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POLICY TRANSMITTAL NO. 06-35

DATE: JULY 31, 2006

FIELD OPERATIONS DIVISION

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF PLANNING, POLICY & RESEARCH

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:115-3-9.

EXPLANATION: Field Operations Division regulations are amended to reflect the county director's responsibility regarding the random moment time study. The random moment time study is a function of the Finance Division. These revisions are issued to coincide with the revisions PT 06-36, Finance Division regulations, and PT 06-34, Human Resources Management Division regulations.

Original signed on 7-24-06

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Larry Johnson, Director  
Field Operations Division

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Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

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WF # 06-H (NAP)

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## **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:115-3-9

### **INSERT**

DHS:115-3-9, 1 page only, revised 8-1-06

**DHS:115-3-9. Random moment time study**

County directors are responsible for ensuring that each employee complies with the random moment time study per DHS:2-11-61.