
POLICY TRANSMITTAL NO. 06-53	DATE: DECEMBER 8, 2006
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS & POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1-32.

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

OAC 340:2-1-32(b) revisions add language that allows the Oklahoma Department of Human Services (OKDHS) to pay a performance-based incentive to full-time Child Welfare (CW) specialists, levels I through IV, who meet the requirements.

Original signed on 11-20-06

Diane Haser-Bennett, Director
Human Resources Management Division

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

WF # 06-10 (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) 521-6392.

REMOVE

340:2-1-32

INSERT

340:2-1-32, pages 1-3, revised 1-1-07

340:2-1-32. Salary Administration Plan and Agency Compensation Guidelines

(a) **Salary Administration Plan (SAP).** The SAP is based on the standard that employees performing similar work receive similar pay and that variation in the requirements is reflected equitably in the pay band. The salary range established for each job family and level provides a minimum and maximum salary rate.

(1) **Computation of salary payments.** Oklahoma Department of Human Services (OKDHS) employees are paid on a monthly basis in accordance with applicable salary schedules. The pay period extends from the 16th of the month through the 15th of the following month. 1

(2) **Entrance salary.** The entrance salary for positions in the classified service is the entry salary identified in the SAP, except as provided in the Merit System of Personnel Administration Rules (Merit Rules). The entrance salary for positions in the unclassified service is normally a comparable salary. Requests to establish salary above the minimum may be processed by completing Form 11PE017E, Salary Exception Request, in accordance with the special entrance rate or salary exception request as described in the Agency Compensation Guidelines (ACG). The salary of a new employee is effective on the employee's first working day.

(3) **Salary increase.** Salary increases are not automatic but are granted in accordance with the SAP and applicable legislation.

(4) **Equity and salary adjustments.** For classified employees, an equity pay adjustment is a mechanism authorized in accordance with appropriate Merit Rules and the ACG. For employees in the unclassified service, a change in salary is in accordance with the ACG or applicable legislation.

(b) **Performance-based incentive compensation program.** A person employed full-time as Child Welfare (CW) specialist I through IV, exclusively working as a CW specialist, may be eligible once per year for the performance-based incentive compensation program authorized by Section 7004-1.8 of Title 10 of the Oklahoma Statutes.

(1) **Incentive compensation.** The incentive compensation is a lump sum performance incentive of one and one-half percent of the established annual base salary of the eligible employee. The lump sum incentive compensation does not increase the base salary of the employee.

(2) **Requirements.** To be eligible for the incentive compensation, the employee must meet the criteria included in (A) or (B) of this paragraph.

(A) Master-level employees must:

(i) have an overall rating of exceeds standards on the most recent completed Form OPM-111, Performance Management Process (PMP);

(ii) have a master's degree, from an institution accredited by a generally accepted accrediting body and accepted for transfer credit by the Oklahoma Regents for Higher Education, in:

(I) social work;

(II) human relations;

(III) psychology;

(IV) sociology;

(V) guidance and counseling;

(VI) juvenile justice; or

(VII) child development;

(iii) have completed all required OKDHS sponsored field training per OAC 340:75-1-231 and 340:75-1-232; and

(iv) be assigned to the same human services center for 12 consecutive months on the day of the employee's annual performance review.

(B) Employees in counties who meet the OKDHS Child and Family Services Review (CFSR) standards must:

(i) have an overall rating of meets standards on the most recent completed Form OPM-111;

(ii) have completed all required OKDHS sponsored field training per OAC 340:75-1-231 and 340:75-1-232; and

(iii) be assigned to the same human services center for 12 consecutive months on the date of the CFSR per OAC 340:75-18-10.

(I) The human services center must meet or exceed all current federal standards for outcomes in safety, permanency, and well-being by children and families.

(II) The CFSR is completed yearly by OKDHS utilizing current CFSR national standards as adopted by the Administration for Children and Family Services of the United States Department of Health and Human Services pursuant to Sections 1355.31 through 1355.37 of Title 45 of the Code of Federal Regulations, as amended.

INSTRUCTIONS TO STAFF 340:2-1-32

1. The method of computing the pay rate in case of leave without pay (LWOP) is to divide the hours of LWOP by the number of working hours in a particular pay period.

(1) In cases where an employee has LWOP, after the above division is applied and a three-point decimal is received, this decimal is multiplied by the monthly salary.

(2) Since leave is charged in hours and minutes, when there are instances where LWOP is charged in minutes, the amount of deduction is based on rounding up to the next quarter hour for deduction from salary.

(3) The formula used to determine the hourly rate of pay is to take the annualized salary and divide it by 2080 hours, or to take the monthly rate of pay divided by the average hours in a payroll month, which is 173.33.