TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-1, Table of Contents; and 2-1-301.

EXPLANATION: OKDHS:2-1-301 is issued to establish telecommuting regulations for the Oklahoma Department of Human Services

Original signed 7-9-07

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WF # 07-H (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 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:2-1, Table of Contents

INSERT

OKDHS:2-1, Table of Contents, pages 1-5, revised 7-15-07

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OKDHS:2-1-301, pages 1-4, issued 7-15-07
OKDHS:2 SUBCHAPTER 1. HUMAN RESOURCES MANAGEMENT DIVISION

PART 1. INTERNAL HUMAN RESOURCES

OKDHS:2-1-1. Intraagency transfer
OKDHS:2-1-2. Detail to special duty
OKDHS:2-1-3. Employee recognition
OKDHS:2-1-4. Separation, classified or unclassified service
OKDHS:2-1-5. Resignation - classified or unclassified service
OKDHS:2-1-6. Interagency transfer
OKDHS:2-1-6.1. Personnel reviews
OKDHS:2-1-7. Discipline
OKDHS:2-1-8. Oral reprimand
OKDHS:2-1-9. Written reprimand
OKDHS:2-1-10. Suspension without pay and involuntary demotion
OKDHS:2-1-11. Discharge and pretermination hearing
OKDHS:2-1-12. Probationary and unclassified employees
OKDHS:2-1-13. Delegation of authority
OKDHS:2-1-14. Delegation of authority [REVOKED]
OKDHS:2-1-15. Procedure for formal disciplinary action (suspension without pay, involuntary demotion, or discharge) probationary employees in classified service) [REVOKED]

OKDHS:2-1-15.1. Corrective discipline (unclassified) [REVOKED]
OKDHS:2-1-16. Retirement (classified/unclassified/exempt service) [AMENDED AND RENUMERATED TO DHS:2-11-102]

OKDHS:2-1-17. Employee performance management process (PMP), classified and unclassified
OKDHS:2-1-18. General staff responsibilities
OKDHS:2-1-19. Accountabilities with relative importance
OKDHS:2-1-20. Time frames for opening Form OPM-111
OKDHS:2-1-21. Procedures for opening Form OPM-111
OKDHS:2-1-22. Mid-year review for Form OPM-111
OKDHS:2-1-23. Time frames for closing Form OPM-111
OKDHS:2-1-24. Procedures for closing Form OPM-111
OKDHS:2-1-25. Rebuttal to performance evaluation
OKDHS:2-1-27. Procedures for overtime work by Fair Labor Standards Act (FLSA) non-exempt employees
OKDHS:2-1-28. Work weeks and work periods
OKDHS:2-1-29. Work week adjustments
OKDHS:2-1-30. Overtime compensation and record keeping
OKDHS:2-1-31. Fair Labor Standards Act (FLSA) compliance
OKDHS:2-1-32. Attendance and leave - classified, unclassified and temporary employees

OKDHS:2-1-33. Administrative leave

OKDHS:2-1-34. Holidays [AMENDED AND RENUMBERED TO DHS:2-11-96]

OKDHS:2-1-35. Annual leave

OKDHS:2-1-36. Sick leave

OKDHS:2-2-36.1. Organ donor leave

OKDHS:2-1-37. Enforced leave

OKDHS:2-1-38. Leave without pay

OKDHS:2-1-39. Involuntary leave without pay (furlough)

OKDHS:2-1-40. Leave for teachers employed less than 12 months per year

OKDHS:2-1-41. Military leave

OKDHS:2-1-42. Educational leave

OKDHS:2-1-43. Organizational leave

OKDHS:2-1-44. Planning activities associated with professional meetings, Department sponsored training, and conference and seminars

OKDHS:2-1-45. Sponsored training

OKDHS:2-1-46. Attendance in conference and seminars

OKDHS:2-1-47. Family and medical leave

OKDHS:2-1-48. Shared leave

OKDHS:2-1-49. Employee time to vote

OKDHS:2-1-61. Moving of household goods (classified/unclassified/exempt service)

OKDHS:2-1-62. Legal defense of Department employees

OKDHS:2-1-63. Replacement/reimbursement for eyeglasses or contact lens

OKDHS:2-1-64. Registration, certification and licensure payments for Department employees

PART 2. EMPLOYEE BENEFITS

OKDHS:2-1-65. Benefits and enrollment

OKDHS:2-1-66. Option Period and allowable benefit election changes

OKDHS:2-1-67. Insurance coordinator

OKDHS:2-1-68. Appeals

OKDHS:2-1-69. Confidentiality of insurance records

OKDHS:2-1-70. Employee access to insurance records

OKDHS:2-1-71. Eligibility for insurance

OKDHS:2-1-72. Leave of absence

OKDHS:2-1-73. Survivors

OKDHS:2-1-74. Continued participation in health and dental coverage

OKDHS:2-1-75. Retirement, regular

OKDHS:2-1-76. Disability retirees

OKDHS:2-1-77. Termination of coverage
OKDHS:2-1-78. Consolidated Omnibus Budget Reconciliation Act (COBRA)
OKDHS:2-1-79. Insurance benefits available [REVOKED]
OKDHS:2-1-80. Provider network [REVOKED]
OKDHS:2-1-81. Health Maintenance Organizations (HMO) [REVOKED]
OKDHS:2-1-82. Cost containment for group insurance plan [REVOKED]
OKDHS:2-1-83. Enrollment and change procedures [REVOKED]
OKDHS:2-1-84. Waiver of participation [REVOKED]
OKDHS:2-1-85. I.D. card [REVOKED]
OKDHS:2-1-86. Evidence of insurability [REVOKED]
OKDHS:2-1-87. How to prepare a change card [REVOKED]
OKDHS:2-1-88. How to file a claim [REVOKED]
OKDHS:2-1-89. Employee Assistance Program (EAP)
OKDHS:2-1-90. Wellness Program

PART 3. RECRUITMENT, PLACEMENT, AND PROMOTION POLICY

OKDHS:2-1-95. Appointments and changes in employee job family descriptor (JFD) and level or position that are not subject to the vacancy notice posting provisions
OKDHS:2-1-96. Vacancy posting decision
OKDHS:2-1-97. Promotional testing, classified service
OKDHS:2-1-98. Office of Personnel Management (OPM) Certificate of Eligibles certificate action codes

PART 4. GRIEVANCE AND MEDIATION PROGRAMS

OKDHS:2-1-150. General provisions and scope of grievance procedure
OKDHS:2-1-151. Definitions
OKDHS:2-1-152. Grievance procedure steps
OKDHS:2-1-153. Grievance time frames
OKDHS:2-1-155. Grievance management responsibilities
OKDHS:2-1-156. Grievance records
OKDHS:2-1-157. Employee representation
OKDHS:2-1-158. Grievance preparation and processing
OKDHS:2-1-159. Leave and travel
OKDHS:2-1-160. Group grievances
OKDHS:2-1-161. Grievance provisions
OKDHS:2-1-162. Discrimination grievances [REVOKED]
OKDHS:2-1-163. Filing an appeal after a formal grievance
OKDHS:2-1-163.1. End of grievance procedure [REVOKED]
OKDHS:2-1-164. Grievances alleging discrimination - Statement of policy [REVOKED]
Grievances alleging discrimination or sexual harassment [REVOKED]

General provisions [REVOKED]

DHS Dispute Mediation Program (DMP)

Procedure for mediation

PART 5. [RESERVED]

PART 6. [RESERVED]

PART 7. REDUCTION-IN-FORCE

Purpose

Definitions [REVOKED]

Reduction-in-force applicability [REVOKED]

[REVOKED]

Displacement limits [REVOKED]

[REVOKED]

Abolishing positions and retaining positions [REVOKED]

Order of employee removal [REVOKED]

Calculation of retention points [REVOKED]

Displacement opportunities [REVOKED]

[REVOKED]

Order of offers for displacement opportunities [REVOKED]

Official notice of reduction-in-force [REVOKED]

Written notice to employees [REVOKED]

Required freeze on personnel transactions [REVOKED]

Exercise of displacement rights [REVOKED]

Employee separations [REVOKED]

Recall rights [REVOKED]

Priority consideration for reemployment [REVOKED]

Equal Employment Opportunity (EEO) [REVOKED]

Continuation of insurance upon separation by reduction-in-force [REVOKED]

Appeal of reduction-in-force [REVOKED]

Severance option [REVOKED]

PART 8. REDUCTION-IN-FORCE PLAN FOR UNCLASSIFIED EMPLOYEES OF HISSOM MEMORIAL CENTER [REVOKED]
OKDHS:2-1-240. General Provisions [REVOKED]
OKDHS:2-1-241. Definitions [REVOKED]
OKDHS:2-1-242. Basic reduction-in-force plan [REVOKED]
OKDHS:2-1-243. Abolishing positions and retaining positions [REVOKED]
OKDHS:2-1-244. Displacement opportunities [REVOKED]
OKDHS:2-1-245. Official notice of reduction-in-force [REVOKED]
OKDHS:2-1-246. Written notice to employees [REVOKED]
OKDHS:2-1-247. Order of Separation [REVOKED]
OKDHS:2-1-248. Priority consideration for re-employment [REVOKED]
OKDHS:2-1-249. Appeal of reduction-in-force [REVOKED]

PART 9. TELECOMMUTING AND ALTERNATE WORK LOCATION

OKDHS:2-1-301. Telecommuting
PART 9. TELECOMMUTING AND ALTERNATE WORK LOCATION

OKDHS:2-1-301. Telecommuting

Issued 7-1-07

(a) **General provisions.** The purpose of this regulation is to permit divisions to designate employees to work at alternate work locations for all or part of their workweek in order to promote general work efficiencies in accordance with Merit Rules OAC 530:10-5-3 and Sections 840-4.3 and 840-4.19 of Title 74 of the Oklahoma Statutes.

(b) **Definitions.** The following words and terms when used in the Section shall have the following meanings unless the context clearly indicates otherwise:

1. "**Alternate work location**" means an approved work site other than the employee's assigned duty station where official state business is performed. Such locations may include, but are not limited to, employees' homes and satellite offices.

2. "**Duty station**" means the official designated place where the employee is hired to perform the duties and responsibility for which he or she is hired.

3. "**Telecommuting**" means a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their assigned duty station at an alternate work location in accordance with work agreements.

4. "**Telecommuting Plan**" means a written document describing a division's internal telecommuting rules and procedures designed to accommodate the specific needs and requirements of the division.

5. "**Work agreement**" means the written agreement, Form 11AD006E, Telecommuting Agreement, between the Oklahoma Department of Human Services (OKDHS) and the employee which details the terms and conditions of an employee's work away from his or her assigned duty station. A completed Form 11AD006E is required for a telecommuting assignment.

(c) **Telecommuting.**

1. OKDHS may designate positions for telecommuting and approve employees to telecommute when it is in the best interest of OKDHS.

   (A) Form 11AD006E is used to establish a work agreement between the supervisor and the employee on any telecommuting arrangements.
(B) OKDHS may establish telecommuting as a condition of employment based on OKDHS business requirements and this condition will be included in the announcement, advertisement, and any correspondence offering employment.

(C) OKDHS divisions and offices utilizing telecommuting must submit a telecommuting plan to the Human Resources Management Division for review. The plan must include, but may not be limited to:

(i) a description of the class of employee(s) who will be telecommuting;

(ii) a statement(s) identifying and describing the compelling business advantage to OKDHS in allowing the employee(s) to telecommute;

(iii) a detailed description of the work to be performed and how the work will be evaluated; and

(iv) the approval of the chief officer in the chain of command for the division or office requesting the establishment of a telecommuting plan.

(2) The duties, obligations, and responsibilities of an employee who telecommutes are the same as for employees at the regular duty station. Work performed in an alternate work location is considered official state business.

(d) Compensation and benefits. An employee's compensation and benefits does not change as a result of telecommuting. Employees on a telecommuting schedule continue to accrue annual leave, sick leave, and all other leave benefits at the same rate as an employee who is not working a telecommuting schedule.

(e) Leave during telecommuting assignments. The total number of hours that employees are expected to work does not change, regardless of work location. Regulations governing the Fair Labor Standards Act (FLSA) and the Family Medical Leave Act (FMLA) remain in effect under this regulation. Supervisors of telecommuting staff ensure that procedures are in place to document and control the work hours of employees who telecommute. Telecommuting is not:

(1) intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during the employees' work hours, some other individual must be present to provide care;

(2) used in place of sick leave, Family Medical Leave, Workers' Compensation, Administrative Leave, Educational Leave, or any other leave for disability or other purposes provided by OKDHS; and
(3) established at the employee's discretion to avoid any perceived unpleasant or inconvenient working conditions at the employee's regular duty station.

(f) **Telecommuting as a reasonable accommodation.** OKDHS may determine whether or not it is appropriate to offer telecommuting as an opportunity for partial or full return to work through reasonable accommodation based on OKDHS policy and criteria normally applied to such decisions.

(g) **OKDHS inspection of alternate work location.** OKDHS has the right to inspect the alternate work location where telecommuting work is performed.

   (1) When the alternate work location is the employee's home, the employee must allow his or her supervisor and other designated OKDHS staff to inspect the location.

   (2) Risk, Safety, and Emergency Management Unit staff may inspect the location in the event of a reported job-related incident, accident, or injury.

   (3) Telecommuting employees do not hold business meetings with internal or external clients, customers, or colleagues at their homes.

(h) **Job-related illness or injuries during telecommuting.** OKDHS may be liable for job-related injuries or illnesses that occur during employees' established work hours in their alternative work locations.

(i) **Equipment.** Form 11AD006E specifies whether employees use their own equipment or OKDHS-owned equipment when telecommuting.

   (1) OKDHS provides equipment and materials needed by employees to effectively perform their duties.

      (A) Authorized employees may use OKDHS-owned equipment only for legitimate state business purposes.

      (B) Employees are responsible for protecting state-owned equipment from theft, damage, and unauthorized use.

   (2) When employees are authorized to use their own equipment, OKDHS does not assume responsibility for:

      (A) the cost, repair, or service of the equipment; or
(B) operating costs.

(3) When employees use their homes as telecommuting alternate work locations, except as described in the Work Agreement, OKDHS does not assume responsibility for:

(A) home maintenance; or

(B) other incurred costs.

(j) Employee travel. During a telecommuting assignment, the employee’s regular duty station is the location of origin in calculating mileage unless the alternate work location is closer to the employee’s destination. Mileage to and from the employee’s designated alternate work location and the regular duty station is not a reimbursable expense.

(k) Termination of telecommuting assignment. OKDHS may terminate the telecommuting agreement at its discretion. Supervisors of telecommuting employees attempt to give advance notice if a decision is made to terminate a telecommuting agreement; however, advance notice is not required.