
POLICY TRANSMITTAL NO. 05-41	DATE: AUGUST 29, 2005
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-1-3; and 2-1-41.

EXPLANATION: DHS:2-1-3 is revised is to substitute the Office of Communications for the chair of the Employee Recognition Committee to receive application materials for employee nominations to receive certain employee awards.

DHS:2-1-41 is revised to bring Oklahoma Department of Human Services (OKDHS) regulations into compliance with Senate Bill 315 which increases the number of paid military leave days for members of the National Guard.

Original signed on 8-24-05

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WF # 05-P (PMC)

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

DHS:2-1-3

DHS:2-1-41

INSERT

DHS:2-1-3, 8 pages, revised 8-29-05

DHS:2-1-41, 3 pages, revised 8-29-05

DHS:2-1-3. Employee recognition

(a) **Purpose.** The Oklahoma Department of Human Services (OKDHS) acknowledges the benefits of employee recognition awards and activities that honor employees whose performance and conduct are exceptional and enhance the delivery of benefits and services to the citizens of Oklahoma.

(b) **Certificate of service.** OKDHS employees who serve established periods of employment or retire from state service are presented a certificate for their service or retirement.

(1) **State of Oklahoma service certificate and lapel pin.** Employees who complete five years of employment with the state are awarded a certificate and lapel pin. At the end of each additional five years of state employment, the employee is awarded a new certificate and pin.

(A) Information about service certificates and lapel pins is obtained from the Human Resources Management Division (HRMD).

(B) Service certificates and lapel pins are distributed by HRMD.

(C) Service certificates and lapel pins are presented by the employee's senior administrator or his or her designee.

(D) For purposes of this policy senior administrators are defined as the:

- (i) OKDHS Director;
- (ii) advocate general;
- (iii) chief administrative officer;
- (iv) chief operating officer;
- (v) chief coordinating officer;
- (vi) chief financial officer;
- (vii) chief information officer;

(viii) civil rights administrator;

(ix) general counsel; and

(x) inspector general.

(2) **Governor's Award.** This award is presented to employees who have completed 30 years of state employment. The Governor's Award is:

(A) distributed by HRMD;

(B) signed by the Governor; and

(C) presented by the OKDHS Director or his or her designee.

(3) **OKDHS retirement certificate.** This certificate is presented to employees upon their retirement from OKDHS. The retirement certificate is:

(A) prepared and distributed by HRMD;

(B) signed by the chair, Oklahoma Commission for Human Services, and the OKDHS Director;

(C) presented by the employee's senior administrator or his or her designee; and

(D) presented at the time of the employee's retirement.

(c) **Employee recognition implementation and administration.** OKDHS senior administrators and the OKDHS Employee Recognition Committee (ERC) are responsible for the implementation and administration of employee recognition awards and activities.

(1) The ERC promotes employee recognition throughout OKDHS by establishing the various statewide employee recognition awards and by facilitating and monitoring the various employee recognition programs that identify and acknowledge employees whose performance and conduct are exceptional.

(A) The ERC is composed of representatives from OKDHS divisions, institutions, and work locations.

(B) The HRMD director selects the chair of the ERC. ERC members are selected by their senior administrators and serve until removed. The ERC chair appoints ERC members to serve as ERC committee officers as needed.

(C) Quarterly meetings of the ERC are held unless canceled in advance by the committee chair. Additional meetings may be scheduled as necessary.

(2) Senior administrators are responsible for developing employee recognition programs in their areas of responsibility that identify and recognize exceptional employee performance and conduct.

(A) The recognition programs include awards and other activities, ensure equitability and fairness, and are based on conduct and performance.

(B) The ERC serves as support in the administration of all programs and awards.

(3) Immediate supervisors and local administrators are responsible for ensuring that a copy of a performance or conduct award is included in the receiving employee's personnel files.

(4) All OKDHS employee recognition programs, activities, and awards are based on merit, conduct, and performance, and are equitable and nondiscriminatory.

(5) An employee whose most recent performance evaluation, Form OPM-111, Performance Management Process (PMP), for either the Overall Accountability Rating or the Overall Performance Rating, states the employee does not meet standards, or an employee who has received a written reprimand, suspension without pay, or involuntary demotion within 12 months preceding the nomination date for an award listed in subsection (d)(1) through (7) of this policy, is not eligible for the award.

(d) **Performance and conduct awards.** Listed in (1) through (7) of this subsection are significant performance and conduct awards to be considered by administrators and supervisors in acknowledging exceptional merit, conduct, and performance. The list is not inclusive and may not include all office, division, program, institution, or local awards.

(1) **The OKDHS Certificate of Commendation.** This award is presented to an OKDHS employee who has gone substantially beyond the call of duty, such as meritorious service or heroism. This is the highest OKDHS award.

(A) Nominations are made in writing to the Office of Communications at any time by anyone. The nomination is circulated through supervisory channels, including the employee's senior administrator, for recommendation of approval or disapproval. Recommended nominations are forwarded to the OKDHS Director for final approval or disapproval.

(B) The award is a certificate and lapel pin presented by the commissioners at a meeting of the Commission for Human Services.

(2) **The OKDHS Director's Award.** This award is presented to an OKDHS employee or group of employees or nonemployees for exceptional performance or action that enhances the mission and values of OKDHS.

(A) Nominations are made in writing to the Office of Communications at any time by anyone. The nomination is circulated through supervisory channels, including the employee's senior administrator, for recommendation of approval or disapproval. Recommended nominations are forwarded to the OKDHS Director for final approval or disapproval.

(B) The award is a certificate and lapel pin presented by the OKDHS Director at a meeting of the Commission for Human Services.

(3) **The OKDHS Excellence Award.** This award is presented to an OKDHS employee or group of employees or nonemployees for outstanding merit and performance or for action that enhances the mission and values of OKDHS.

(A) Nominations are made in writing to the Office of Communications at any time by anyone. The nomination is circulated through supervisory channels, including the employee's senior administrator, for recommendation of approval or disapproval. Upon completion of circulation, the ERC votes to approve or disapprove the nomination.

(B) The award is a certificate and lapel pin presented by the ERC.

(4) **The OKDHS ERC Best of the Best Award.** This award is presented to an individual employee at the OKDHS annual statewide recognition ceremony.

(A) Employees are selected by their senior administrator, division director, institutional superintendent, area director, or local administrator. Selection is based on outstanding performance and conduct. Criteria are determined by the selecting official.

(B) Teams or groups are not presented Best of the Best awards but are considered for awards presented by the OKDHS Quality Committee.

(C) The award is an ERC Best of the Best certificate. Other awards may be given.

(5) **The OKDHS ERC Partners Award.** This award is presented to individuals not employed by OKDHS whose performance and conduct enhance the mission and values of OKDHS. The award is presented at the OKDHS annual, statewide recognition ceremony.

(A) Honored individuals are selected by the area, division, or institution that is the primary beneficiary of the services provided by the individual.

(B) Selection is based on performance, conduct, and the value of the individual's services to OKDHS. Criteria are determined by the respective area, division, or institution.

(C) The award is an ERC Partners Award certificate.

(6) **The OKDHS Character First Award.** This award acknowledges positive employee character and values and the benefits those personal traits bring to OKDHS.

(A) At local staff or group meetings, the local administrator presents the OKDHS Character First Award and acknowledges the positive character and personal values the employee has demonstrated.

(B) The OKDHS Character First Award is a certificate, brochure, and/or lapel pin.

(7) **Other recognition awards.** Senior administrators, division directors, area directors, resource center administrators, local administrators, and local employee recognition committees are encouraged to develop and present other employee recognition awards.

(A) Suggested awards include:

(i) employee of the year;

(ii) employee of the quarter;

- (iii) employee of the month;
- (iv) certificate of appreciation; and
- (v) certificate of recognition.

(B) All awards are based on exceptional performance and conduct.

(8) **Recognition items.** Recognition items shall consist of distinctive wearing apparel, service pins, plaques, writing pens, or other similar items of a value not exceeding \$150 per recognized employee per fiscal year. Distinctive wearing apparel does not include jewelry or watches.

(9) **Cash awards.**

(A) **Taxpayer-funded cash awards.**

- (i) The ERC awards a maximum of \$10,000 in taxpayer-funded cash awards per fiscal year.
- (ii) No employee may receive more than \$250 in taxpayer-funded cash awards per fiscal year.

(B) **Recognition awards funded from other sources.**

- (i) Local employee recognition committees may conduct appropriate fund-raising activities to provide non-taxpayer funding for cash awards, employee recognition items, luncheons, or receptions.
- (ii) All local fund-raising activities are approved in advance by the local administrator.
- (iii) No employee may receive more than \$200 in non-taxpayer-funded cash awards per fiscal year.
- (iv) Gambling, raffles, and drawings are not allowed as fund-raising activities.

(C) **Bonds and gift certificates.** United States (US) Savings Bonds and gift certificates are considered cash awards. Bonds are valued at the face value upon maturity.

(10) **Recognition receptions.** Recognition receptions may be funded from OKDHS operating funds.

(e) **The State of Oklahoma Productivity Enhancement Program (PEP).** The Office of Communications coordinates OKDHS participation in the State of Oklahoma PEP and provides OKDHS employees with PEP rules, submission forms, and information about the program, requirements, and benefits.

(1) Detailed information about the State of Oklahoma PEP is provided in OAC 345:10.

(2) Nominations for PEP awards are made in writing at any time to the chair of ERC by any OKDHS supervisor. Nominations are circulated through supervisory channels for recommendation of approval or disapproval.

(3) The chief financial officer and the chair of ERC serve as the OKDHS nomination evaluators.

(4) Recommended nominations are forwarded to the OKDHS Director for approval or disapproval.

(5) Approved nominations are forwarded to the state PEP coordinator, Office of Personnel Management, for consideration by the Incentive Awards for State Employees Committee.

(6) The PEP award consists of a recognition certificate and lapel pin and may include a maximum cash award of \$10,000.

(f) **The OKDHS Productivity Enhancement Award.** This award recognizes employees whose recommendations or suggestions lead to improved employee productivity or reduced OKDHS expenses.

(1) Nominations are made in writing by the employee's immediate or reviewing supervisor or local administrator to the Office of Communications and include adequate documentation in support of the improved productivity or reduced expense.

(2) The nomination is circulated by the chair through supervisory channels, including the employee's senior administrator, for recommendation of approval or disapproval.

(3) The chief financial officer, inspector general, and Office of Communications review the nomination for verification of improved productivity and reduced expense and recommend approval or disapproval.

(4) Recommended nominations are forwarded to the OKDHS Director for final approval or disapproval.

(5) The OKDHS Productivity Enhancement Award is a US Savings Bond valued at \$100 presented by the employee's senior administrator.

DHS:2-1-41. Military leave

(a) **Statement of policy.** An employee who is a member of the:

(1) Reserve components of the Armed Forces of the United States including the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component, when ordered by proper authority to active or inactive military duty, is entitled to a leave of absence without loss of status, seniority, and pay during the first 20 regularly scheduled work days of such leave of absence during any federal fiscal year, October 1 through September 30; or

(2) National Guard, when ordered by proper authority to active military duty, is entitled to a leave of absence without loss of status, seniority, and pay during the first 30 days of leave taken within the federal fiscal year, October 1 through September 30. An employee who has already taken 20 days of paid military leave within the federal fiscal year, beginning October 1, 2004, is entitled to ten additional days of paid military leave between the dates of July 1 and September 30, 2005.

(b) Military leave. Procedures regarding military leave are included in this subsection.

(1) All requests for military leave, either with or without pay or a combination of the two, are made and approved on Form ADM-1, Request for Approval of Leave, in accordance with instructions for that form.

(A) A copy of the orders or a written statement from the appropriate officer is attached at the time the leave is requested.

(B) When a copy is not available at the time the leave is requested, it must be submitted as soon as it is received.

(2) When the period of military status extends beyond 20 days for an employee described in (a)(1) and 30 days for an employee described in (a)(2), the employee's absence for the period beyond the appropriate 20 or 30 days is governed by applicable leave rules.

(A) Accrued compensatory leave, compensatory holidays, annual leave, or military leave without pay may be requested to cover this period of time.

(B) Accrued compensatory leave and compensatory holidays must be exhausted prior to any approval for use of annual leave, except where the annual leave would otherwise be forfeited under the provisions of Merit Rule 530:10-15-11(b)(5).

(3) An employee reporting to active or inactive military duty on or after September 11, 2001, during the period in which Operation Enduring Freedom is in effect, receives the difference between his or her full regular pay and military pay while the employee is in military leave without pay status. This pay is retroactive to the date the employee reported for active or inactive military duty.

(A) In order to receive payment pursuant to this Section, the employee must provide verification of military pay to the Finance Division, Payroll Unit.

(B) When military pay exceeds the employee's regular rate of pay, the employee is not eligible to receive payment pursuant to this Section.

(4) An employee who is ordered to report for physical examination in connection with military duty is not considered absent from Oklahoma Department of Human Services (OKDHS) duty during the time required for the examination or the time required for travel.

(5) A supervisor does not interfere with an employee's right to take military leave. Interfering with an employee's right to take military leave may subject the supervisor to disciplinary action.

(c) Reinstatement to position. An employee returning from active military duty is entitled to the position previously held with OKDHS when active military duty was:

(1) 90 days or less, the employee is returned to the position that the employee left;
or

(2) 91 days or more, the employee is restored to a position with like seniority, status, and pay.

(d) Return from **military duty**. An employee returning from active or inactive military duty reports to his or her former position pursuant to paragraphs (1) through (4) of this subsection.

- (1) An employee returning from an active or inactive military duty period of less than 31 days reports to OKDHS duty at the beginning of the first regularly scheduled work day after release from military duty, provided the employee is given time of no less than eight hours to arrive back at his or her residence, rest, and travel to the work location.
- (2) An employee returning from an active or inactive military duty period of 31 to 180 days reports to OKDHS duty no later than 14 days following completion of military duty.
- (3) An employee returning from an active or inactive military duty period of over 180 days reports to OKDHS duty no later than 90 days after completion of military duty.
- (4) Reporting time limits in this Section are extended up to two years when an employee is hospitalized or convalescing from an injury or illness caused by active military duty.