

---

POLICY TRANSMITTAL NO. 09-29	DATE: MAY 1, 2009
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

---

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-1, Table of Contents; and 2-1-320.

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

OKDHS:2-1-320 is established to comply with Senate Bill (SB) 1601 requiring yearly checks of the Mary Rippy Violent Crime Offender Registry for any employee who provides services to children, and SB 1673 requiring fingerprinting of employees authorized to request, access, or review national criminal history records.

Original signed on 5-1-09

---

Diane Haser-Bennett, Director  
Human Resources Management Division

---

Sandra Harrison, Coordinator  
Office of Legislative Relations and Policy

---

WF # 09-H (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 an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS 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, OKDHS 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, OKDHS: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 405-521-4326.

**REMOVE**

OKDHS:2-1, Table of Contents

-----

**INSERT**

OKDHS:2-1, Table of Contents, pages 1-5,  
revised 5-1-09

OKDHS:2-1-320, 1 page only, issued 5-1-09

**OKDHS:2 SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION****PART 1. INTERNAL HUMAN RESOURCES**

- OKDHS:2-1-1. Intraagency transfer
- OKDHS:2-1-2. Detail to special duty
- OKDHS:2-1-3. Employee recognition
- OKDHS:2-1-4. Separation, classified or unclassified service
- OKDHS:2-1-5. Resignation - classified or unclassified service
- OKDHS:2-1-6. Interagency transfer
- OKDHS:2-1-6.1. Personnel reviews
- OKDHS:2-1-7. Discipline
- OKDHS:2-1-8. Oral reprimand
- OKDHS:2-1-9. Written reprimand
- OKDHS:2-1-10. Suspension without pay and involuntary demotion
- OKDHS:2-1-11. Discharge and pretermination hearing
- OKDHS:2-1-12. Probationary and unclassified employees
- OKDHS:2-1-13. Delegation of authority
- OKDHS:2-1-14. Delegation of authority **[REVOKED]**
- OKDHS:2-1-15. Procedure for formal disciplinary action (suspension without pay, involuntary demotion, or discharge) probationary employees in classified service) **[REVOKED]**
- OKDHS:2-1-15.1. Corrective discipline (unclassified) **[REVOKED]**
- OKDHS:2-1-16. Retirement (classified/unclassified/exempt service) **[AMENDED AND RENUMBERED TO DHS:2-11-102]**
- OKDHS:2-1-17. Employee performance management process (PMP), classified and unclassified
- OKDHS:2-1-18. General staff responsibilities
- OKDHS:2-1-19. Accountabilities with relative importance
- OKDHS:2-1-20. Time frames for opening Form OPM-111
- OKDHS:2-1-21. Procedures for opening Form OPM-111
- OKDHS:2-1-22. Mid-year review for Form OPM-111
- OKDHS:2-1-23. Time frames for closing Form OPM-111
- OKDHS:2-1-24. Procedures for closing Form OPM-111
- OKDHS:2-1-25. Rebuttal to performance evaluation
- OKDHS:2-1-26. Compensable time for Fair Labor Standards Act (FLSA) non-exempt employees **[AMENDED AND RENUMBERED TO OKDHS:2-1-31.1]**
- OKDHS:2-1-26.1. Fair Labor Standards Act (FLSA) compliance
- OKDHS:2-1-27. Procedures for overtime work by Fair Labor Standards Act (FLSA) non-exempt employees
- OKDHS:2-1-28. Workweeks and work periods
- OKDHS:2-1-29. Workweek adjustments

OKDHS:2-1-30.	Overtime compensation and record keeping
OKDHS:2-1-31.	Fair Labor Standards Act (FLSA) compliance [ <b>AMENDED AND RENUMBERED TO OKDHS:2-1-26.1</b> ]
OKDHS:2-1-31.1.	Compensable time for Fair Labor Standards Act (FLSA) non-exempt employees
OKDHS:2-1-32.	Attendance and leave - classified, unclassified and temporary employees
OKDHS:2-1-33.	Administrative leave
OKDHS:2-1-34.	Holidays [ <b>AMENDED AND RENUMBERED TO DHS:2-11-96</b> ]
OKDHS:2-1-35.	Annual leave
OKDHS:2-1-36.	Sick leave
OKDHS:2-2-36.1.	Organ donor leave
OKDHS:2-1-37.	Enforced leave
OKDHS:2-1-38.	Leave without pay
OKDHS:2-1-39.	Involuntary leave without pay (furlough)
OKDHS:2-1-40.	Leave for teachers employed less than 12 months per year
OKDHS:2-1-41.	Military leave
OKDHS:2-1-42.	Educational leave
OKDHS:2-1-43.	Organizational leave
OKDHS:2-1-44.	Planning activities associated with professional meetings, Department sponsored training, and conference and seminars
OKDHS:2-1-45.	Sponsored training
OKDHS:2-1-46.	Attendance in conference and seminars
OKDHS:2-1-47.	Family and medical leave
OKDHS:2-1-48.	Shared leave
OKDHS:2-1-49.	Employee time to vote
OKDHS:2-1-61.	Moving of household goods (classified/unclassified/exempt service)
OKDHS:2-1-62.	Legal defense of Department employees
OKDHS:2-1-63.	Replacement/reimbursement for eyeglasses or contact lens
OKDHS:2-1-64.	Registration, certification and licensure payments for Department employees

## PART 2. EMPLOYEE BENEFITS

OKDHS:2-1-65.	Benefits and enrollment
OKDHS:2-1-66.	Option Period and allowable benefit election changes
OKDHS:2-1-67.	Insurance coordinator
OKDHS:2-1-68.	Appeals
OKDHS:2-1-69.	Confidentiality of insurance records
OKDHS:2-1-70.	Employee access to insurance records
OKDHS:2-1-71.	Eligibility for insurance

OKDHS:2-1-72.	Leave of absence
OKDHS:2-1-73.	Survivors
OKDHS:2-1-74.	Continued participation in health and dental coverage
OKDHS:2-1-75.	Retirement, regular
OKDHS:2-1-76.	Disability retirees
OKDHS:2-1-77.	Termination of coverage
OKDHS:2-1-78.	Consolidated Omnibus Budget Reconciliation Act (COBRA)
OKDHS:2-1-79.	Insurance benefits available <b>[REVOKED]</b>
OKDHS:2-1-80.	Provider network <b>[REVOKED]</b>
OKDHS:2-1-81.	Health Maintenance Organizations (HMO) <b>[REVOKED]</b>
OKDHS:2-1-82.	Cost containment for group insurance plan <b>[REVOKED]</b>
OKDHS:2-1-83.	Enrollment and change procedures <b>[REVOKED]</b>
OKDHS:2-1-84.	Waiver of participation <b>[REVOKED]</b>
OKDHS:2-1-85.	I.D. card <b>[REVOKED]</b>
OKDHS:2-1-86.	Evidence of insurability <b>[REVOKED]</b>
OKDHS:2-1-87.	How to prepare a change card <b>[REVOKED]</b>
OKDHS:2-1-88.	How to file a claim <b>[REVOKED]</b>
OKDHS:2-1-89.	Employee Assistance Program (EAP)
OKDHS:2-1-90.	Wellness Program

### **PART 3. RECRUITMENT, PLACEMENT, AND PROMOTION POLICY**

OKDHS: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
OKDHS:2-1-96.	Vacancy posting decision
OKDHS:2-1-97.	Promotional testing, classified service
OKDHS:2-1-98.	Office of Personnel Management (OPM) Certificate of Eligibles certificate action codes

### **PART 4. GRIEVANCE AND MEDIATION PROGRAMS**

OKDHS:2-1-150.	General provisions and scope of grievance procedure
OKDHS:2-1-151.	Definitions
OKDHS:2-1-152.	Grievance procedure steps
OKDHS:2-1-153.	Grievance time frames
OKDHS:2-1-155.	Grievance management responsibilities
OKDHS:2-1-156.	Grievance records
OKDHS:2-1-157.	Employee representation
OKDHS:2-1-158.	Grievance preparation and processing
OKDHS:2-1-159.	Leave and travel
OKDHS:2-1-160.	Group grievances

- OKDHS:2-1-161. Grievance provisions  
OKDHS:2-1-162. Discrimination grievances **[REVOKED]**  
OKDHS:2-1-163. Filing an appeal after a formal grievance  
OKDHS:2-1-163.1. End of grievance procedure **[REVOKED]**  
OKDHS:2-1-164. Grievances alleging discrimination - Statement of policy **[REVOKED]**  
OKDHS:2-1-165. Grievances alleging discrimination or sexual harassment **[REVOKED]**  
OKDHS:2-1-166. General provisions **[REVOKED]**  
OKDHS:2-1-168. DHS Dispute Mediation Program (DMP)  
OKDHS:2-1-169. Procedure for mediation

**PART 5. [RESERVED]**

**PART 6. [RESERVED]**

**PART 7. REDUCTION-IN-FORCE**

- OKDHS:2-1-201. Purpose  
OKDHS:2-1-202. Definitions **[REVOKED]**  
OKDHS:2-1-203. Reduction-in-force applicability **[REVOKED]**  
OKDHS:2-1-204. **[REVOKED]**  
OKDHS:2-1-205. Displacement limits **[REVOKED]**  
OKDHS:2-1-206. **[REVOKED]**  
OKDHS:2-1-207. Abolishing positions and retaining positions **[REVOKED]**  
OKDHS:2-1-208. Order of employee removal **[REVOKED]**  
OKDHS:2-1-209. Calculation of retention points **[REVOKED]**  
OKDHS:2-1-210. Displacement opportunities **[REVOKED]**  
OKDHS:2-1-211. **[REVOKED]**  
OKDHS:2-1-212. Order of offers for displacement opportunities **[REVOKED]**  
OKDHS:2-1-213. Official notice of reduction-in-force **[REVOKED]**  
OKDHS:2-1-214. Written notice to employees **[REVOKED]**  
OKDHS:2-1-215. Required freeze on personnel transactions **[REVOKED]**  
OKDHS:2-1-216. Exercise of displacement rights **[REVOKED]**  
OKDHS:2-1-217. Employee separations **[REVOKED]**  
OKDHS:2-1-218. Recall rights **[REVOKED]**  
OKDHS:2-1-219. Priority consideration for reemployment **[REVOKED]**  
OKDHS:2-1-220. Equal Employment Opportunity (EEO) **[REVOKED]**  
OKDHS:2-1-221. Continuation of insurance upon separation by reduction-in-force **[REVOKED]**

- OKDHS:2-1-222. Appeal of reduction-in-force **[REVOKED]**
- OKDHS:2-1-223. Severance option **[REVOKED]**

**PART 8. REDUCTION-IN-FORCE PLAN FOR UNCLASSIFIED EMPLOYEES OF HISSOM MEMORIAL CENTER [REVOKED]**

- OKDHS:2-1-240. General Provisions **[REVOKED]**
- OKDHS:2-1-241. Definitions **[REVOKED]**
- OKDHS:2-1-242. Basic reduction-in-force plan **[REVOKED]**
- OKDHS:2-1-243. Abolishing positions and retaining positions **[REVOKED]**
- OKDHS:2-1-244. Displacement opportunities **[REVOKED]**
- OKDHS:2-1-245. Official notice of reduction-in-force **[REVOKED]**
- OKDHS:2-1-246. Written notice to employees **[REVOKED]**
- OKDHS:2-1-247. Order of Separation **[REVOKED]**
- OKDHS:2-1-248. Priority consideration for re-employment **[REVOKED]**
- OKDHS:2-1-249. Appeal of reduction-in-force **[REVOKED]**

**PART 9. TELECOMMUTING AND ALTERNATE WORK LOCATION**

- OKDHS:2-1-301. Telecommuting

**PART 11. EMPLOYEE BACKGROUND CHECKS**

- OKDHS:2-1-320. National criminal history records check



**OKDHS:2-1-320. National criminal history records check**

Issued 5-1-09

(a) Oklahoma Department of Human Services (OKDHS) conducts a national criminal history records check of all employees authorized to request, access, or review national criminal history records check information.

(b) OKDHS conducts an annual check of the Mary Rippy Violent Crime Offender Registry and the Oklahoma Sex Offender Registry for any employee who works with or provides services to children.

(1) Each employee working with or providing services to children must sign a statement declaring that he or she is not currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

(2) Refusal of any employee who works with or provides services to children to sign a statement declaring the employee has no requirement to register must immediately be terminated from employment.