

---

|                                     |  |
|-------------------------------------|--|
| POLICY TRANSMITTAL NO. 06-44        | DATE: SEPTEMBER 21, 2006   |
| HUMAN RESOURCES MANAGEMENT DIVISION | DEPARTMENT OF HUMAN SERVICES<br>OFFICE OF LEGISLATIVE RELATIONS & POLICY |

---

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-17-23.

EXPLANATION: DHS:2-17-23 is revised to increase the education incentive award from \$400 to \$750 and clarify how the award may be granted.

Original signed on 9-20-06

---

Ed Sweeney, Interim Director  
Human Resources Management Division

---

Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

---

WF # 06-M (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**

DHS:2-17-23

### **INSERT**

DHS:2-17-23, pages 1-3, revised 9-1-06

---

|                                     |  |
|-------------------------------------|--|
| POLICY TRANSMITTAL NO. 06-44        | DATE: SEPTEMBER 21, 2006   |
| HUMAN RESOURCES MANAGEMENT DIVISION | DEPARTMENT OF HUMAN SERVICES<br>OFFICE OF LEGISLATIVE RELATIONS & POLICY |

---

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

DHS:2-17-23.

EXPLANATION: DHS:2-17-23 is revised to increase the education incentive award from \$400 to \$750 and clarify how the award may be granted.

Original signed on 9-20-06

---

Ed Sweeney, Interim Director  
Human Resources Management Division

---

Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

---

WF # 06-M (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**

DHS:2-17-23

### **INSERT**

DHS:2-17-23, pages 1-3, revised 9-1-06

## **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**

DHS:2-17-23

### **INSERT**

DHS:2-17-23, pages 1-3, revised 9-1-06

**DHS:2-17-23. Education incentive awards**

The Oklahoma Department of Human Services (OKDHS) recognizes employee academic achievement and development that enhances employee skills and abilities and adds value to employee performance in fulfilling the OKDHS mission and goals.

**(1) Approved degrees or certifications.**

(A) The OKDHS Director or an officer may submit specific degrees or certifications which he or she feels are of value to the individual office or division to the Education Incentive Program Committee (EIPC) for consideration for education incentive awards.

(B) Recommended degrees or certifications are only for employees in the submitting office or division.

(C) The EIPC reviews and considers the degree or certification submissions and recommends approval or disapproval to the Director or designee.

(D) The Director makes the final determination whether recommended degrees or certification meet OKDHS needs and warrant approval.

**(2) Employee qualifications.**

(A) Permanent classified or unclassified employees successfully completing education or certification programs are eligible for education incentive awards.

(B) Required certifications or degrees do not qualify for education incentive awards per Merit Rule OAC 530:10-7-24. Skills and abilities obtained from the employee's education or certification program must:

(i) be beyond and apart from the education, experience, knowledge, skills, and abilities required in the job family descriptor and level for positions occupied by the employee at the completion of the education or certification program; and

(ii) enhance and build on the employee's abilities.

(C) Employee requests for the approval of an education incentive award are submitted in writing to the employee's immediate and reviewing supervisors within 90 calendar days of attaining the degree or certification.

**DHS:2-17-23. Education incentive awards**

The Oklahoma Department of Human Services (OKDHS) recognizes employee academic achievement and development that enhances employee skills and abilities and adds value to employee performance in fulfilling the OKDHS mission and goals.

**(1) Approved degrees or certifications.**

(A) The OKDHS Director or an officer may submit specific degrees or certifications which he or she feels are of value to the individual office or division to the Education Incentive Program Committee (EIPC) for consideration for education incentive awards.

(B) Recommended degrees or certifications are only for employees in the submitting office or division.

(C) The EIPC reviews and considers the degree or certification submissions and recommends approval or disapproval to the Director or designee.

(D) The Director makes the final determination whether recommended degrees or certification meet OKDHS needs and warrant approval.

**(2) Employee qualifications.**

(A) Permanent classified or unclassified employees successfully completing education or certification programs are eligible for education incentive awards.

(B) Required certifications or degrees do not qualify for education incentive awards per Merit Rule OAC 530:10-7-24. Skills and abilities obtained from the employee's education or certification program must:

(i) be beyond and apart from the education, experience, knowledge, skills, and abilities required in the job family descriptor and level for positions occupied by the employee at the completion of the education or certification program; and

(ii) enhance and build on the employee's abilities.

(C) Employee requests for the approval of an education incentive award are submitted in writing to the employee's immediate and reviewing supervisors within 90 calendar days of attaining the degree or certification.

(D) Education incentive awards are considered only after the employee's full completion of the degree or certification program.

(E) Requests for approval of education incentive awards are submitted to the EIPC and include:

- (i) a full description of the employee's education or training program;
- (ii) a copy of the diploma, certification, licensure, or other similar documentation awarded the employee;
- (iii) a recommendation for approval from the employee's immediate supervisor, reviewing supervisor, area manager or director, and the division director containing a statement that the employee has not been the subject of any disciplinary action within the last 12 months;
- (iv) a list of the additional knowledge, skills, and abilities the employee has obtained from the degree or certification; and
- (v) a statement by the officer in the employee's chain of supervision, indicating how the employee's degree or certification benefits both OKDHS and the respective office or division.

**(3) Education Incentive Program Committee (EIPC).**

(A) The EIPC is chaired by the Administrative Services chief administrative officer and includes one member from:

- (i) Office of Client Advocacy;
- (ii) Office of Inspector General;
- (iii) Office for Civil Rights;
- (iv) Administrative Services;
- (v) Legal Division;
- (vi) Human Services Centers;
- (vii) Data Services Division;

(viii) Finance Division; and

(ix) Vertically Integrated Services Divisions.

(B) A request for the approval of an employee to receive an education incentive award is submitted to the EIPC for:

(i) review;

(ii) determination of eligibility; and

(iii) recommendation for approval or disapproval.

(C) An employee may not be determined eligible under this regulation if:

(i) the employee's last completed Form OPM-111, Performance Management Process (PMP), indicates an overall rating of does not meet standards or needs improvement; or

(ii) the employee received a suspension without pay or an involuntary demotion within the 12 months preceding the request submission date.

(D) Recommended requests are submitted by the EIPC to the Director for review and final approval or disapproval.

**(4) Award amount.**

(A) A one-time monetary award of \$750 is awarded upon the satisfactory completion, verification, and approval of an employee's education or certification program. When an employee is participating in a certification that has multiple levels, the committee may award a portion of the \$750 award for each level completed. For example, an employee participating in the Child Support Specialist certification, which has five levels, could receive \$150 for completion of each level.

(B) Awards are effective the first day of the month following approval by the Director.

**(5) Recertification.** A request for approval of an education incentive award for employee recertification is subject to the same consideration process as first-time applicants.