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POLICY TRANSMITTAL NO. 08-03	DATE: MAY 5, 2008
ADMINISTRATIVE SERVICES	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1, Table of Contents; and 2-1-33.

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

OAC 340:2-1-33 is revoked and Oklahoma Department of Human Services (OKDHS) internal regulations, OKDHS:2-1-26.1, compliant with Merit Rule OAC 530:10-7-12 and the Fair Labor Standards Act replace this rule.

Original signed on 4-17-08

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David Shafer, Chief Administrative Officer  
Administrative Services

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Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

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WF # 07-31 (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 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**

340:2-1, Table of Contents

340:2-1-33

**INSERT**

340:2-1, Table of Contents, pages 1-3;  
revised 5-11-08

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**SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)****PART 1. GENERAL PROVISIONS**

## Section

- 340:2-1-1. Purpose
- 340:2-1-2. Appointing authority
- 340:2-1-3. Oklahoma Merit system of Personnel Administration (Merit System)
- 340:2-1-4. Political activity
- 340:2-1-5. Benefits
- 340:2-1-6. Investigation of employees accused of child abuse or neglect
- 340:2-1-7. Financial Disclosures filed with the Ethics Commission (EC) required and designated
- 340:2-1-8. Employee ethics and other employment

**PART 3. INTERNAL HUMAN RESOURCES**

- 340:2-1-25. Application
- 340:2-1-26. Employment and assignment
- 340:2-1-27. Report of entrance on duty
- 340:2-1-28. Probationary or trial period, classified service
- 340:2-1-29. Appointments
- 340:2-1-30. The drug-free workplace
- 340:2-1-31. Classification plan
- 340:2-1-32. Salary Administration Plan and Agency Compensation Guidelines
- 340:2-1-33. Fair Labor Standards Act rules **[REVOKED]**
- 340:2-1-34. Employment verifications and references

**PART 4. ALCOHOL AND DRUG TESTING APPLICABLE TO OKDHS EMPLOYEES AND APPLICANTS**

- 340:2-1-40. Purpose
- 340:2-1-41. Prohibition
- 340:2-1-42. Definitions
- 340:2-1-43. Implementation of alcohol and drug testing of OKDHS employees and applicants
- 340:2-1-44. Disciplinary action
- 340:2-1-45. Employee Assistance Program referral **[REVOKED]**
- 340:2-1-46. Confidentiality
- 340:2-1-47. Grievance rights **[REVOKED]**

**PART 5. ADMINISTRATIVE PROCEDURES**

- 340:2-1-55. Individual personnel records
- 340:2-1-56. Criminal history checks
- 340:2-1-57. Smoking policy
- 340:2-1-58. Reduced services or office closures

**PART 7. RECRUITMENT, SELECTION, AND PLACEMENT**

- 340:2-1-75. Policy
- 340:2-1-76. Appointments and changes in employee job family descriptor (JFD) and level or position that are not subject to the vacancy posting provisions of the rules in this Part
- 340:2-1-77. Vacancy posting procedures
- 340:2-1-78. Method of application
- 340:2-1-79. Eligibility to compete for positions in the classified service
- 340:2-1-80. Eligibility to compete for positions in the unclassified service
- 340:2-1-81. Issuing OKDHS Form P-S-76, Applicant List and Office of Personnel Management (OPM) certificate of eligibles (certificate)
- 340:2-1-82. Job-related selection criteria
- 340:2-1-83. Selection advisory committee for positions in the classified and unclassified service
- 340:2-1-84. Interviews for positions in the classified service
- 340:2-1-85. Final selection
- 340:2-1-86. Delegation of responsibility for vacancy posting and selection procedures to divisions, facilities, and local offices
- 340:2-1-87. Compensation
- 340:2-1-88. Alternate hiring levels
- 340:2-1-89. Office of Personnel Management (OPM) certificate of eligibles (certificate) - classified service
- 340:2-1-90. Required forms to be completed by OPM certificate applicants **[REVOKED]**
- 340:2-1-91. Submission of OPM certificate and support documentation to personnel **[REVOKED]**
- 340:2-1-92. Personnel review of returned OPM certificate **[REVOKED]**
- 340:2-1-93. Applicants who have previously been discharged from employment in the classified service

**PART 9. TRAVEL REIMBURSEMENT [REVOKED]**

- 340:2-1-100. Purpose and authority **[SUPERSEDED]**
- 340:2-1-101. Definitions **[SUPERSEDED]**

- 340:2-1-102. Applicability; employee/non-employee responsibility **[SUPERSEDED]**
- 340:2-1-103. Completion of Travel Reimbursement Form (Adm-6) **[SUPERSEDED]**
- 340:2-1-104. Authorization of travel (Classified/Unclassified/Exempt Service) **[SUPERSEDED]**
- 340:2-1-105. Attendance at previously arranged meetings **[SUPERSEDED]**
- 340:2-1-106. Per diem **[SUPERSEDED]**
- 340:2-1-107. Subsistence in lieu of per diem **[SUPERSEDED]**
- 340:2-1-108. Miscellaneous expenses **[SUPERSEDED]**