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POLICY TRANSMITTAL NO. 07-55	DATE: SEPTEMBER 12, 2007
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-17, Table of Contents; 2-17-23; and 2-17-63.

EXPLANATION: OKDHS:2-17-23 is revoked because the regulation is not in compliance with Oklahoma State Merit System Personnel Administration rules.

OKDHS:2-17-63 is revised to remove a reference to Section OKDHS:2-17-23 and add skilled-based pay.

Original signed on 9-12-07

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Diane Haser-Bennett, Director  
Human Resources Management Division

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Sharon Neuwald, Coordinator  
Office of Legislative Relations and Policy

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WF # 07-X (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**

OKDHS:2-17, Table of Contents

OKDHS:2-17-23

OKDHS:2-17-63

**INSERT**

OKDHS:2-17, Table of Contents, pages 1-2,  
revised 9-15-07

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OKDHS:2-17-63, 1 page only, revised 9-15-07

**SUBCHAPTER 17. EMPLOYEE DEVELOPMENT AND TRAINING****PART 1. IN-SERVICE TRAINING WITHIN THE DEPARTMENT**

- OKDHS:2-17-1. Employee Relations and Development Unit (ERDU) - training within DHS
- OKDHS:2-17-2. Mandatory supervisory training
- OKDHS:2-17-3. DHS open enrollment training
- OKDHS:2-17-4. DHS employee interchange program
- OKDHS:2-17-5. Employee interchange request procedures
- OKDHS:2-17-6. State mentor program

**PART 2. EDUCATION ASSISTANCE PROGRAM**

- OKDHS:2-17-15. Education Assistance Program
- OKDHS:2-17-16. Education assistance
- OKDHS:2-17-17. Application procedures
- OKDHS:2-17-18. Selection criteria
- OKDHS:2-17-19. Application period
- OKDHS:2-17-20. Education Assistance Program Committee
- OKDHS:2-17-21. Other office or division assistance programs
- OKDHS:2-17-22. Ineligible employees
- OKDHS:2-17-23. Education incentive awards **[REVOKED]**

**PART 3. EMPLOYEES' LIBRARY [REVOKED]**

- OKDHS:2-17-35. Scope **[REVOKED]**
- OKDHS:2-17-36. Services **[REVOKED]**
- OKDHS:2-17-37. Library collection **[REVOKED]**
- OKDHS:2-17-38. Access **[REVOKED]**

**PART 4. EMPLOYEE INTERCHANGE PROGRAM [REVOKED]**

- OKDHS:2-17-50. Purpose and objectives **[REVOKED]**
- OKDHS:2-17-51. Policy **[REVOKED]**
- OKDHS:2-17-52. Types of interchanges **[REVOKED]**
- OKDHS:2-17-53. Request procedures **[REVOKED]**
- OKDHS:2-17-54. Expenses, attendance and leave **[REVOKED]**
- OKDHS:2-17-55. Evaluation **[REVOKED]**

**PART 5. CERTIFIED PUBLIC MANAGER PROGRAM**

- OKDHS:2-17-60. Purpose
- OKDHS:2-17-61. Administration
- OKDHS:2-17-62. Application
- OKDHS:2-17-63. Candidates
- OKDHS:2-17-64. Graduates

OKDHS:2-17-65. OKDHS utilization of Certified Public Manager Program graduates

**OKDHS:2-17-63. Candidates**

Revised 9-15-07

(a) All Oklahoma Department of Human Services (OKDHS) Certified Public Manager (CPM) Program candidates must finish the CPM Program and qualify for graduation within five calendar years of entry into the program.

(b) A candidate's participation in the CPM Program is included in his or her performance evaluations, Form OPM-111, Performance Management Process (PMP). Each candidate's progress is rated accordingly.

(c) A candidate's supervisor provides time during the candidate's normal work day to attend training courses, prepare class assignments, study for examinations, and work on and complete program projects.

(d) OKDHS allows a candidate to use OKDHS issues or problems for his or her four job-related projects.

(e) OKDHS pays each candidate's participation fee. Each candidate pays for examination and project fees. The Office of Personnel Management determines fees.

(f) A candidate who fails to finish the CPM Program and qualify for graduation within five calendar years of entry reimburses OKDHS for incurred participation fees. The OKDHS Director, in consideration of significant extenuating circumstances, may waive this requirement.

(g) A candidate who enters the program on or after February 1, 2003, and completes the program and qualifies for graduation within three calendar years or less may be considered for skilled-based pay.

(h) For final approval to begin the CPM Program, a candidate must submit a signed letter of agreement to all conditions listed in this regulation to the CPM Program Steering Committee.