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

Diane Haser-Bennett, Director
Human Resources Management Division

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

WF # 07-X (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.

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SUBCHAPTER 17. EMPLOYEE DEVELOPMENT AND TRAINING

PART 1. IN-SERVICE TRAINING WITHIN THE DEPARTMENT

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OKDHS:2-17-3. DHS open enrollment training
OKDHS:2-17-4. DHS employee interchange program
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PART 2. EDUCATION ASSISTANCE PROGRAM

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OKDHS:2-17-16. Education assistance
OKDHS:2-17-17. Application procedures
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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]

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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]

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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
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OKDHS:2-17-62. Application
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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.