TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1, Table of Contents; 340:2-1-7 through 2-1-8; 2-1-25 through 2-1-27; 2-1-29; 2-1-34; 2-1-76; 2-1-78 through 2-1-79; 2-1-81 through 2-1-82; and 2-1-84.

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

OAC 340:2-1-7 is a new Section that incorporates all rules pertaining to financial disclosures to be filed with the Ethics Commission.

OAC 340:2-1-8 is a new Section that incorporates rules pertaining to employee ethics.


OAC 340:2-1-26 is revised to remove financial disclosure rules from this Section and place them in the new Section OAC 340:2-1-7.

OAC 340:2-1-27 is revised to adjust language for federal compliance regarding Form I-9.

OAC 340:2-1-29 is revised to remove ethics rules from this Section and place them in the new Section OAC 340:2-1-8.

OAC 340:2-1-34 revisions include a minor clarification of language concerning request for references.

OAC 340:2-1-79 revisions correct an authority citation for the rule and clarify how to apply the statute.
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.

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340:2-1-86, pages 1-2, revised 6-1-05
SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)

PART 1. GENERAL PROVISIONS

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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
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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 (SAP) and Agency Compensation Guidelines
340:2-1-34. Employment verifications and references

PART 4. ALCOHOL AND DRUG TESTING POLICY APPLICABLE TO AGENCY FACILITIES PROVIDING DIRECT CARE TO CHILDREN OR INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES

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 affected individuals
340:2-1-44. Disciplinary action
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340:2-1-82. Job-related selection criteria and other selection procedures
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]
340:2-1-93. 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]
340:2-1-7. Financial Disclosures filed with the Ethics Commission (EC) required and designated

Financial disclosure statement. Chapter 62 of Title 74 of the Oklahoma Statutes requires the members of the Oklahoma Commission for Human Services and the Oklahoma Department of Human Services (OKDHS) Director to file financial disclosure statements with the Ethics Commission (EC). In addition, OKDHS has determined that the duties of senior administrators and division directors require each of them to file. Other employees who must file statements are those who have been designated by the Director, a senior administrator, or division director as having responsibility for taking or recommending official action regarding contracting or procurement.

(1) Financial disclosure statements must be filed upon initial employment in a position requiring the statement and no later than April 30 each year as long as the employee continues in the position.

(2) Failure to file the financial disclosure statement by the deadline may result in the employee being charged a late filing fee of up to $100 per day for each day it is late to a maximum of $1,000. Any person who fails to file a financial disclosure statement, knowingly gives false information in the financial disclosure statement, or knowingly omits required information is considered guilty of a misdemeanor.

INSTRUCTIONS TO STAFF

1. (a) Senior administrators are defined in DHS:2-1-3(b)(1)(D).

   (b) The Oklahoma Department of Human Services (OKDHS) liaison to the Ethics Commission (EC) for statements of financial interest is located in the Human Resources Management Division (HRMD).

2. No individual is required to file more than one financial disclosure statement in any calendar year. Employees may request a 30-day extension of the filing deadline following initial appointment to a position requiring the statement. This request must be submitted to the EC not more than ten days following appointment to the position.

3. Employees who hold the positions identified on this list receive a letter of explanation and a copy of the financial disclosure form advising them of the need to file prior to the April 30 due date.

4. The Director, senior administrators, and division directors are responsible for advising new staff reporting to them of the need to file EC Form F-1R.
Statement of Financial Interest, with the EC if required by the position. Notice is given to the employee upon the employee’s entrance on duty. Employees are responsible for completing the financial disclosure statement and submitting it to the EC by the required due date. Relevant portions of the law regarding financial disclosure statements are contained on the OKDHS InfoNet under HRMD guides in the New Employee Handbook, which is provided by the supervisor to new employees upon probationary or unclassified appointment.
340:2-1-8. Employee ethics and other employment

(a) Other employment, prohibition against use of position for personal gain, and avoidance of conflicts of interest. Employees are subject to appropriate corrective or disciplinary action if they fail to comply with the Rules of the Ethics Commission. [74 O. S. Ch. 62]

(1) Under these provisions, every employee must, during office hours, devote full time and attention, to Oklahoma Department of Human Services (OKDHS) business. An employee may not use:

   (A) office hours for private gain, including activities involved in a business enterprise, such as livestock or crop farming, sale of real estate, or other business which involves self-employment; nor

   (B) paid time, state offices, telephones, supplies, and equipment to further the programs or activities of private, non-profit organizations, even when the objectives of the private organization are compatible with those of OKDHS. Exceptions may occur as authorized by the division director and only for activities in which OKDHS can legitimately expend agency dollars, for example, when OKDHS is a member of an organization or in situations where OKDHS has responsibility as a member of a board or commission by law or by appointment of the executive or legislative branch of government. ■ 1

(2) An employee may accept other employment outside of the employee's OKDHS regular office hours provided such employment is approved in advance and does not interfere with or is not in conflict with the employee's work within OKDHS. ■ 2

(3) It is vitally important that OKDHS employees avoid both actual conflicts of interest in activities that have a strong likelihood of appearing to the general public to be conflicts of interest, such as employment with a provider who contracts with OKDHS. The employment or other activities of a spouse or other close family member may create the appearance of a conflict of interest and cause members of the general public to question the objectivity of OKDHS decision-making.

(4) An OKDHS employee may not be employed by another state agency or any provider contracting with OKDHS without the prior written approval of the employee's division director. ■ 3

(b) Related employees. Placement in a position that results in relatives occupying positions within a division, office, facility, or area where one relative occupies a senior administrative position must be approved in writing by the OKDHS Director or designee.
4 OKDHS reserves the right to make placements and work assignments of personnel as necessary to eliminate or prevent situations of this nature. OKDHS policy prohibits, unless waived by the OKDHS Director or designee, the employment of any person in a position that results in:

(1) immediate supervision by a relative. Relative is defined as spouse, children, parents, stepparents, parents-in-law, grandchildren, grandparents, brothers, sisters, stepchildren, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, or foster relationships;

(2) placement in a position within a relative's line of authority or chain of command; or

(3) two or more relatives reporting to the same immediate supervisor.

(c) Processing applications for OKDHS benefits or services on behalf of an employee's relative or for persons living in the employee's home. In performing their official duties, employees are impartial and perform their duties in a manner that maintains impartiality. 5 Employees who engage in improper client relationships, as referenced in this Section, are subject to appropriate corrective or disciplinary action.

(1) An employee may not:

   (A) process, certify, or approve an application for benefits, payments, or services for any relative as defined in subsection (b) of this Section, or for any unrelated person living in the employee's household. This includes a relationship to a relative that has been terminated by death, divorce, or other reasons; nor

   (B) act as authorized representatives for clients receiving OKDHS program benefits without the specific written approval of the local administrator after a determination has been made that no one else is available to serve.

(2) In those offices with limited staff, it may be necessary for an employee to take an application for a person(s) listed in subsection (b) of this Section. The employee cannot certify the person(s) for benefits, payments, or services.

(d) Client relationships. In keeping with the mission of OKDHS to serve and protect clients, OKDHS employees assist clients in developing independence and self-sufficiency while recognizing their rights. A client is defined as a program applicant, recipient, patient, resident of an OKDHS facility, and any other person receiving or making application for OKDHS services. Rights of clients include, but are not limited to:
(1) privacy and the expectation that information obtained by OKDHS employees in the course of their duties is held confidential;

(2) treatment that conveys dignity, respect, courtesy, fairness, and good faith;

(3) expectation of high standards of personal conduct from OKDHS employees;

(4) freedom from discrimination on the basis of race, gender, age, color, creed, national origin, religion, or disability;

(5) freedom from sexual harassment;

(6) freedom from coercion to give gifts or services of value; and

(7) freedom from interference by OKDHS employees with regard to matters of individual belief or faith. ■ 7 & 8

INSTRUCTIONS TO STAFF

1. Oklahoma Department of Human Services (OKDHS) employees are encouraged to be constructive citizens of their local communities with their private activities conducted on personal time and kept separate from OKDHS working hours. While employed by OKDHS, an employee may not engage in a business enterprise either as an administrator, investor, or operator that is subject directly or indirectly to the control, inspection, review, audit, licensing, or enforcement by OKDHS. If, as a member of the board of directors, the employee, or his or her spouse, has a stake in the financial gains or losses in a business enterprise, membership is prohibited.

2. If an employee wishes to engage in other employment or in a business enterprise or activity or changes secondary employment or other business activity while an employee of OKDHS, the employee submits, in advance, Form ADM-42, Request for Approval of Other Employment, to the employee’s immediate supervisor and local administrator.

3. If there is an appearance of a conflict of interest or involvement with another state agency or a private agency contracting with OKDHS, final approval of Form ADM-42 is made by the appropriate senior administrator or division director.

4. Senior administrative positions include, but are not limited to, division director, senior administrator, resource center administrator, deputy director,
county director, business manager, institutional unit coordinator, programs coordinator, programs administrator, programs manager, programs supervisor, area director, and programs field representative. Refer to DHS:2-1-3(b)(1)(D) for definition of senior administrator. Questions regarding interpretation of this Section are submitted in writing to the division director, Human Resources Management Division (HRMD), who makes a determination as to applicability of coverage.

5. Employees of OKDHS are expected to:

(1) respect the privacy of clients and hold in confidence all information obtained in the course of their duties, as required by law and OKDHS policy;

(2) make every effort to foster maximum self-determination on the part of clients;

(3) ensure that all judgments, decisions, and actions are taken in the best interest of the client;

(4) treat clients with dignity, respect, courtesy, fairness, and good faith;

(5) take responsibility for identifying, developing, and fully utilizing knowledge of their respective professions and adhere to professional codes of ethics and conduct that govern that profession;

(6) ensure that all contacts attempted or made with a client or relating to a client's case are recorded in the client case record, including contacts in person, by phone, or by written correspondence;

(7) maintain high standards of personal conduct in the capacity and identity as an OKDHS employee;

(8) comply with OKDHS policies and procedures governing client abuse, neglect, and mistreatment; and

(9) recognize the affect their recommendations and professional actions may have on the lives of clients, and ensure that personal, social, financial, political, or other inappropriate factors do not influence these actions or recommendations.
6. OKDHS employees are prohibited from:

(1) discriminating against employees or clients on the basis of race, gender, age, color, creed, national origin, religion, or disability and prohibited from engaging in sexual harassment. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature, which makes sexual favors a condition of employment, employment benefits, approval, or receipt of benefits, or which create a hostile or offensive working or service environment, even though there may be no economic detriment to the employee or client;

(2) allowing personal problems and conflicts to interfere with professional judgments and effectiveness. Any employee who becomes aware that such personal problems or conflicts may adversely affect the provision of services to a client(s) immediately advises his or her supervisor so appropriate steps can be taken to ensure that client services are unaffected;

(3) taking any action that violates the legal and civil rights of clients or others who may be affected by their actions;

(4) initiating a discussion with, or lobbying clients on, issues unrelated to the provision of client services while engaged in official duties on behalf of OKDHS;

(5) using their position as an OKDHS employee to form a personal relationship with a client;

(6) exploiting the trust and dependency of clients or engaging in any activity that is, or is perceived as, an exploitation of the client relationship. Prohibited activities include, but are not limited to:

(A) taking clients on overnight visits or trips, unless such overnight outings have been officially arranged and sanctioned by OKDHS supervisory or administrative staff;

(B) extending or accepting social invitations from clients;

(C) engaging in sexual intimacies with clients;
(D) engaging in or encouraging clients in illegal activities, including use or possession of illicit drugs or alcohol;

(E) giving or accepting gifts from clients or exchanging or suggesting the exchange of any goods or services of value, unless specifically authorized by policy or appropriate supervisory personnel; and

(F) making home visits or other client contacts on behalf of OKDHS outside normal working hours, unless specifically authorized by policy or appropriate supervisory personnel.

7. In the event an employee has a personal relationship off-duty with an individual whose case or OKDHS services are being administered by the immediate office or the program to which the employee is assigned, the employee promptly reports such relationship to his or her immediate supervisor. The supervisor and higher-level management personnel determine whether it is appropriate for the employee to continue in that unit or be reassigned elsewhere.

8. It is the responsibility of the local administrator or designee to complete and dispose of the application or to assign a staff person from another office to complete the application.
PART 3. INTERNAL HUMAN RESOURCES

340:2-1-25. Application

(a) **Classified service.** Any person interested in securing initial employment in the classified service may take the open competitive examination through the Office of Personnel Management (OPM). The individual must meet the minimum education and experience qualifications for the job family for which he or she is applying. Application to take an examination is made to OPM on Form OPM-4, State of Oklahoma Employment Application.

   (1) Applications for non-competitive positions in the classified service are submitted directly to Oklahoma Department of Human Services (OKDHS) work locations using such jobs. These are primarily used in residential facilities and group homes.

   (2) Form P-1, Application for Employment, is provided to the applicant prior to the initial interview or at the time of contact when his or her name appears within the hiring rule on an OPM certificate of eligibles. The applicant returns Form P-1 to the local OKDHS office.

   (3) The interviewing official or local administrator is responsible for preparing Form P-6, Form Letter to Employment Reference, or Form P-7, Form Letter to Personal Reference. The applicant has a right to review the information obtained from these inquiries.

   (4) The interviewing official is responsible for explaining benefits and conditions of employment.

   (5) Applications of persons recommended for employment are sent by the selecting official to the appropriate local office or the designated Human Resources Management Division (HRMD) office with the completed Form P-S-76, Applicant List.

(b) **Unclassified service.** OKDHS may post positions in the unclassified service. [OAC 340:2-1-76(13) and (14)] Persons interested in applying for unclassified positions submit any of the documents listed in (1) through (3) of this subsection and any additional, requested documentation to HRMD. An acceptable application document is:

   (1) a resume with a cover letter or a transmittal document that identifies the announcement number;
(2) Form P-1 with a cover letter or a transmittal document that identifies the announcement number; or

(3) Form P-12, Application Data Sheet.

INSTRUCTIONS TO STAFF

1. The interviewing official advises the applicant of the authorization for release of information and background investigations contained on the last page of Form P-1, Application for Employment. The applicant must be advised of the Oklahoma Department of Human Services selection process relevant to vacancy postings.

2. Applications of persons not selected are maintained for two years.
340:2-1-26. Employment and assignment

(a) Selection from Office of Personnel Management (OPM) certificate of eligibles (certificate) also known as the merit register. The process to fill a position is initiated by use of Form P-31-A, Announcement Requisition, which is forwarded to the Human Resources Management Division (HRMD), Oklahoma Department of Human Services (OKDHS). When HRMD is notified of vacancies, and these are not filled by promotion, demotion, transfer, or reinstatement in accordance with OKDHS recruitment, selection, and placement policy and procedures, HRMD may request an OPM certificate. OPM supplies names of eligible individuals. The hiring rule is the top ten available eligibles, or anyone whose name is tied with the lowest ranked eligible within the hiring rule. [OAC 530:10-9-92 and 74 O. S. § 840-4.13] OKDHS makes its selection from the OPM certificate within the hiring rule. OKDHS may request OPM to supply a certificate consisting only of names of those persons who are residents of a local area that has been established by OKDHS for the local office. OKDHS may then select a candidate from this OPM certificate. In selecting new personnel from the OPM certificate, OKDHS may consider any information legally available concerning each applicant, including data recorded on the application, reports of interviews with applicants and references, performance evaluations, letters of reference, and background checks. OKDHS does not discriminate in any of its employment policies and is an equal opportunity employer.

(b) Determination of availability. Upon receipt of the OPM certificate, HRMD submits the OPM certificate to the requesting official. This official contacts applicants within the hiring rule on the list to determine if the applicants are available for an interview.

(1) If an applicant declines an offer of appointment, fails to report for a personal interview, or fails to report for duty, the circumstances are documented for the record. An eligible candidate may be considered to have declined and may be removed from consideration if he or she fails to reply to a written inquiry within seven calendar days, exclusive of the date of mailing, or if the applicant verbally declines an offer, or an opportunity for an interview with a representative of OKDHS.

(2) Information regarding an applicant's availability for appointment is transmitted to HRMD with any other pertinent information obtained regarding the applicant at the time. Form P-S-76, Applicant List, an OPM certificate, or both, are returned to HRMD.

(3) Appointment to certain positions within OKDHS requires the completion of a background check. [OAC 340:2-1-56]
(c) **Notice of appointment.** Since OKDHS administers a statewide program, staff are assigned in accordance with the particular needs of OKDHS. Form OPM-14, Request for Personnel Action, showing the OPM position identification number, job family with level and job code, place of assignment, pay band and salary, is provided to the new employee as notice of his or her appointment.

### INSTRUCTIONS TO STAFF

1. Division directors are responsible for making the necessary efforts to attain division goals developed pursuant to the Oklahoma Department of Human Services (OKDHS) Affirmative Action Plan. Fair Employment Practices Act (FEPA) certificates may be utilized.

2. The Human Resources Management Division (HRMD) copy of Form OPM-14, Request for Personnel Action, is filed in the employee's personnel folder. A copy of Form OPM-14 is sent to Office of Personnel Management (OPM), Payroll Unit of OKDHS Finance Division, the employee, and the local office.

(a) **Required documents.** On the day a new employee enters on duty, the supervisor of the unit of assignment completes Form ADM-68, Report of Accession, and forwards it to the Human Resources Management Division (HRMD). Documents attached to Form ADM-68 include:

1. A copy of the employee's Social Security card. The employee's name on all personnel and payroll records is shown exactly as it appears on the Social Security card;

2. Secretary of State (SOS) Form 100, Loyalty Oath. A signed, written loyalty oath is required for each new employee. A new SOS Form 100 is submitted with each appointment following a consecutive 30-day break in service;

3. Form W-4, Employees Withholding Allowance Certificate, or Form W-5, Earned Income Advance Payment Certificate;

4. Form 515-01-97R, Enrollment Application in State Retirement, except for temporary appointments. It is mandatory that each employee enrolls in the Oklahoma Public Employee's Retirement System, except for temporary appointments;

5. Notice of Employee's Right to Continue Group Health Coverage, Consolidated Omnibus Budget Reconciliation Act (COBRA), except for temporary appointments;

6. Form P-1-D, Application Supplement;

7. Form F-23, Employee Longevity Service Worksheet, except for temporary appointments;

8. United States Citizenship and Immigration Services, Form I-9, Employment Eligibility Verification. Pursuant to the Immigration Reform and Control Act of 1986, Form I-9 is completed by the employing unit on the first day of employment. If the employee is unable to provide the required, original document(s), the employee must present a receipt for the application for the document(s) within three business days of entering on duty or the employee will be immediately separated from duty. However, an employee working three days or less must produce the required original documents for the completion of Form I-9 on the first day of duty. An employee who presented a receipt for the application of a document must present the required original document within 90 calendar days of entering on duty or he or she will be immediately separated from duty; 1, 2, & 3
(9) verification of tribal affiliation, if the employee wishes designation as Native American;

(10) insurance benefits enrollment forms, except for temporary appointments;

(11) Form ADM-133, Employee Acknowledgment of Confidentiality of Computer Accessible Case Records and Computer and Internet Usage Restrictions; and

(12) a written employee acknowledgement that the employee is serving a probationary period when entering the classified service as a direct hire, with no prior state service, reinstatement, or any other hire that does not utilize the Office of Personnel Management (OPM) certificate.

(b) **Missing documents.** If all documents are not available on the date of entry on duty, all available documents are submitted. Missing documents are submitted as soon as possible, but no later than required by law. All of the documents listed in (a)(1) through (12) of this Section are required in accordance with state and federal laws.

**INSTRUCTIONS TO STAFF**

1. **Unit staff completing Form I-9, Employment Eligibility Verification, record "receipt" with the document information when a receipt for application for a document is used for the initial submission of Form I-9.** The original Form I-9 is held in the unit until verification of the original document has been made. A copy of Form I-9 and verification used for the I-9 process is forwarded to Human Resources Management Division (HRMD).

2. **If a receipt for application for a document is used for initial submission of Form I-9, the entry into the Human Resources Information System (HRIS), is "Pending."** This entry is made by the unit staff and verified by HRMD.

3. **Upon verification of the original document the unit staff:**

   (1) updates HRIS to "yes";

   (2) crosses out "receipt," on any document number, records the information for the original document, initials and dates the change; and

   (3) forwards the original Form I-9 and the original documentation to HRMD.
340:2-1-28. Probationary or trial period, classified service

(a) Probationary period upon initial appointment. The probationary period for any appointed employee is one-year or until waived after the employee has served six months. The probationary period may not be extended beyond one year but may be adjusted, per Merit Rule OAC 530:10-11-30. An employee in a leave without pay status in excess of 40 working hours will have the probationary period extended equal to his or her leave without pay time in excess of 40 hours.

   (1) The probationary period is a working test period during which a classified employee is required to demonstrate fitness for the job family and level to which appointed. The decision to grant a probationary employee permanent status is based upon written evaluations, recommendations, or other pertinent information. When permanent status is granted, the employee and OPM receive confirmation from the Human Resources Management Division (HRMD).

   (2) Services of an employee on probationary status may be terminated at any time.

   (3) Employee benefits are available to probationary employees in accordance with specific benefit policies. A change in shift assignment of a probationary employee, in excess of 30 calendar days, requires prior approval of OPM. A probationary employee is not:

      (A) eligible for promotion or demotion;

      (B) eligible to apply for OKDHS job announcements until successful completion of the probationary period;

      (C) transferred from the original locality where appointed;

      (D) changed from part-time to full-time; and

      (E) transferred to a position in another job family.

(b) Trial period upon promotion or lateral transfer. A classified employee who is promoted or laterally transferred serves a six-month trial period in the job family and level to which the employee is promoted or laterally transferred. The trial period may be waived in writing at any time.

   (1) During the trial period, if an employee does not prove satisfactory in the new job, the employee is reinstated to the former position or another in the same job family.
and level, at the salary the employee would have received if the promotion or lateral transfer had not taken place.

(2) The reason for denying permanent status in the promotional or lateral transfer position is submitted in writing to the employee before the end of the trial period, and a copy is filed with OPM. ■ 3

(c) Trial period upon voluntary demotion. Voluntary demotion of a classified OKDHS employee requires a six-month trial period. The voluntarily demoting employee is notified in writing of a trial period prior to the effective date of the voluntary demotion. ■ 4 The trial period may be cancelled at any time.

(1) During the trial period, if the employee does not prove satisfactory in the new job, the employee is reinstated to the former position or another in the same job family.

(2) The employee is provided written notice of the reason for failure to allow the employee to acquire permanent status in the job to which demoted. A copy is filed with OPM.

(d) Interagency transfer. ■ 5 Interagency transfers, including demotions, promotions, and lateral transfers, require a six-month trial period, provided OKDHS utilizes the employee's previously held job family and level. A six-month trial period is required for interagency in-class transfers, as well. The employee must be notified in writing prior to entering on duty that a trial period is required. The trial period may be waived in writing at any time.

(1) If the employee does not prove satisfactory in the new job, the employee is reinstated to a position within the receiving agency in the former job family in the same pay band for which the employee is qualified at the salary the employee would have received if the promotion, demotion, or lateral transfer had not taken place.

(2) The employee is provided written notice of the reasons for denying the employee permanent status in the job, and a copy is filed with OPM.

INSTRUCTIONS TO STAFF

1. It is critical that the immediate supervisor and the reviewing supervisor develop Form OPM-111, Performance Management Process (PMP), the accountabilities, to include tasks and performance standards and behaviors expected for successful performance in the assigned job family and level. Form OPM-111 is opened within the employee’s first 30 duty days. The
immediate supervisor must close out Form OPM-111 not later than 30 calendar
days prior to completion of the probationary period.

2. When services are terminated during a probationary period, the appropriate
senior administrator, division director, area director, or designee is
responsible for notifying the employee and other relevant offices of the
termination. This notice is delivered by personal service or sent certified mail
to the last known address of the employee. A copy of the notice of
termination is filed in the employee’s personnel record.

3. When a determination is made that an employee's trial period is terminated
and the employee returns to the previous job family descriptor (JFD), the
current division director or designee advises the employee’s previous division
official of the decision and reaches an agreement on the employee's effective
date of transfer, which must not be later than seven duty days from the
notification date.

4. Prior to the employee entering on duty, Form P-17, Salary Exception Request
for Special Entrance Rate or Voluntary Demotion, is completed on the
demoting employee. The demoting employee signs and dates the completed
form to acknowledge the demotion, the change of salary, and the required trial
period before assuming his or her new job family and level.

5. Before extending a job offer to an applicant from another state agency, the
selecting official checks with Human Resources Management Division for
verification of the applicant's current job family and level, pay band, salary,
and whether the currently held position of the applicant is a job family or level
utilized by Oklahoma Department of Human Services (OKDHS).
340:2-1-29. Appointments

(a) Types of appointments. All appointments are made either to the classified service or to specific positions in the unclassified service. Appointments are made in accordance with applicable Oklahoma Administrative Code (OAC) Rules, Merit System of Personnel Administration Rules (Merit Rules), and Oklahoma Department of Human Services (OKDHS) policy.

1. Classified service. Classified service refers to employees and positions under the jurisdiction of the Oklahoma Merit System of Personnel Administration (Merit System) by constitutional amendment or state statute.

2. Unclassified service. Unclassified service refers to employees and positions excluded from coverage of the Merit System, by constitutional amendment, state statute, or executive order and approved by the OKDHS Director. Employment in the unclassified service is considered employment-at-will.

(b) Reinstatement. A former employee, who had permanent status in the classified service, is eligible to be considered for reinstatement in accordance with OKDHS policy. The Human Resources Management Division (HRMD) obtains verification from the Office of Personnel Management (OPM) of the applicant's eligibility for reinstatement.

1. Reinstatement eligibility may equal up to the period of service in probationary and subsequent permanent classified status.

2. If a permanent, classified employee leaves a permanent, classified position for an unclassified position with no break in service, [OAC 530:10-15-10(c)(1)(G)] the period of time during which the person is eligible for reinstatement begins on the date of separation from the unclassified position rather than the date of separation from the classified position.

3. The unclassified service does not add to the period of time eligible for reinstatement.

4. Reinstatements to the classified service are probationary under the terms outlined in OAC 340:2-1-28 for new employees, provided the former employee has been notified, and has acknowledged in writing an understanding that probation is a condition of the job offer.

5. An applicant whose eligibility date expires within 21 calendar days of the closing date of an individual announcement is notified that:
(A) there is insufficient time for the selection process to be completed prior to the end of his or her eligibility; and

(B) he or she may compete for appointment in the classified service by submission of an application to the Office of Personnel Management. [Merit Rule OAC 530:10-9-10]

c) **Temporary appointments.** When OKDHS requires the service of persons on a temporary basis, a person may be appointed into the unclassified service without regard to other provisions governing appointments. No person is appointed under this provision for more than a total of 999 hours in a 12-month period from the date of initial hire with any or all state agencies. Temporary appointments do not confer any privileges, rights of appeal, or rights of position, transfer, reinstatement, nor any other rights to any classified position under the Merit System, nor is any temporary employee entitled to any employee benefits. Local administrators and supervisors are responsible for ensuring that temporary employees do not work more than 999 hours within a 12-month period from the date of initial hire. [74 O.S. § 840-5.5(A)(8)]

**INSTRUCTIONS TO STAFF**

1. The type of service to which an individual is appointed is stated on Office of Personnel Management (OPM) Form OPM-14, Request for Personnel Action, upon employment with Oklahoma Department of Human Services (OKDHS) and on subsequent Form OPM-14s indicating personnel action affecting the employee’s status.

2. Inclusion of probation as a condition of employment is highly encouraged in any of the following situations:

   (1) reinstating into a job family descriptor (JFD) that the employee has not previously held;

   (2) reinstating into the same JFD, or successor to that previously held, after a considerable lapse in service or significant change in assigned duties; or

   (3) reinstatement eligibility was based solely on service in another state agency.
340:2-1-34. Employment verifications and references

(a) Responses to employment verification inquiries. Oklahoma Department of Human Services (OKDHS) responses to employment verification inquiries, such as credit references, work status inquiries, and employment references on employees or former employees are made either by the OKDHS Finance Division or the Human Resources Management Division (HRMD) except as noted in (b) of this Section.

(1) Finance Division or HRMD provides only the employee's or former employee's correct name, dates of employment, and the current or last job family descriptor (JFD) and level held.

(2) An employee's or former employee's address, Social Security number, or other information is not provided.

(3) Only salary confirmation information is provided.

(4) Additional information may be released only upon receipt of a written authorization from the employee or former employee.

(b) References. Professional references must be void of opinion, defamation, retaliation, and information that is discriminatory in nature and must not violate confidentiality.

(1) Internal requests. Supervisors and managers must respond to reference requests initiated within OKDHS. The response is in writing either by memo or e-mail.

(2) External requests. Managers and supervisors do not respond to verbal requests for references. Form P-15, Professional Reference Release, is used to provide references.

(c) Individual or personal references. Employees or former employees frequently ask administrators, managers, supervisors, or co-workers for personal references. Such references do not express OKDHS official position. Individuals providing references are cautioned that they may be liable and subject to discipline for providing incorrect, inappropriate, or exaggerated references or information that could place OKDHS at risk.

INSTRUCTIONS TO STAFF
1. Sample telephone response to an inquiry is limited to: "Thank you for calling the Oklahoma Department of Human Services (OKDHS). I am pleased to confirm that Mr. or Mrs. (employee name) was an employee of OKDHS from (date) to (date) as a (position title) at (position location). We are unable to release additional information without a signed release from the person."

2. Examples of prohibited information in a reference include:

   (1) knowingly false information or information that attacks a person's reputation;

   (2) personal information such as sexual orientation or medical history;

   (3) age, ethnic background, Americans with Disabilities Act (ADA), or other information that is statutorily protected;

   (4) negative information intended to retaliate;

   (5) misleading and positive information about a person who poses a risk of harm; and

   (6) misrepresentation by failing to disclose that the employee received corrective discipline for violence in the workplace.

3. Do not provide professional reference by telephone. Requests are responded with: "We are unable to release information without a signed authorization document from the person."

   (1) The request for reference must be in writing and identify the source of the request. A copy of Form P-15, Professional Reference Release, may be provided to the requester's organization to obtain proper authorization from the applicant or employee in question. Mailed or faxed copies of requests are accepted.

   (2) The completed form is provided only upon request from the business or company seeking a professional reference and is not to be given directly to the employee.

   (3) If the unit receiving the request has a pre-signed release from the employee on file, no further authorization is needed.
(4) Former or current employees may revoke a previously executed Form P-15 in writing, to the location where the signed release was furnished.

(5) A copy of any information released relating to the professional references request is retained in the local personnel file for a minimum of two years.

4. The in-house or local human resources (HR) liaison assists the manager by checking HRIS prior to responding to the reference to confirm that the reason for leaving OKDHS was discharge or resignation.

5. OKDHS or state letterhead is not used for personal reference request.
340:2-1-77. Vacancy posting procedures

(a) Vacancy posting decision. All vacant positions in the classified service are posted in accordance with the rules in this Section prior to the filling of such vacancies except as provided in OAC 340:2-1-76.

(b) Vacancy posting for positions in the classified service.

(1) Each posting is posted for a minimum of ten working days excluding holidays and weekends with the exception that positions that generally have a satisfactory pool of candidates may be posted for a minimum of six working days.

(2) Listings of recruitment announcements are posted on the Oklahoma Department of Human Services (OKDHS) Infonet under Employee Self-Service, the external www.okdhs.org web site.

(3) Within a given job family descriptor (JFD) and level where continuous multiple vacancies occur throughout OKDHS or within specific organizational units, multiple continuous announcement (MCA) vacancies may be posted for 12 calendar months. An MCA includes all required information in paragraph (1) of this subsection. Persons applying in response to MCAs identify each county of interest. The Human Resources Management Division (HRMD) maintains applications of candidates for each JFD posted for MCAs.

(c) Vacancy posting for positions in the unclassified service. Positions in the unclassified service are posted for application, except as provided in OAC 340:2-1-76(13). The process outlined in this Section may be used or, at the discretion of the appointing authority, applications may be solicited through newspapers, journals, or other recruiting methods.

(d) Trial period upon interagency promotion or demotion. A non-OKDHS employee selected for interagency promotion or demotion is required to serve a trial period in accordance with OKDHS policy OAC 340:2-1-28(b), (c), and (d) and the Merit System of Personnel Administration Rules (Merit Rules) governing such actions. The determining factor is whether the former job held by the new employee is within OKDHS' existing JFDs.

(e) Notification of cancellation. A vacancy posting may be canceled at any time by the OKDHS Director, senior administrator, division director, area director, local administrator, or HRMD. Notice of cancellation is provided to HRMD. If the cancellation occurs before Form P-S-76, Applicant List, is issued, then HRMD notifies all applicants of the cancellation. If the cancellation occurs after Form P-S-76 is issued,
the local administrator notifies all applicants on Form P-S-76 and any other contacted candidates from the Office of Personnel Management (OPM) certificate.

(f) **Vacancy posting extension of application period.** If a decision is made to extend the posting period beyond the initial request, a new announcement number is not required. The requesting official coordinates the extension of the announcement with HRMD. All requests to extend the announcement period are made to HRMD while the announcement is still open.

(g) **Reposting of an announcement.** To repost a position, a new vacancy posting is issued by HRMD.

(h) **Review procedure.** Employees who apply for a promotion or transfer in accordance with these procedures are free from restraint, interference, coercion, discrimination, and reprisal.

**INSTRUCTIONS TO STAFF**

1. See DHS:2-1-96 for additional information regarding filling vacancies.

   (1) The Human Resources Management Division (HRMD) maintains an announcement file for each position announced. The local administrator or the selecting official also maintains a local file for each position announced for that unit. In county offices, the county director maintains the announcement folder for local staff positions housed in the county office. The announcement file must be retained for a period of two years. If legal action is filed, documents are retained for two years after the exhaustion of all legal remedies.

   (2) See DHS:2-1-97 for additional information regarding promotional testing.

2. Each vacancy posting is entered on the Oklahoma Department of Human Services (OKDHS) InfoNet, Employee Self Services and on the OKDHS Web site, okdhs.org at the job announcement link http://apps2.okdhs.org/jobs/jobannouncement.asp, each vacancy posting must include:

   (1) the vacancy announcement number;

   (2) the specific unit location;
(3) the time limits for filing an application;

(4) the official Office of Personnel Management (OPM) job family descriptor (JFD) and code, whether the position is classified or unclassified, and if the position may be filled at an alternate hiring level;

(5) the number of vacancies;

(6) the pay band for classified positions or salary grade for unclassified positions; salary range; and pay differential, if applicable;

(7) a brief description of the position's essential functions or major work duties and the location to access minimum job qualifications;

(8) any required or preferred job-related, non-discriminatory special factor(s) or consideration(s), which may be taken into consideration in making the selection decision.

(A) Examples of required special factors or considerations are whether:

   (i) a probationary or trial period is required;

   (ii) extensive travel is required;

   (iii) the position requires 24-hour on-call duty; and

   (iv) selective qualifications for the position are approved by OPM.

(B) Examples of preferred special factors or considerations are:

   (i) program experience for professional supervisory or administrative positions in a specific program area; and

   (ii) education, experience, or certifications necessary for compliance with federal or state regulations or accreditation standards;

(9) a statement regarding eligibility for consideration, such as whether recruiting is restricted to OKDHS employees or whether external candidates may be considered;
(10) the name and address of the person or office where written application is submitted;

(11) a procedure for filing a written application; and

(12) a statement that OKDHS is "AN EQUAL OPPORTUNITY EMPLOYER."

3. If a position has been previously posted for announcement and not filled and changes in position qualifications are requested, the changes must be approved by OPM prior to reposting the vacant position.
340:2-1-78. Method of application

(a) To be eligible to compete for a position, applicants must ensure that a properly completed Form P-12, Application Data Sheet, is received at the designated location by 5:00 p.m. on the closing date as specified on the vacancy posting. 1 Alternate methods of submission include:

(1) faxing the application to the designated location in the job announcement. Fax telephone numbers are located on Form P-12;

(2) sending the application as an attachment to an e-mail for announcements that allow e-mail applications. E-mail applications are sent to the Web site address specified in the job announcement. If invited to interview, the applicant is required to sign the application attesting to the authenticity of the information before a hiring decision is made. Failure to sign the application when requested results in withdrawal of the application from further consideration.

(b) OKDHS employees interested in intra-agency transfer or demotion for a specific position must submit a written request, which may be an e-mail message to the local administrator of the position. 2

(c) Illegible applications, as determined by the Human Resources Management Division (HRMD), are not accepted. The applicant is notified.

INSTRUCTIONS TO STAFF

1. The required application materials include:

   (1) Form P-12, Application Data Sheet;

   (2) for positions in the classified service, completed signed copies of Form P-12. If the application is submitted electronically, only one copy is required; or

   (3) for positions in the unclassified service, completed signed copies of Form P-12 or a resume.

2. Trial periods and a review of minimum qualifications are required for voluntary demotions and lateral transfers.
340:2-1-79. Eligibility to compete for positions in the classified service

(a) Eligible applicants must possess the required minimum education and experience for the job family descriptor (JFD) and level and any announced selective qualifications within 30 days of the closing date of an announcement.

(b) If the vacancy posting indicates Oklahoma Department of Human Services (OKDHS) employees only, then applicants must be a:

(1) current permanent, classified OKDHS employee;

(2) former permanent, classified OKDHS employee with current permanent, classified status with another state agency;

(3) current unclassified, OKDHS employee with reinstatement eligibility to the classified service; or

(4) former permanent, classified OKDHS employee with reinstatement eligibility to the classified service.

(c) If the vacancy posting indicates all sources, then applicants must:

(1) meet any of the criteria listed in subsection (b) of this Section;

(2) be a current permanent, classified employee with another state agency; or

(3) be a former permanent, classified employee with another state agency with reinstatement eligibility to the classified service.

(d) If the vacancy posting indicates all sources, the selecting official may consider:

(1) candidates from an Office of Personnel Management (OPM) certificate of eligibles (certificate);

(2) candidates whose names are added to an OPM certificate for a noncompetitive class in accordance with Merit System of Personnel Administration Rules; or

(3) candidates entitled to benefits under the Special Disabled Veterans Employment Act, exempt from OPM examination requirement. [72 O.S. § 403]

(e) If the vacancy posting indicates all sources permitted by Merit Rules or OKDHS only, the selecting official may consider candidates with severe disabilities pursuant to
Section 840-4.12G of Title 74 of the Oklahoma Statutes certified as severely disabled through the Department of Rehabilitation Services, and exempt from OPM examination requirements.

(1) Minimum qualifications for the JFD and level must be met by the applicant.

   (A) The applicant possesses a letter issued by OPM to the applicant stating the JFD and level for which the applicant is qualified.

   (B) The OPM eligibility letter expires after six months, if not renewed.

(2) The selecting official may:

   (A) accept the applicant's letter and application directly up to the closing date of the announced position; or

   (B) refer the applicant to apply on internal OKDHS announced positions.

(3) Section 840-4.12G of Title 74 of the Oklahoma Statutes does not apply to permanent classified employees seeking promotion, demotion, or an intra-agency transfers.
340:2-1-81. Issuing OKDHS Form P-S-76, Applicant List, and Office of Personnel Management (OPM) certificate of eligibles (certificate)

(a) The Human Resources Management Division (HRMD) prepares Form P-S-76, Applicant List, for the announced position. Applicants are screened to determine eligibility.

(b) If the position is in the classified service and announced as such, applicants may be considered from all sources. The local administrator may request that HRMD issue an Office of Personnel Management (OPM) certificate for the announced job family descriptor and level and authorized announced alternate hiring level, as applicable. For positions that have been identified as underutilized in the current fiscal year in the Oklahoma Department of Human Services (OKDHS) Affirmative Action Plan, a special OPM certificate is requested by the local administrator under the provisions of the Fair Employment Practices Act (FEPA) for which a goal has been established. The selecting official:

(1) must work Form P-S-76; and

(2) may work the regular OPM certificate(s) which includes the:

(A) FEPA certificate; and

(B) Priority Reemployment Certificate.

INSTRUCTIONS TO STAFF

1. Selecting officials are required to utilize the amended Form P-S-76, Applicant List, issued by Human Resources Management Division (HRMD) provided the selecting official has not made an offer of employment to a selected applicant.
340:2-1-82. Job-related selection criteria

(a) At the time a decision is made to fill a position, the supervisor of the position is responsible for reviewing and determining job-related selection criteria based on the duties of the position. These job-related selection criteria are used to develop interview questions and any other selection procedures, such as skill assessments, simulations, or case studies. The Human Resources Management Division (HRMD) is available to assist with development of interview questions.

(b) The selecting official is normally in the program's upper organizational structure for the position being filled. The selecting official is identified on Form P-S-76, Applicant List, when it is returned to HRMD.

(c) The selecting official considers local affirmative action goals and reviews the job-related information in paragraphs (1) through (2) of this subsection when selecting applicants for interview and making the selection decision.

1. Job-related information is:

   (1) Form P-1, Application for Employment, Form P-12, Application Data Sheet, or resume; and

   (2) the employee's most recent Form OPM-111, Performance Management Process (PMP), which must be considered. Selection advisory committees may also review earlier Forms OPM-111 only when done consistently for all applicants.

(d) Work histories, if available, job-related references, and other job-related documents may be considered if done consistently for all candidates.

(e) The selecting official is responsible for validation of work experience and education required for the position. For example, if the minimum requirement for a position is a bachelor's degree, a copy of the transcript or signed registrar's letter affirming the degree has been awarded, must be reviewed.

INSTRUCTIONS TO STAFF

1. (a) County directors or persons in the upper organizational structure in a given program area may serve as selecting officials.

   (b) The selecting official is responsible for contact with candidates listed on Form P-S-76, Applicant List, and Office of Personnel Management (OPM) certificate(s) of eligibles.
2. To verify the applicant’s credentials for employment and personal references, the selecting official may utilize Form P-6, Form Letter to Employment Reference, and Form P-7, Form Letter to Personal Reference, and send a written request on Oklahoma Department of Human Services (OKDHS) letterhead, or make direct contact by telephone.

   (1) When employers or individuals require written permission from the applicant, attach a copy of page 4 of Form P-1, Application for Employment, or the signature page of Form P-12, Application Data Sheet, as appropriate.

   (2) The selecting official may designate a staff member to conduct credentials verification and reference checks.

3. The selecting official ensures that all information used to aid in determination of the selection process is justified and documented.

   (1) Job related factors such as results of an interview, credentials, work history, skills assessments, and references may be used.

   (2) A value is assigned to each factor used in the selection process. The interview factor is no less than one-third, but no more than one-half of the overall assessment.
340:2-1-84. Interviews for positions in the classified service

(a) When a position is announced as open to applicants from all sources, interviews may be conducted at the discretion of the selecting official from the Office of Personnel Management (OPM) certificate of eligibles, Fair Employment Practices Act (FEPA) certificate, and Form P-S-76, Applicant List.

(b) The selecting official ensures at least five candidates from Form P-S-76, Applicant List, are contacted for an interview. The minimum interview requirement applies only to current Oklahoma Department of Human Services (OKDHS) employees. Once a decision is made on the five candidates to be interviewed, if one or more applicants declines an interview, they do not need to be replaced. If five or fewer candidates are on Form P-S-76, all are offered an interview. Candidates interviewed within the last six months for the same job family descriptor and level by the same selecting official or identical selection advisory committee need not be interviewed again. Such prior interviews are considered toward meeting the minimum interview requirement.

(c) The selecting official at his or her discretion may fill the position, cancel, or reannounce the position.

(d) The selecting official ensures that the interview time, date, and location are conveyed to candidates selected for interviews.

(e) A permanent classified employee of OKDHS or any other agency is responsible for submitting the most recent finalized Form OPM-111, Performance Management Process (PMP), at the time the interview is held, unless required to provide it prior to the interview.

(f) An OKDHS employee interviewed through these procedures is considered on duty when prior supervisory notification is given and he or she is currently a permanent status employee. Travel expenses are the responsibility of the employee.
340:2-1-86. Delegation of responsibility for vacancy posting and selection procedures to divisions, facilities, and local offices

The Human Resources Management Division (HRMD) director or designee may approve the delegation of responsibility for vacancy posting and procedures to divisions, facilities, or local offices. Such delegation must comply with all applicable Oklahoma Department of Human Services (OKDHS) policy and Merit System of Personnel Administration Rules.

1. Local administrators may delegate authority to recommend the final selection of candidates.
2. If the local administrator approves the selection, he or she obtains the required clearances through all supervisory channels prior to submission of the selection to HRMD for finalization.
3. All dates are tentative until the local personnel office is notified by HRMD of finalization of Form P-31-A, Announcement Requisition. Employee transfers and effective dates are in compliance with OAC 340:2-1-85.

INSTRUCTIONS TO STAFF

1. (a) When a vacancy occurs, the unit supervisor submits a request to fill a vacancy to the local personnel office. The local personnel office verifies that the position allocation is correct according to authorized Position Budgeting Report and prepares Form P-31-A, Announcement Requisition. If an alternate hiring level is requested, the job must be authorized for the alternate hiring level by Human Resources Management Division (HRMD).

   (b) If the position is not on the Position Budgeting Report or a change in position allocation is necessary due to a significant change in assigned duties and responsibilities, Form OPM-39, Position Description Questionnaire, must be completed and submitted to HRMD through appropriate supervisory channels prior to the position being announced.

2. The person with delegated selection authority for the specific vacancy returns Form P-S-76, Applicant List, and Office of Personnel Management (OPM) certificate of eligibles (certificate) to facility personnel indicating action taken on each candidate in addition to completing information on Form P-S-76.

3. The local personnel office, after reviewing Form P-S-76 for compliance with applicable Merit Rules and Oklahoma Department of Human Services...
(OKDHS) policies and procedures, submits to the local administrator for approval the originals of the:

1. Form P-31-A;

2. Form P-S-76 and the OPM certificate, if issued, one copy each; and

3. Application materials of candidate recommended for selection, including Form P-12, Application Data Sheet; Form P-1-D, Application Supplement, for any candidate not currently employed by OKDHS; or Form OPM-4, State of Oklahoma Employment Application, for a noncompetitive classification.

4. All items mentioned in Instructions to Staff # 3 (1) through (3) are submitted to HRMD for final review and approval.

5. The local personnel office coordinates transfer dates with units outside the division, facility, or local office.