

(2) The immediate supervisor is responsible for:

(A) discussing with the reviewing supervisor and completing the initial work on the accountabilities and behavior standards, and reviewing the employee's previous development plan in order to implement it;

(B) meeting with the employee at the beginning of the evaluation period to review and possibly revise assigned accountabilities and behaviors;

(C) ensuring that the employee has access to applicable policies, relevant to the performance of assigned accountabilities;

(D) being accessible to the employee and providing coaching and necessary assistance in the employee's achievement of career goals by eliminating barriers to effective performance;

(E) giving consideration to Form OPM-111, Performance Management Process (PMP), in decisions regarding employee promotions, demotions, separations, and discharges;

(F) conducting and documenting, by signature on Form OPM-111 at least one evaluation conference with the employee at the mid-point of the evaluation period to review the employee's performance on accountabilities and behaviors and to provide the employee with ongoing feedback concerning job performance;

(G) discussing proposed closing ratings with the reviewing supervisor prior to closing Form OPM-111 with the employee;

(H) holding and documenting a close-out conference with the employee at the end of the evaluation period to close Form OPM-111;

(I) documenting and acknowledging by signature on Form OPM-111 the performance ratings and conferences held;

(J) maintaining the original Form OPM-111 and supporting documents until closing;

(K) copying and distributing signed copies of Form OPM-111; and

(L) ensuring that the Human Resources Information System (HRIS) is updated, and the original Form OPM-111 with comments and response, if applicable, is sent to Human Resources Management Division (HRMD).

(3) The reviewing supervisor of the PMP is responsible for:

(A) ensuring that accountabilities, their relative importance, and behaviors are consistent among employees performing the same type of work and accurately reflecting Oklahoma Department of Human Services (OKDHS) requirements and expectations for performance;

(B) ensuring that performance ratings and supervisory documentation on all Form OPM-111s are consistent with established standards and policies;

(C) ensuring that Form OPM-111 is given consideration in decisions regarding employee promotions, demotions, separations, and discharges;

(D) ensuring that Form OPM-111 is opened and closed in accordance with established time frames for all employees under his or her supervision; and

(E) resolving any disagreement about the results and ratings on Form OPM-111.

(4) The supervisor informs the employee how he or she is doing throughout the

evaluation period through conferences, informal discussions, coaching, or written reports. The employee informs the supervisor of any significant changes that may impact the employee's accountabilities.

DHS: 2-1-19. Accountabilities with relative importance

Divisions may develop accountabilities with relative importance for their employees. All factors that affect the work performed are considered in developing performance standards, including relevant state and federal regulations, applicable Oklahoma Department of Human Services (OKDHS) policies, job family descriptor (JFD), Form OPM-39, Position Description Questionnaire, and supervisory and employee input.

(1) Divisions may standardize accountabilities with relative importance on Form OPM-111. Accountabilities are consistent for employees performing the same types of work. Certain accountabilities may be mandatory for all employees. The relative importance of accountabilities may be standardized by the division. This does not preclude expansion of accountability for specific situations.

(2) The development of standardized accountabilities on Form OPM-111, Performance Management Process (PMP), for employees in specific JFDs and levels is completed in accordance with guidelines established by the division director or designee. Standardized accountabilities with relative importance included on Form OPM-111 must be approved by the appropriate area or division director or chief officer or equivalent prior to implementation.

DHS:2-1-20. Time frames for opening Form OPM-111

(a) Form OPM-111, Performance Management Process (PMP), is opened within 30 calendar days following:

- (1) the date a new employee enters on duty;
- (2) an employee's transfer to a new work unit or assignment to a new supervisor;
- (3) any significant change in an employee's assigned accountabilities;
- (4) a change in the employee's job family descriptor (JFD) or level ; or
- (5) the closing of the employee's previous Form OPM-111.

(b) The exception to opening Form OPM-111 is when the previous Form OPM-111 was closed as "Unable to Rate" and the employee is currently out on extended leave. In that case, the new Form OPM-111 is opened on the day the employee returns to work.

DHS:2-1-21. Procedures for opening Form OPM-111

(a) The performance management process (PMP) is conducted on an annual basis. The evaluation period begins when Form OPM-111, Performance Management Process (PMP), is opened, establishing accountabilities, performance measures, and expectations of behaviors. At the beginning of the evaluation period, the immediate supervisor meets with the reviewing supervisor for agreement on the basic outline of Form OPM-111. Supervisors must ensure each employee receives a completed Form OPM-111 within 12 months of the previously closed Form OPM-111.

(b) The immediate supervisor completes sections (A) through (F) of Form OPM-111.

(1) **Section A - Employee name and status information.** Information entered in this Section is self-explanatory on Form OPM-111.

(2) **Section B - Accountabilities.** Enter a statement addressing each item listed in (A) through (D) regarding each accountability.

(A) List each accountability including a task statement and performance standard that is specific, measurable, attainable, relevant, and time-based (SMART). List only those tasks that are essential to the overall accomplishment of the job. The reviewing supervisor has final authority on accountabilities.

(i) Assign a relative importance status of important or critical to each accountability.

(ii) When standardized accountabilities for a job family descriptor (JFD) and level have been implemented, those accountabilities must be implemented. This does not preclude expansion of accountability for specific situations.

(iii) When standardized accountabilities are not available, the immediate supervisor and employee write the accountabilities in standard sentence structure of action verb, followed by the object of the verb, and describe methods where appropriate.

(B) The performance standard is stated following each accountability and is written to reflect the level of performance required for a rating of Meets Standards. Performance standards include one or more of the factors listed in (i) through (vi).

(i) Quantity means how much work is completed, generally a combination of quantity and timeliness.

- (ii) Accuracy or quality means the number of errors in the work completed, based upon a combination of quality and timeliness.
 - (iii) Timeliness means how fast the work is completed, and if it is completed within assigned time frames.
 - (iv) Manner means the way or style in which the work is completed.
 - (v) Method means the procedural and technical methods used in compliance with policy.
 - (vi) Cost means the dollar and human resource factors.
- (C) General sources of information used to arrive at the performance rating for each accountability may include:
- (i) monthly or other regularly scheduled reports;
 - (ii) computer printouts;
 - (iii) case reviews;
 - (iv) supervisory observation;
 - (v) client feedback;
 - (vi) random surveys; or
 - (vii) other sources of information as identified by the supervisor(s).

(D) Only those tasks that are essential to the overall accomplishment of the job are indicated on Form OPM-111. Each accountability is assigned a level of relative importance, either critical or important.

(i) Critical. This level indicates it is one of the most crucial parts of the employee's accountabilities in terms of the impact on the accomplishment of the unit's mission and problems that may occur if the work is not completed satisfactorily.

(ii) Important. This level indicates the accountability is an important or significant factor in job performance. An employee rated below standards in this area may still be considered good overall if he or she does well in critical

accountabilities.

(3) **Section C - Overall Accountability Rating.** This Section is completed when closing Form OPM-111 in accordance with DHS:2-1-24(1)(C).

(4) **Section D - Behaviors.** This Section is completed in accordance with DHS:2-1-24(2)(A). Behavior factors must be evaluated.

(5) **Section E - Overall Performance Rating.** This Section is completed when closing Form OPM-111 in accordance with DHS:2-1-24(3)(E).

(6) **Section F – Summary/Development Plan.** Performance strengths, areas for development, and a development plan are completed when closing Form OPM-111 in accordance with DHS:2-1-24(4)(A) through (C).

DHS:2-1-22. Mid-year review for Form OPM-111

The mid-year review occurs in the middle of the evaluation period. During each conference, the immediate supervisor reviews the employee's progress in achieving accountabilities, behaviors, and the employee's previous development plan. The immediate supervisor documents the conference in writing, including the date of the conference and items discussed. The employee, supervisor, and reviewing supervisor sign Form OPM-111, Performance Management Process (PMP), for the mid-year review. The original is maintained by the immediate supervisor.

DHS:2-1-23. Time frames for closing Form OPM-111

Form OPM-111, Performance Management Process (PMP) must be closed:

- (1) no later than 30 calendar days prior to the end of the probationary period;
- (2) within 12 months of the previously closed Form OPM-111;
- (3) prior to an employee transfer to a new work location, promotion, demotion, or termination of employment with the Oklahoma Department of Human Services (OKDHS);
- (4) when there is significant change in an employee's job duties; or
- (5) if directed by the reviewing supervisor, when the immediate supervisor leaves his or her work assignment, the supervisor evaluates his or her employees before leaving the work assignment.

DHS:2-1-24. Procedures for closing Form OPM-111

Sections B and D through F of Form OPM-111, Performance Management Process (PMP), are completed by the immediate supervisor at the end of the evaluation period. Upon initial completion, the reviewing supervisor reviews, proposes revisions, if necessary, and approves Form OPM-111. The immediate supervisor and the employee discuss and review the evaluation before the supervisor documents the final outcome of the review. The employee, immediate supervisor, and reviewing supervisor sign the closed Form OPM-111.

(1) **Section B – Accountabilities.** Statement of actual results and ratings.

(A) **Actual results.** For any rating other than Meets Standards, results must be documented. Results must be based on verified sources, such as official reports, observations of supervisor, and audits. Results statements must be consistent with the measurements in the accountability statements: the amount of work completed versus expectation, time frame, quality, or manner.

(i) One of the ratings listed in (I) through (IV) of this unit is assigned to each accountability statement.

(I) Does Not Meet Standards means performance that fails to meet job requirements and expectations. Justification is required.

(II) Needs Improvement means performance that is inconsistent, sometimes meeting requirements and expectations, and other times not meeting the performance requirements and expectations. Justification is required.

(III) Meets Standards means performance that meets job requirements and expectations. No justification is required.

(IV) Exceeds Standards means performance that clearly and consistently exceeds job requirements and expectations. Justification is required.

(B) **Supervisory judgment.** Supervisory judgment or opinion, when clear expectations have been previously identified, is an appropriate measure for some aspects of performance. This is especially true when measuring judgment or decisions by a qualitative standard or when an employee's action or lack of action has serious effects.

(C) **Determining the overall accountability rating.** The overall accountability

rating in Section C is based upon the formulas listed in (i) through (iii) of this subparagraph.

(i) If all accountabilities are Meets Standards or below, then the overall accountability rating cannot be Exceeds Standards.

(ii) If any critical accountability is Does Not Meet Standards, the overall accountability rating cannot be Exceeds Standards.

(iii) If any three accountabilities are Needs Improvement or Does Not Meet Standards, the overall accountability rating cannot be Exceeds Standards.

(2) **Section D - Behaviors.** The supervisor rates the employee's performance on the behaviors and documents in the results section any rating other than Meets Standards. The behaviors reviewed in this section are:

(A) Customer Service Orientation;

(B) Teamwork;

(C) Problem-Solving Initiative;

(D) Leadership; and

(E) Observing Work Hours and Using Leave.

(3) **Section E - Overall Performance Rating.**

(A) If two or more behaviors are Does Not Meet Standards, then the Overall Performance Rating must be one level lower than the Overall Accountability Rating.

(B) If two or more behaviors are Exceeds Standards, then the Overall Performance Rating may be one level higher than the Overall Accountability Rating.

(4) **Section F - Summary/Development Plan.**

(A) **Performance Strengths.** The supervisor describes the employee's strengths and behaviors that positively affected the actual achievements during the evaluation period.

(B) **Performance Areas for Development.** At the end of the evaluation period, the supervisor and employee discuss areas the employee needs to gain additional skills or knowledge.

(C) **Development Plan.** A development plan is designed to assist the employee in overcoming deficiencies or developing knowledge, skills, and abilities. The development plan on Form OPM-111 is implemented after the employee's first year on duty.

(5) **Conferences to Close Form OPM-111.** Discussion with the reviewing supervisor occurs prior to review and discussion with the employee. The required sections of Form OPM-111 are completed by the immediate supervisor.

(A) The immediate supervisor:

(i) holds a conference with the employee to discuss Form OPM-111;

(ii) discusses with the employee the actual results, performance strengths, areas for development, and a development plan; and

(iii) answers questions the employee has regarding Form OPM-111.

(B) If the immediate supervisor and the employee disagree about the results and ratings, the reviewing supervisor may be brought into the discussion to resolve the disagreement.

(C) The employee may:

(i) complete the section for Employee Comments at that time; or

(ii) request an extension of five working days to submit additional information or rebuttal as provided in DHS:2-1-25.

(D) The employee and immediate supervisor sign and date Form OPM-111 after the discussion. The employee's signature indicates that the contents of the evaluation have been discussed with the employee and does not indicate the employee's agreement with the performance evaluation.

(6) **Reviewing supervisor's signature.** The reviewing supervisor reviews Form OPM-111 for consistency and adherence to established standards and OKDHS policies and verifies the final rating. Exceptions are referred back to the immediate supervisor for correction prior to final signature and approval.

The reviewing supervisor's signature indicates that a review has been made and exceptions discussed with the immediate supervisor.

DHS:2-1-25. Rebuttals to performance evaluation

An employee may submit a written rebuttal to the performance evaluation after the closing evaluation conference is held. The rebuttal is written in the Employee Comments section of Form OPM-111, Performance Management Process (PMP) or submitted in writing to the immediate supervisor to be included in the employee's official personnel record. The immediate supervisor considers the additional comments. The immediate supervisor makes copies and distributes the closed Form OPM-111 with any additional comments to the employee, the reviewing supervisor, and the local employee file. The original Form OPM-111, with comments and response, is sent to the Human Resources Management Division (HRMD).

(1) Rebuttals are filed in the employee's personnel file with Form OPM-111.

(2) An employee may utilize the Oklahoma Department of Human Services (OKDHS) employee internal grievance procedure in accordance with DHS:2-1-150 if he or she does not receive an evaluation or believes the evaluation is inaccurate.

PART 2. EMPLOYEE BENEFITS

DHS:2-1-65. Benefits and enrollment

(a) All eligible Oklahoma Department of Human Services (OKDHS) employees are required to purchase core benefits. The core benefits include health, dental, basic life, and disability insurance. There is no waiver of insurance coverage.

(b) An employee who meets the requirements of (1) through (4) of this subsection may opt out of participation. The employee will not receive a benefit allowance. An employee may opt out of participation when he or she:

(1) has retired from a branch of the United States military;

(2) is being provided health care through a federal plan;

(3) provides proof of health care coverage; and

(4) chooses not to purchase core benefits, supplemental life insurance, and dependent life insurance.

(c) A new employee completes a New Hire Enrollment form provided by the Employee Benefits Council (EBC) and submits the form to the Human Resources Management Division (HRMD) within two days of entry on duty (EOD). Within the employee's first 30 days of enrollment date, the employee may make changes to his or her elections.

(d) Failure to submit the New Hire Enrollment form to HRMD within 30 calendar days of EOD results in default enrollment. An employee who fails to make a valid election is deemed to have elected employee-only coverage under the state health medical plan, state dental plan, basic life plan, and the disability plan. It is the responsibility of the employee to read the contents of the Enrollment Guide prepared by EBC prior to electing benefits. Coverage is effective the first day of the month following the month in which the employee is employed in an eligible status.

(e) If the employee elects Health Choice for health insurance, a pre-existing condition clause applies if the member, dependent(s), or both, have not been continuously covered by other group insurance verified by a Health Insurance Portability and Accountability Act (HIPAA) Certificate or provides proof of coverage through military or Native American benefits.

DHS:2-1-66. Option Period and allowable benefit election changes

(a) **Enrollment.** Choices of benefit plans are made on an annual basis, as defined by the Employee Benefits Council (EBC), by eligible employees during the Option Period. Each employee meeting eligibility requirements who fails to select a proper election under the Flexible Benefit Plan is deemed a participant in the Flexible Benefit Plan.

(1) EBC establishes eligibility requirements for all benefit plan options.

(2) Eligible employees are required to elect medical and dental plans. Employees who have retired from a branch of the United States military may opt out of participation per DHS:2-1-65(b).

(3) Employees who fail to make a valid election are deemed as electing the same core benefit plans during the previous Option Period in which a valid election was made if that election is available. EBC will establish a default election if the previous election is not offered. Employees who meet the requirements and choose to opt out of participation must renew this election each year. Failure to submit the appropriate form and documentation results in the employee receiving default enrollment.

(4) Coverage is effective January 1 of the plan year.

(5) Flexible Spending Accounts (FSA) do not roll over and must be elected during Option Period.

(A) The elected amount must be utilized within the plan year.

(B) FSA claims must be submitted for services received within the previous plan year within 90 days following the end of the plan year.

(C) The elected amount in the plan is forfeited if claims are not received according to Section 125 of the Internal Revenue Service Code.

(b) **Changes outside of Option Period.** Changes may be made only as a result of a qualifying event. Qualifying events are defined in the current EBC Enrollment Guide.

(1) The Sooner Choice Change Request Form, with supporting documentation, must be submitted to the Benefits Section of the Human Resources Management Division (HRMD) within 30 days of the qualifying event.

(2) Effective dates of changes are determined by the policies of the governing

boards.

(3) The effective dates of coverage for changes made to correct errors are determined by EBC.

DHS:2-1-67. Insurance coordinator

The appointing authority designates an insurance coordinator located in the Benefits Section of the Human Resources Management Division (HRMD) and the Employee Benefits Council (EBC). The human resources management specialist (HRMS) assigned to benefits administration serves as an alternate liaison between the Oklahoma State Education and Employees Group Insurance Board (OSEEGIB) and the participating employee. HRMS serves as a point-of-contact for participating employees. HRMS coordinates the enrollment of members and provides employees with information regarding available benefits, rules, and regulations of participation.

DHS:2-1-68. Appeals

An employee who disagrees with the allowance and payment of claims, eligibility, or provision of services may file an appeal with the Employee Benefits Council (EBC) and the Oklahoma State Education and Employees Group Insurance Board (OSEEGIB). The employee contacts EBC for instructions on the appeal process. EBC and OSEEGIB govern the appeal process.

DHS:2-1-69. Confidentiality of insurance records

All information, documents, medical reports, and copies contained in a member's insurance file are confidential information and are not released, made available, or open to public inspection without the prior written consent and authorization of the individual to whom it pertains, but are subject to subpoena or court order. All employees who review, process, or have access to insurance claims are required to maintain the confidentiality of records. Failure to do so is cause for disciplinary action in accordance with Oklahoma Department of Human Services (OKDHS) policy.

DHS:2-1-70. Employee access to insurance records

An employee may review or obtain photocopies of his or her employee insurance records upon written request to the Human Resources Management Division (HRMD), unless state or federal law prohibits the disclosure of designated information to the employee. HRMD schedules and provides time and space for the employee to review his or her insurance records, and, upon written request, provides photocopies.

DHS:2-1-71. Eligibility for insurance

(a) **Employee.** Active Oklahoma Department of Human Services (OKDHS) employees scheduled to work at least 1,000 hours per year are eligible for insurance. Temporary or seasonal employees are not eligible for insurance.

(b) **Eligible dependents.**

(1) Eligible dependents include the employee's:

(A) spouse;

(B) unmarried child(ren) up to age 19;

(C) unmarried child(ren) up to age 25 who is a full-time student; or

(D) regardless of age, a child(ren) who is totally disabled and unable to be self-supporting because of an incapacity that occurred and was verified prior to age 19.

(2) State eligibility rules require that current employees must apply for coverage on all eligible family members if electing dependent coverage for health, dental, dependent life, or vision. If one dependent is covered, all dependents must be covered, unless proof of other group coverage is provided.

DHS:2-1-72. Leave of absence

Leave without pay. An employee on approved leave without pay (LWOP) for an entire pay period is responsible for paying the state's share of his or her premium and any optional or dependent coverage normally payroll deducted.

(1) If leave designation is under the Family Medical Leave Act (FMLA), the Oklahoma Department of Human Services (OKDHS) pays the employee's coverage and allows the dependent benefit allowance for the duration of FMLA.

(2) If the employee is on LWOP due to workers' compensation, OKDHS allows payment of the employee's coverage and allows the dependent benefit allowance for a maximum of 12 months.

(3) Any remittances for premiums are made payable to the Employee Benefits Council (EBC) and are submitted to the Human Resources Management Division (HRMD).

(4) Payment of premiums due to continuous LWOP may not exceed two years.

DHS:2-1-73. Survivors

A surviving spouse, eligible dependent(s), or both, who is covered under the plan at the time of death of an employee who was on active work status or authorized leave at the time of death may continue the benefits for health, dental, or both, provided the spouse or eligible dependent(s) pays the full cost of the coverage. The coverage election must be made within 60 days of death, and coverage must be continuous.

(1) Eligibility for benefits terminates for the surviving spouse when the spouse remarries or becomes eligible for another group plan for health, dental, or both. The eligibility for benefits terminates for the surviving child(ren) when the child(ren) ceases to qualify as a dependent(s) under the provisions of the plan.

(2) The Department of Human Services (OKDHS) notifies the eligible survivors of their option to continue coverage upon receipt of notice of the death of an employee.

DHS:2-1-74. Continued participation in health and dental coverage

Any covered member who terminates employment before becoming eligible for early retirement, disability, or regular retirement, but has adequate creditable service for vested benefits under the provision of a State of Oklahoma retirement system and the eligible member's covered dependents, may continue to participate in coverage for health, dental, and life insurance. The coverage must be in force continuously, and all premiums must be remitted monthly. A request for this coverage must be noted on the Oklahoma Public Employees Retirement System (OPERS) Form 515-11887VB, Application for Vested Benefit, within 30 days of the date of severance. The Oklahoma State Employees and Education Group Insurance Board (OSEEGIB) staff serves these members as insurance coordinator.

DHS:2-1-75. Retirement, regular

Covered employees who retire and are eligible to receive monthly retirement benefits from a state-funded retirement plan are eligible to continue in the group insurance plan. A retiree may continue coverage for health, dental, or both, for a spouse or dependent(s) during retirement if coverage is in force at the time of retirement.

DHS:2-1-76. Disability retirees

A disability retiree may continue in the group insurance plan, provided he or she qualifies for retirement benefits with the Oklahoma Public Employees Retirement System (OPERS). An application for disability retirement benefits is mailed to the prospective retiree by OPERS upon receipt of his or her award letter from the Social Security Administration.

DHS:2-1-77. Termination of coverage

(a) **Employee coverage.** Employee coverage terminates:

- (1) on the last day of the calendar month in which employment terminates;
- (2) when the plan is discontinued; or
- (3) when any required premiums cease to be paid.

(b) **Dependent coverage.** An employee, dependent, or both, has the right to receive a Health Insurance Portability and Accountability Act (HIPAA) certificate. The Employee Benefits Council (EBC) mails the HIPAA certificate to the employee. The dependent coverage terminates on the last day of the calendar month in which:

- (1) the dependent became covered as an Oklahoma Department of Human Services (OKDHS) employee; or
- (2) a person ceases to be an eligible dependent.

DHS:2-1-78. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides that certain qualified beneficiaries who become ineligible due to a change in eligibility status, such as death of employee, divorce or legal separation from employee, or a dependent child(ren) who loses eligibility due to age or marriage, may continue coverage up to three years for health, dental, or both, under the group insurance plan. The period is reduced to 18 months for a terminated employee and his or her dependent(s). Coverage may extend to a maximum 29 months if the employee is disabled at the time of termination.

(1) COBRA continuation is only available to employees and dependents who were covered under the group insurance plan or a health maintenance organization (HMO) on the date of the change in eligibility status.

(2) No evidence of insurability is required for continuation of coverage.

(3) The coverage for health, dental, or both, is identical to that provided on the date of the qualifying event. For example, if an employee is terminated and is covered under an HMO, coverage remains with that HMO unless the employee moves out of the HMO service area.

(4) Each covered beneficiary has the same rights and benefits as any similarly situated person for whom a qualifying event has not occurred. The limitations and exclusions are the same to the extent that the rules and regulations comply with the mandates of COBRA. If the Oklahoma Department of Human Services (OKDHS) rules and regulations are in non-compliance with COBRA, the federal law applies.

(5) Each qualified beneficiary is entitled to elect to continue health coverage. The premium is based on the number of qualified beneficiaries electing to continue coverage.

PART 3. RECRUITMENT, PLACEMENT, AND PROMOTION POLICY**DHS:2-1-95. Appointments and changes in employee job family descriptor (JFD) and level or position that are not subject to the vacancy notice posting provisions**

Unless otherwise indicated, the local administrator submits Form P-31-A, Announcement Requisition, to the Human Resources Management Division (HRMD) to fill a position. The appropriate program staff advises the appropriate administrator, who prepares Form P-31-A and other required documents and submits them to HRMD. Responsibilities assigned to the county director for program areas throughout this regulation apply to field staff under the administrative oversight of the county director. Unless otherwise noted, review by the county director or hiring authority of Form P-31-A and related documents ensures compliance with the Oklahoma Department of Human Services (OKDHS) policy per OAC 340:2-1-76.

(1) Seasonal and temporary appointment.

(A) The local administrator or county director, at the request of the appropriate program staff, submits to HRMD Forms P-1, Application for Employment, and P-1-D, Application Supplement.

(B) Effective dates are determined by the selecting official.

(2) **Detail to special duty**. When the services of a permanent, classified employee are needed temporarily in a job family other than the job family descriptor (JFD) and level to which the employee is regularly assigned, the employee may be detailed to special duty for a period of six to 12 months in any 36-month period. A detail may be worked for six months if the employee does not meet the minimum qualifications for the position. If the employee meets the minimum qualifications for the position, he or she may fill the position up to 12 months, in accordance with Merit Rule OAC 530:10-11-110. The salary of an employee who is detailed to special duty must be adjusted in accordance with Merit Rule OAC 530:10-7-17. A detail to special duty does not affect the status, title, or JFD and level held prior to the detail.

(A) Detail to special duty is recommended only when other alternatives for assignment of the duties have been exhausted. Other alternatives include:

(i) use of a temporary appointment;

(ii) reassignment of the duties of a position among several employees; or

- (iii) reassignment of the duties to an employee at the same or higher JFD and level.
- (B) A request for detail to special duty is coordinated through HRMD and requires review by the division director for the program or administrative area and the OKDHS Director or designee. A request for a waiver must be reviewed by the division director of HRMD and approved by the OKDHS Director or designee.
- (C) The local administrator or county director, at the request of the appropriate program staff, submits to HRMD, Form P-93, Request for Detail to Special Duty (Classified Service) or Temporary Assignment (Unclassified Service), providing a justification for the request and a requested effective date.
- (D) When the duties of a vacant position are temporarily assigned to other employees, the prioritized options are:
- (i) assign the duties of the vacant position to an employee with the same or higher JFD and level or classification; or
 - (ii) recommend a detail to special duty of an employee with a lower JFD and level or classification. The employee must agree by an acknowledgement memo not to apply for the position or a waiver of this requirement must be obtained from the OKDHS Director or designee. The local administrator or county director, at the request of the appropriate program staff, submits to HRMD a request for the waiver on Form P-93, with full justification, for consideration by the OKDHS Director.
- (3) **Temporary assignment, unclassified service.** When the services of a permanent, classified or regular, unclassified employee are needed temporarily in a job other than the job to which the employee is regularly assigned, the employee may be placed on a temporary assignment in the unclassified service. The salary of the employee must be increased to the minimum rate for the job to which temporarily assigned, but not more than the maximum rate the employee could receive upon promotion to the job. The temporary assignment does not affect the status, JFD, and level held prior to the temporary assignment. A permanent, classified employee placed on temporary assignment in the unclassified service is granted a leave of absence from the classified service for the duration of the temporary assignment.
- (A) Temporary assignments in the unclassified service may not exceed 12 months unless an exception to this policy is obtained from the OKDHS Director or designee. Requests for an exception to this policy must be coordinated through HRMD.

(B) Temporary assignments are recommended only when other alternatives for assignment of the duties have been exhausted as described in the explanation for detail to special duty in (2) of this subsection.

(C) Form P-93 is submitted to HRMD for application and approval for temporary assignment in the unclassified service. The procedure in (2)(B) of this Section is followed.

(D) Employees in the classified service who accept a temporary assignment in the unclassified service must write a memo of understanding stating they wish to take a leave of absence from the classified service to accept the temporary assignment in the unclassified service. The original document is submitted with Form P-93.

(4) **Sixty-day temporary assignment, classified or unclassified services.** An employee may be assigned duties of another JFD and level for a period of 60 calendar days or less in any 12-month period. Form P-93 is not required. There is no change in the employee's salary as a result of this type of assignment. The immediate supervisor of the position provides the employee with a memo explaining the conditions of the assignment, including the effective date, the maximum duration of the assignment, and a statement that no adjustment will be made in salary. A copy is sent to the local administrator or county director and appropriate program staff. Notice to HRMD is not required.

(5) **Intraagency transfer of a permanent employee from one position to another position in the same JFD and level (in-class) or different JFD and level within the same pay band (lateral).** The local administrator, or county director, at the request of the appropriate program staff, submits to HRMD an employee-completed Form P-12, Personnel Application Memo and Data Summary Sheet, and a copy of the transfer request. If there is a change in JFD and level (lateral transfer), a trial period of six months is required.

(6) **Voluntary demotion to a vacant position.** In addition to applying for job announcements, classified employees may request consideration for a voluntary demotion by submitting a statement, by memo or e-mail, directly to the selecting authority at any time. When an employee takes a voluntary demotion, the local administrator or county director, at the request of the appropriate program staff, submits to HRMD an employee-completed Form P-12 and Form P-17, Salary Exception Request for Special Entrance Rate of Voluntary Demotion, from the employee agreeing to a demotion and the salary conditions under which the demotion will be accepted. Form OPM-111, closed within the previous 12 months, is required before the demotion is processed. The employee is required to serve a six-month trial period.

(7) **Direct reclassification when a new JFD and level is adopted that better describes an incumbent's job.** Specific requirements depend on individual circumstances and require coordination with HRMD.

(8) **Position reallocation.** When duties are assigned or revised that result in a position reallocation, a review is required from the appropriate division director.

(A) The local administrator or county director, at the request of the appropriate program staff, submits Form OPM-39, Position Description Questionnaire, or Form OPM-39A, Supplemental Position Description Questionnaire, an organization chart, and a memo of justification for the change in assignment of duties to the appropriate division director for approval or disapproval.

(i) If approved, the division director submits the request for position reallocation to HRMD.

(ii) If disapproved, the position reallocation request is routed back to the local administrator or county director. In county offices, the county director advises the appropriate program staff of the division director's disapproval.

(B) If a change in JFD occurs following reallocation of the position, the local administrator or county administrator, at the request of the appropriate program staff, submits to HRMD Form P-S-70, Employee Classification Action Request Form, and an employee-completed Form P-12. No further action is required if no change in JFD occurs.

(C) Time frames provided by HRMD in correspondence with local administrators are followed.

(D) Any applicable trial period applies unless waived by the appointing authority.

(9) **Classified service noncompetitive JFDs.**

(A) The JFDs utilized by OKDHS designated by the Office of Personnel Management (OPM) as noncompetitive are:

<u>Title</u>	<u>JFD Code</u>	<u>Level</u>	<u>Pay band</u>
Central <u>service worker</u>	<u>Z15A</u>	level I	<u>D</u>
<u>Administrative technician</u>	<u>E16A</u>	level I	<u>D</u>

<u>Housekeeping/ custodial worker</u>	<u>F50A</u>	<u>level I</u>	<u>B</u>
<u>Food service specialist</u>	<u>Z20A</u>	<u>level I</u>	<u>C</u>
<u>Laborer</u>	<u>Z79A</u>	<u>level I</u>	<u>D</u>
<u>Linen and clothing specialist</u>	<u>Z30B</u>	<u>level II</u>	<u>D</u>
<u>Light vehicle driver</u>	<u>F54A</u>	<u>level I</u>	<u>C</u>
<u>Therapeutic/medical aide</u>	<u>X11B</u>	<u>level II</u>	<u>E</u>
<u>Direct care specialist</u>	<u>Z12A</u>	<u>level I</u>	<u>E</u>
<u>Therapeutic/medical aide</u>	<u>X11A</u>	<u>level I</u>	<u>D</u>
<u>Transportation officer</u>	<u>Z13A</u>	<u>level I</u>	<u>D</u>
<u>Customer service representative</u>	<u>E13A</u>	<u>level I</u>	<u>D</u>
<u>Housekeeping/ custodial worker</u>	<u>F50B</u>	<u>level II</u>	<u>C</u>
<u>Linen and clothing specialist</u>	<u>X11B</u>	<u>level II</u>	<u>D</u>
<u>Materiel management specialist</u>	<u>F20A</u>	<u>level I</u>	<u>D</u>

(B) The local administrator or county director, at the request of the appropriate program staff, submits to HRMD Forms P-1, P-1-D, and OPM-4, Office of Personnel Management Employment Application.

(10) **Career progression.** When vacancies in positions that are eligible for career progressions are filled in connection with the recruitment announcement process, the candidate selected is usually described as a trainee or entry level, and the position is filled with an alternate hiring level. Qualified candidates in the classified service who are selected in an alternate hiring level may be promoted to the next higher level of the JFD, exempt from vacancy posting requirements, upon obtaining permanent status, meeting established performance standards, and certification that the employee meets the minimum qualifications of education, training, and experience for the JFD and level.

(A) At the time of the employee's hire at an alternate hiring level, HRMD determines when the employee is eligible for career progression, updates the

Human Resources Information System (HRIS), and notifies the hiring authority of the projected date.

(B) When a change in education level occurs that may affect eligibility for an earlier career progression date, it is the employee's responsibility to provide HRMD with verification, which may be in the form of a transcript, a certificate, or a letter from the institution. Verification is submitted to HRMD through the employee's supervisor.

(11) Professional trainee positions limited to the prescribed length of time of the course of training or extension study. The local administrator or county director, at the request of the appropriate program staff, submits to HRMD Forms P-1, P-1-D, and a contract, if required, for programs such as Carl Albert interns and executive fellows. Other examples of professional trainee positions are legal interns and management interns.

(12) Separate unit policies or testing pilot policies within specific units. Separate unit policies are policies that a unit establishes specific to the unit's mission. Pilot policies are policies that OKDHS tests in a particular unit prior to broader implementation. Separate or pilot policies are publicized to all employees within the specific unit prior to implementation.

(13) Conversion of a position from the classified service to the unclassified service by appointment, reinstatement, or position reallocation of an incumbent, in accordance with applicable Merit System Rules and OKDHS policy.

(A) The conversion of a position from the classified service to the unclassified service requires:

(i) written prior approval of the OKDHS Director;

(ii) written justification and coordination with HRMD to ensure proper allocation of the position and compliance with applicable Merit System rules, and OKDHS policy; and

(iii) that the local administrator or county director, at the request of appropriate program staff, submit to HRMD Forms P-12 and P-S-72, Position Description Questionnaire. A letter from the employee must be submitted to HRMD indicating he or she accepts the position in the unclassified service and resigns from the classified service.

(14) Transfer of an employee and position from one unit to another. The local

administrator or county director, at the request of the appropriate program staff, submits to HRMD a template for the employee and position transfer.

(15) **Designated unclassified/exempt service positions.** The OKDHS Director may waive the vacancy notice posting provisions of this policy for designated positions in the unclassified/exempt service. Approval of a waiver request may not be delegated.

(A) A written request for waiver signed by the appropriate division director is required. The request must provide justification for the waiver request, which includes, but is not limited to specific experience, education, or training needed for the position.

(B) HRMD coordinates the submission of the request to the OKDHS Director through the appropriate chief officer or equivalent. HRMD notifies the local office of the approval or disapproval of the waiver request.

DHS:2-1-96. Vacancy posting decision

(a) To obtain authorization to fill a vacancy, the local administrator or county director, at the request of the appropriate program staff where the position exists, submits Form P-31-A, Announcement Requisition, to the appropriate division director or designee. The local administrator is responsible for ensuring with appropriate programs and management staff that adequate funding and full-time equivalency (FTE) is available.

(1) Responsibilities assigned to the county director for program areas throughout this policy apply only to field staff under the administrative oversight of the county director. Unless otherwise noted, review by the county director or hiring authority of the Form P-31-A and related documents ensures compliance with Oklahoma Department of Human Services (OKDHS) policy.

(2) Form P-31-A and other relevant vacancy notice posting information is forwarded to Human Resources Management Division (HRMD).

(3) If an alternate hiring level is requested, HRMD authorizes the job family descriptor (JFD) for an alternate hiring level.

(b) If the position is not on the Position Budgeting Report (PBR) or if a change in position allocation is necessary due to a significant change in assigned duties and responsibilities, Form OPM-39, Position Description Questionnaire, or OPM-39-A, Supplemental Position Description Questionnaire, is completed and submitted to HRMD through appropriate supervisory channels.

DHS:2-1-97. Promotional testing, classified service

(a) **General rule.** Promotional testing is not required for current Oklahoma Department of Human Services (OKDHS) employees.

(b) **Trial period upon promotion, demotion, or lateral transfer.**

(1) An employee selected for an intraagency promotion, demotion, or lateral transfer serves a six-month trial period. The trial period is no more than six months and may be cancelled at any time, making the action final, by written supervisory request to Human Resources Management Division (HRMD).

(2) An employee selected for an interagency promotion, demotion, or lateral transfer serves a six-month trial period when OKDHS utilizes the same JFD and level the employee held previously. The employee is notified in writing of a trial period prior to the effective date of the interagency transfer. [Merit Rule OAC 530:10-11-55(b)(2)] No extension is permitted on a trial period. The trial period may be cancelled by written supervisory request to HRMD.

(3) An employee who fails to successfully complete the trial period is returned to the previous JFD and level or to another position in the same JFD and level at the same salary held prior to the promotion.

(A) Prior to the end of the trial period, HRMD, based upon information provided by the local administrator or county director, submits written notification to the employee and to Office of Personnel Management (OPM), for classified service only, of the:

(i) employee's failure to achieve permanent status in the new position;

(ii) reasons for the failure; and

(iii) effective date of the return to the former JFD and level or to the same type of previously held JFD and level.

(B) Return of the employee to the previously held JFD and level is coordinated with HRMD.

(C) In county offices, it is the responsibility of the local program staff to provide information to the county director who submits the information to HRMD.

(4) Failure to return the employee to the former position or to a position in the

previously held JFD and level results in the employee achieving permanent status in the new JFD and level at the end of the final working day of the trial period.

(5) A permanent-status employee eligible for promotion, demotion, or lateral transfer as a result of an OPM or HRMD position reallocation decision may be required to serve a trial period as determined by the local administrator.

DHS:2-1-98. Office of Personnel Management (OPM) Certificate of Eligibles certificate action codes

(a) OPM certificate action codes in (1) through (2) are used in coding OPM certificates.

(1) A = **Appointment**. "A" is used when an appointment is made from a full-time or part-time certificate. When "A" is used, the eligible applicant is removed from the register.

(A) A date must be listed in the action date column of the certificate. This is the date an eligible applicant enters on duty (EOD). The EOD date may be between the issue date of the certificate and within 30 days after the void date of the certificate. The commitment to EOD must be made before the void date of the certificate.

(B) If the EOD date is over 30 days after the void date of the certificate, a letter is attached to the certificate explaining why the eligible applicant cannot EOD until this date.

(C) When "final semester" is printed beside the name of an eligible applicant in the comments column, the eligible applicant has not submitted the required college transcript or diploma for that job family descriptor (JFD). The eligible applicant must submit the required college transcript or diploma to the Human Resources Management Division (HRMD) before entering on duty in probationary status.

(2) C = **Considered**. "C" is used when an eligible applicant is considered for employment.

(A) The date of the eligible applicant's interview is listed in the action date column of the certificate. The eligible applicant may have been interviewed on an earlier certificate.

(B) The date for considering an eligible applicant for employment may be within a year prior to the current date.

(C) When an eligible applicant is interviewed or considered on a current certificate, the date cannot be after the void date. If an interview did not take place, a date is not entered in the action date column.

(D) When "C" is used, the eligible applicant is not removed from the register.

(3) CE = **Currently Employed**. "CE" is used when an eligible applicant already has

probationary or permanent status with OKDHS in the same or higher (JFD) with the same conditions of employment as the JFD for which the certificate was issued, such as location, type of work, travel, and/or shift. If the conditions do not match, the "CE" code cannot be used.

(A) The date listed in the action date column for the "CE" code must be between the issue and void dates of the current certificate.

(B) The name of an eligible applicant who is currently employed is not removed from the register if the JFD and level of the issued register are in a higher pay band than currently held. The name of an eligible applicant who is currently employed may be removed from consideration if the JFD and level of the issued register are in the same or a lower pay band than currently held.

(4) DA = **Declined Agency**. "DA" is used when an eligible applicant declines a position with OKDHS. This code indicates declining OKDHS, but not declining work location, shift, travel, or date available.

(A) The date the eligible applicant declines OKDHS must be between the issue and void dates of the current certificate. This date is listed in the action date column of the certificate.

(B) The eligible applicant is removed from the register if the JFD is proprietary. The eligible applicant is not removed from the register if the JFD is uniform. The eligible applicant remains on the register but is not certified to OKDHS for that JFD.

(5) DO = **Declined Offer**. "DO" is used when an eligible applicant has declined or cannot accept an offer of employment under conditions of availability, such as work location, shift, or availability date, which the eligible applicant previously agreed to accept. If an eligible applicant informs OKDHS that he or she is obligated to give more than 14 calendar days notice to a present employer, additional time may be granted. An extension of 60 calendar days after the original void date of the certificate must be authorized by HRMD and approved by the Office of Personnel Management (OPM) per Merit Rule OAC 530:10-9-94.

(A) The date the eligible applicant declined an offer must be between the issue and void dates of the current certificate. This date must be listed in the action date column of the certificate.

(B) When "DO" is used, the eligible applicant is removed from the register.

(6) EA = **Employee Action**. "EA" is used when a permanent employee or former employee is not currently working in the JFD but will soon be employed in this position through a promotion, demotion, transfer, lateral transfer, or reinstatement.

(A) The effective date of the employee action is listed in the action date column of the certificate by HRMD. This date cannot be before the issue date of the certificate, but it may be within 30 days after the void date of the certificate.

(B) When "EA" is used, the eligible applicant is removed from the register.

(7) FA = **Failed to Appear**. "FA" is used when an eligible applicant fails to appear for a scheduled interview.

(A) The date the eligible applicant does not appear for the scheduled interview is the date listed in the action date column of the certificate. The scheduled interview must be between the issue and void dates of the current certificate.

(B) When "FA" is used, the eligible applicant is removed from the register.

(8) FR = **Failed to Reply**. "FR" is used when an attempt has been made to contact an eligible applicant by letter or e-mail concerning an interview for employment, and the eligible applicant failed to reply within the allotted time.

(A) A date must be listed in the action date column of the certificate. This is the date the letter or e-mail is sent to the eligible applicant and must be between the issue and void dates of the current certificate. The date must be between the issue date and seven days prior to the void date.

(B) "FR" is used when an invitation to interview was offered by letter or e-mail. "FR" cannot be used when the only attempted method of contact was a telephone call.

(C) Copies of all letters or e-mails sent to applicants coded "FR" are kept in the local announcement folder for two years.

(D) When "FR" is used, the eligible applicant is removed from the register.

(9) NE = **Not Eligible**. "NE" is used when an applicant is not eligible for consideration on a certificate because he or she cannot accept an appointment under certifying conditions for that position, such as an alien is certified on a full-time certificate, but is only eligible for part-time work.

(A) A date must be listed in the action date column of the certificate and must be between the issue and void dates of the current certificate.

(B) When "NE" is used, a letter must be attached to the certificate explaining why that action was taken.

(C) When "NE" is used, the eligible applicant is not removed from the register.

(10) OS = **Out-of-State**. "OS" is used when an eligible applicant has not been a resident of Oklahoma for at least one year prior to the date of examination, and OKDHS elects to give preference to Oklahoma residents.

(A) The "OS" code cannot be used for one out-of-state eligible applicant when someone else is hired or others considered who also live out-of-state or who have not been a resident of Oklahoma for at least one year. The use of the "OS" code must be consistent on the certificate.

(B) A date must be listed in the action date column and must be between the issue and void date of the current certificate.

(C) When "OS" is used, the eligible applicant is not removed from the register.

(11) PC = **Passed for Cause**. "PC" is used when OKDHS deems that an eligible applicant is incapable of performing a duty that is required for the position. OKDHS must obtain approval from OPM.

(A) A date must be listed in the action date column and must be between the issue and void dates of the current certificate.

(B) When "PC" is used, a letter must be attached to the certificate explaining why that action was taken and stating the specific Merit Rule.

(C) An eligible applicant passed for cause is not removed from the register if the class is uniform. The applicant is not certified to OKDHS. If the class is proprietary, an eligible applicant who has been passed for cause is removed from the register.

(D) "PC" may be used in accordance with OAC 530:10-9-9. The operating unit must submit written documentation to HRMD with the OPM certificate to support use of this action code.

(12) SQ = **Selective Qualification**. "SQ" is used when an eligible applicant does not

have special experience or training that was specified in the minimum qualifications for a particular class.

(A) Prior approval must be received from OPM before using "SQ" as a certificate action code for the particular position. HRMD obtains this approval, and the announcement for the position must list the SQ.

(B) when "SQ" is used, a letter must be attached to the certificate explaining why that action was taken.

(C) A date must be listed in the action date column and must be between the issue and void dates of the current certificate.

(D) When "SQ" is used, the eligible applicant is not removed from the register.

(b) Certificate action codes are entered in the action code column on the certificate, which is returned to HRMD.

(c) Dates for action codes "DA, DO, FA, FR, and NE" must fall between the issue date and the void date of the certificate.