



State of Oklahoma
**Office of Management &
Enterprise Services**

Human Capital Management

Employment Guide



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**State of Oklahoma
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Human Capital Management

The Office of Management and Enterprise Services (OMES) Employment Guide describes important information about the agency. The information contained within this version of the employment guide replaces (supersedes) all other previous versions of the employment guide. The information provided within the guide is subject to change at the sole discretion of OMES at any time.

OMES policies are posted on the OMES home page under General Information on the right side of the page at the following link: http://www.ok.gov/OSF/OMES_Employee_Information.html

Questions regarding the employment guide should be directed to the human resources department.



OMES POLICIES

Policies and Procedures are extremely important to guide and support OMES employees to achieve excellence in customer services while cultivating and preserving a culture of diversity and inclusion.

OMES employees are expected to conduct themselves in accordance with our core values of integrity, quality and compliance with federal and state laws, rules/regulations, and all OMES policies.

[OMES Policies and Forms](#)

BENEFIT PROGRAMS

Your paycheck is just part of your total compensation package. OMES employees also have access to a number of outstanding benefits packages including health insurance, dental, vision, reimbursement accounts, disability insurance and retirement.

[Employee Benefits](#)

[Benefits Forms](#)

Deferred Compensation Plan (SoonerSave)

The Deferred Compensation Plan (known as SoonerSave or the 457 Plan) is available to qualifying employees. Under the provisions of this voluntary supplemental retirement plan, employees may defer payment of a portion of their income to a later date. The taxes normally due now on the money are deferred until retirement when most participants would be in a lower tax bracket. Employees may elect to invest the deferred income into a savings account at a guaranteed interest rate, or various mutual funds which are invested into stocks, bonds, foreign investments, money markets, or contracts. The State of Oklahoma also provides an employer contribution of \$11.54 per bi-weekly pay period through the 401(a) Savings Incentive Plan. For more information, contact the Human Resources department.

[Deferred Compensation](#)

[SoonerSave Forms](#)

Disability Insurance

Disability insurance is part of the mandatory core benefits package and is available to all employees that have completed at least one month of continuous service. Short/long term disability is provided to employees when off work more than 30 days due to a qualifying event. Any short-term disability benefits will be offset or reduced by other benefits or payments you receive, i.e. holiday pay, sick and annual leave, shared leave, etc. Disability coverage pays an amount equal to 60 percent of the employee's base salary up to a maximum dollar amount. Disability benefits are subject to all applicable state & federal taxes.

[Disability Handbook](#)



Disability Retirement

Employees who must terminate employment due to health problems may qualify for disability retirement benefits. Employees who have eight years of creditable service toward retirement and an award letter from the Social Security Administration certifying them for disability benefits are eligible provided a) the date of disability established by the Social Security Administration falls within one year of the employee's last date physically on the job and b) the employee must have been an active regularly-scheduled employee with a participating employer at the time of disability.

[Disability-Retirement](#)

Health Insurance upon Separation

The Consolidated Omnibus Reconciliation Act (COBRA) of 1985 is federal legislation that provides all employees and their dependents who are enrolled in the health or dental insurance program, the opportunity to temporarily continue such coverage in the event of the employee's termination (except for gross misconduct), death, divorce or separation, or when an enrolled child no longer qualifies as an eligible dependent under that program.

[COBRA Continuation Coverage](#)

Premium Conversion

By electing premium conversion, employees may pay for mandatory and optional coverage before taxes thus lowering their taxable income. All insurance coverage may be pre-taxed with the exception of dependent life insurance and a portion of the employee supplemental life insurance. Find additional information on page 8 of the enrollment guide.

[Download Benefits/PY2015 Enrollment Guide](#)

Flexible Spending

Health care and dependent care accounts offer significant tax savings by allowing you to set aside money out of your paycheck before it is taxed to pay for planned expenses such as medical deductibles, and child care expenses. These accounts are optional and may be elected during annual option period. Account funds not spent during the designated plan year are forfeited. Find additional information on page 6 of the enrollment guide.

[Download Benefits/PY2015 Enrollment Guide](#)

Oklahoma Public Employees Retirement System (OPERS)

For full and part-time employees, a retirement plan is provided for the purpose of providing lifetime benefits in recognition of service to the state. All eligible employees must participate in the plan. State employees contribute 3.5% and the agency contributes 16.5% of the employee's salary towards retirement. The benefits under the plan are in addition to any supplemental benefits received from social security.

[OPERS](#)



[OPERS Forms](#)

Members of the retirement plan may opt to “step-up” their benefit computation factor from 2.0% to 2.5%. This option is known as the “2.5% Step-Up” and is irrevocable and based on “full” years of credit.

[Download Step-Up brochure](#)

OKHealth

The OKHealth website features sections dedicated to weight management, fitness, nutrition, stress management, and an FAQ that answers questions you may have about OKHealth. All state employees have the ability to create a personal webpage with a dashboard that charts your progress towards attaining your nutrition and fitness goals. The site also contains educational materials, articles and blogs that meet a wide variety of wellness interests and needs. While you are there, check out the event calendar that lists many local and statewide wellness events in your area. For additional information visit page 1 of the enrollment guide.

[Download Benefits/PY2015 Enrollment Guide](#)

CAREER AND PERSONAL ENHANCEMENT

Certified Public Manager (CPM) Program

The Oklahoma CPM Program is designed to improve service to the citizens of the state of Oklahoma. Participants in the program become better resources for their agency and for the state through seminars, examinations, job-related projects, and by enhancing their management skills. The long-range goals of the Oklahoma CPM Program include helping agencies identify and develop the skills of Oklahoma state government's future leaders. Joyce Smith (joyce.smith@omes.ok.gov) is the CPM Program Coordinator.

[Certified Public Manager® Program](#)

Education and Training

The Office of Management and Enterprise Services may arrange for employees to attend both formal and informal training programs. Employees are regularly selected to attend workshops or training programs offered by the state to enhance their abilities and performance. You will receive a normal paycheck while attending these schools or workshops. If you become aware of a particular seminar or workshop that you believe is appropriate for enhancing your job performance, bring it to the attention of your supervisor.

[Training & Development](#)

Please seek your manager's approval before enrolling in these classes. Once you receive approval, please e-mail any member of the Human Resources department to enroll. In the e-mail be sure to include your name, employee ID, the course code and date that you would like to attend.

Be sure to enroll soon, as these classes fill up quickly.



All supervisory staff members at the OMES are required to attend twelve (12) hours of training per calendar year in courses related to their effective performance. New supervisors are required to complete twenty-four (24) hours of training in their first year.

[Mandatory Supervisory Training Program](#)
[Mandatory Supervisory Training Requirements](#)

Employee Assistance Program - EAP

The Office of Management and Enterprise Services (OMES) Human Capital Management (HCM) State EAP, which is voluntary, provides assistance to state agencies in their management of employees whose personal problems may have a negative impact on job performance. The HCM State EAP also assists employees and their family members who are seeking corrective help with medical or mental health problems, including alcohol or drug abuse, and emotional, marital, familial, financial, or other personal problems.

For more information, please call (405) 947-7576.

[Employee Assistance Program \(EAP\)](#)

Performance Management Process

To encourage positive performance and to help ensure your success in the agency, your supervisor will complete an annual evaluation of your performance. This evaluation will be completed as required by the Oklahoma Personnel Act and is called the Performance Management Process (PMP). At the beginning of an annual evaluation period, you and your supervisor will write five to nine “accountabilities” for your performance. A statement of accountability includes a job task plus a performance standard. Your performance on these accountabilities will be tracked and at the end of the evaluation period, your progress will be reviewed and rated.

In addition, you will be evaluated on your behavior in the following areas:

- Customer service
- Teamwork
- Problem solving initiative
- Observing work hours and using leave
- Leadership (if applicable)

Your accountability rating and your behavior rating will be combined to determine your overall performance rating.

[PMP \(Employee performance reviews\)](#)
[Performance Management Process \(PMP\) Form \(HCM-111 - MS Word\)](#)
[Performance Management Process \(PMP\) Form \(HCM-111 - Adobe pdf\)](#)



Productivity Enhancement Program

All employees, other than temporary, are eligible to participate in the state recognition program, which may include a cash award, through the submission of proposals by which the agency can improve work efficiency or which results in operational cost savings. Contact the Human Resources Division for more information.

[Productivity Enhancement Program](#)

COMPENSATION

Direct Deposit

[74 O.S. §:292-12]

Employees hired after December 31, 2004, are required to participate in the direct deposit system. Contact the Human Resources department for details.

Automatic Deposit Transmittal;

[Automatic Deposit Transmittal \(HCM-73.doc\)](#)

Longevity Pay

[74 O.S. §:840-2.18]

The State of Oklahoma offers longevity pay on the basis of seniority to qualified employees.

[Longevity Guide](#)

[Longevity Pay](#)

[Longevity Calculator](#)

Mandatory Deductions from Paycheck

The Office of Management and Enterprise Services is required by law to make certain deductions from an employee's paycheck. Among these are federal, state, and local income taxes and your contribution to Social Security and state retirement. These deductions are itemized on each earnings statement. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Human Resources immediately to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions made from your pay warrant, such as court-ordered deductions, will be explained whenever the Office of Management and Enterprise Services is ordered to make such deductions.

[IRS](#)



Other Deductions

Employees may elect to participate in a variety of approved supplemental insurance programs and credit unions through voluntary payroll deductions. Additionally, you may authorize the Office of Management and Enterprise Services to make additional deductions from your paycheck to an account at a participating bank or credit union.

[Voluntary Payroll Deduction](#)

Overtime and Compensatory Time

[74 O.S. §:840-2.15;]

Eligible employees (employees who are non-exempt under the overtime provisions of the Fair Labor Standards Act) will receive additional time off as compensation for hours worked in excess of forty (40) hours per week. Employees must obtain their supervisor's approval prior to working any excess hours. Any employee approved to work excess hours not adjusted with time off before the end of the workweek will be given compensatory time. Employees can only accrue time and a half in excess of forty (40) hours when annual leave, sick leave or a State holiday is not used within the same week. Employees who are not eligible for overtime (FLSA exempt) are eligible to accrue compensatory time only if approved in advance by their supervisor.

[Fair Labor Standards Act \(FLSA\)](#)

Pay upon Termination

The Office of Management and Enterprise Services does not pay severance pay. When you leave the Office of Management and Enterprise Services, you will be paid for actual time worked, plus any accrued but unused annual leave time as allowed by state law.

[OMES Employee Clearance Form](#)

[OMES Exit Information](#)

Payday

The OMES operates on a biweekly pay schedule. Paychecks are direct deposited to the checking or savings account you specify. If the regularly scheduled payday falls on a weekend or holiday, payday is on the last business day before the weekend or holiday.

Changes to your tax withholdings, direct deposits, etc., must be submitted to payroll.service@omes.ok.gov along with supporting documentation no later than 11:59pm on the last day of each pay period (Saturday).

[2015 Biweekly Pay Schedule Calendar](#)

Repayment of Overpayment Errors

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the Payroll department immediately. The Payroll department will research the problem and ensure that any necessary



correction is made properly and promptly. Overpayments to an employee may be deducted from current wages according to certain terms and conditions under state law.

[Payroll claims](#)

Travel Expense Reimbursement

[74 O.S. §:500.16A]

Travel expenses for OMES employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. The Agency Business Services department can answer specific questions on this matter.

Unemployment Compensation

Unemployment compensation benefits are available when employment is terminated under qualifying conditions. Contact the Human Resources department for more information.

DISCRIMINATION AND HARASSMENT

Equal Employment Opportunity

Carrie Towery is assigned to serve as the Affirmative Action/Equal Employment Opportunity Officer for OMES. The Human Resources department is available to answer questions or provide assistance in regards to affirmative action or equal employment opportunity.

[EEO & Non-Discrimination](#)

[Complaint & Investigation Process](#)

Improper Language

It is up to us to use language that is respectful of others. Improper language for the workplace includes profane, foul, obscene, insulting, abusive or crude language, inappropriate jokes, racial slurs, sexual comments, even if spoken in non-standard English or foreign languages. The making of verbal threats is considered disrespectful, demeaning and abusive behavior.

We do not tolerate any employee's language, whether intentional or unintentional, that results in harassment, discrimination or creation of an offensive work environment for anyone because of his or her sex, race, religion, national origin, disability, age, veteran's status or sexual orientation.

If you feel you are the recipient of such conduct, immediately report such violations to the Director of Human Resources.

Pending the completion of any investigation or disciplinary response, the supervisor and the Human Resource Director, will issue a "Cease and Desist" order to any employee alleged to have committed any act of harassment or discrimination. If the employee does not comply with the "Cease and Desist" order, he or she will be subject to disciplinary action up to and including termination.

[Code of Ethics](#)



Sexual Harassment

The Office of Management and Enterprise Services (OMES) strives to create and maintain a safe work environment in which all individuals are treated with dignity, decency and respect. The work environment shall be characterized by mutual trust and the absence of intimidation, oppression and exploitation. It is OMES policy not to tolerate unlawful discrimination or harassment of any kind. Thorough enforcement of this policy and by education of employees, OMES will seek to prevent, correct and discipline behavior that violates this policy.

All employees shall comply with this policy. OMES has NO tolerance for harassment or discrimination. Appropriate measures will be taken to ensure that prohibited conduct does not occur. Employees who violate this policy are subject to discipline, up to and including termination.

[Anti-Harassment
Complaint & Investigation Process](#)

Violence in the Workplace

[21 O.S. §1277 and 1290.1]

It is the policy of the Office of Management and Enterprise Services (OMES) to maintain a safe and secure workplace free from violence, harassment, intimidation, bullying and other disruptive behavior for all OMES employees and patrons. The safety and security of the agency's employees, patrons, and property shall be a priority of all employees of this agency. This policy is intended to ensure all employees understand that no weapons are to be carried upon or about their person while on state property or while performing duties for the agency notwithstanding any license issued to the employee pursuant to the Oklahoma Self-Defense Act. Carrying a weapon on state property is prohibited and will not be condoned or tolerated.

All employees shall comply with this policy. OMES has NO tolerance for violence or threats of violence. Appropriate measures will be taken to ensure that prohibited conduct does not occur. Employees who violate this policy are subject to discipline, up to and including termination.

[Anti-Violence, Bullying, Workplace Violence
Complaint & Investigation Process](#)

EMPLOYMENT STATUS

Secondary Employment

Each employee's primary employment responsibility is to the Office of Management and Enterprise Services. Employees shall not engage in secondary employment that would interfere with their ability to effectively perform official duties for OMES or interfere with the agency's ability to fulfill its mission. Therefore, it is the official policy of OMES to reasonably limit and control secondary employment when it impairs the employee's ability to effectively perform his or her official duties, creates a conflict of interest, or is contrary to law or rule.

[Secondary Employment](#)



Classified Employees

[74 O.S. §:840-1.3]

Classified employees are state employees under the jurisdiction of the Oklahoma Merit System of Personnel Administration.

[Classified Service](#)

Temporary Employees

[74 O.S. §:840-5.5]

The Office of Management and Enterprise Services may hire employees for specific periods of time or for the completion of a specific project. They are always unclassified. Temporary employees that work less than 30 hours a week in a 90-day period are not eligible to receive benefits.

Unclassified Employees

[74 O.S. §:840-5.1A]

Unclassified employees receive benefits and are covered by the time and leave provisions in state law and Merit Rules. Unclassified employees are “employees at will”. The employment relationship can be severed at any time by either party for any reason.

[Unclassified Service](#)

Unclassified employees are exempt from the normal employment procedures, grievance rights, and termination policies. Unclassified employees are also exempt from the normal state employee competitive hiring and promotional procedures.

GRIEVANCE RESOLUTION

It is the policy of the Office of Management and Enterprise Services to encourage resolution of disputes within the agency quickly, informally and at the lowest possible level.

Rosangela Miguel, Human Resources, 2101 N. Lincoln Blvd., Room G-80, (405) 521-6293, has been designated to receive and process formal grievances for the Office of Management and Enterprise Services.

[Grievance & Alternative Dispute Resolution](#)

MISCELLANEOUS PROVISIONS

Cellular Telephones

OMES staff members may be assigned cellular telephones on an ongoing and intermittent basis. The use of these devices is subject to the same general consideration as any other agency property. OMES cellular telephones should not be used for personal purposes.



Charitable Contributions

All employees, other than temporary employees, can contribute through payroll deductions to a variety of fully accountable private nonprofit, social, health, and welfare charitable organizations.

[State Charitable Campaign \(SCC\)](#)

Compliance with State Income Tax Laws

[68 O.S. 238.2]

Per State statute, failure to comply with State Income Tax laws will require disciplinary action. The agency will take disciplinary action against an employee when notified by the Oklahoma State Tax Commission that he or she has failed to comply with state income tax laws.

68 O.S. § 238.2 (e) states that “if a state agency receives a notification with respect to a state employee who has failed to come into compliance with the income tax laws, and the notification is the employee's third notification as a state employee, regardless of which agency the employee was employed by at the time of the first and second notices, such employee shall be terminated by the state agency according to the procedures provided by law”.

[State Income Tax Compliance](#)

Disclosure of Personal Information

The OMES may keep personnel records confidential which relate to internal personnel investigations or where disclosure would constitute a clearly unwarranted invasion of personal privacy. [51 O.S. § 24A.7]

No employee will disclose confidential records or information which would constitute an invasion of a current or former employee’s personal privacy. The home addresses, home telephone numbers, and social security numbers, and information related to personal electronic communication devices of current and former employees will not be open to public inspection or disclosure without written permission from the current or former employee or without an order from a court of competent jurisdiction. [74 O.S. § 840-2.11]

[State Employee Personal Information - Confidentiality](#)

Drug Free Work Place

The Office of Management and Enterprise Services (OMES) is a drug free workplace. All agency employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in or on agency facilities, property, or workplaces. It is the policy of OMES that state employees who use or possess illegal drugs in the workplace will be subject to disciplinary action up to and including termination.

[Drug-Free Workplace](#)



Computer Usage

The agency computers of the State are provided for job-related activities. To this end, the Office of Management and Enterprise Services (OMES) provides support in networking and information resources for its computing community. All users are given access to computers for job-related duties and this usage must remain in compliance with state and agency policies as well as all state and federal laws governing usage and communication of information. While on duty employees are to always devote full time, attention and effort to the duties and responsibilities of their positions.

[Computer Usage](#)

Dress Code

All Office of Management and Enterprise Services (OMES) employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste and shall not constitute a safety hazard. OMES is a professional organization that interfaces with other state agencies and the business community. As such, employees shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for employees in order to maintain the professionalism OMES advocates.

[Dress Code](#)

Ethics

[74 O.S. Chapter 62, App. 257:10-1-4(d) (e)]

It is the policy of the Office of Management and Enterprise Services (OMES) that all employees are expected to conduct themselves in accordance with OMES' core values of service, integrity, and quality and comply with federal and state laws, rules/regulations and all OMES policies. Employees shall avoid actual breaches of ethics as well as the perception of unethical behavior. The employee code of ethics must be adhered to by every employee of OMES. Violations of this policy are cause for disciplinary action up to and including termination.

[Code of Ethics](#)

ID Cards

You will be provided with a photo ID card that also acts as an electronic key to the OMES work areas. This system provides security for our employees and allows us to protect OMES premises.

Oklahoma Lottery Policy

Designated employees of the Information Services Division of the Office of Management and Enterprise Services (OMES) who have immediate control of computer systems of the Lottery Commission are prohibited from purchasing a ticket or share in the Oklahoma Lottery or lottery games conducted by or through the Oklahoma Lottery Commission (OLC) under the Oklahoma Education Lottery Act (the "Act"). No prize derived from the Oklahoma Lottery or lottery games conducted by or through the OLC under the Act shall be



paid to these designated employees or to the employee's spouse, child, brother, sister, or parent residing as a member of the same household in the principal place of residence of any such person. Designated employees shall have a continuing duty to notify any spouse, child, brother, sister, or parent residing as a member of the same household in the principal place of residence of any such employee of this restriction. All other employees of OMES are permitted to purchase tickets or shares and receive prizes from the Oklahoma Lottery.

[Code of Ethics](#)

Relatives

If you and members of your immediate family are employed by The Office of Management and Enterprise Services, you may not report to the same supervisor or within the same chain of command. Immediate family is defined as spouse, children, parents, brothers, sisters, including step, grand, half, foster, or in-law relationships.

Employees working in the Human Capital Management Division or Legal Division may not be related to any OMES employee.

Exceptions to these policies may be made by the Director of Office of Management and Enterprise Services.

[Code of Ethics](#)

Safety

The Office of Management and Enterprise Services promotes a safe working environment for its employees through an in-house safety program. If, at any time, you see an unsafe working situation or if you are injured at work, report it immediately to your supervisor or Human Resources. Federal law requires that the OMES keep records of all illnesses and accidents that occur during the workday. If you hurt yourself or become ill, please contact your supervisor for assistance. OSHA (Occupational Safety and Health Administration) also provides for your right to know about any known health hazards which are present on the job. Federal law requires that the OMES keep records of all illnesses and accidents that occur during the workday. If you hurt yourself or become ill, please contact your supervisor for assistance. OSHA (Occupational Safety and Health Administration) also provides for your right to know about any known health hazards which are present on the job. Should you have any questions or concerns, contact Human Resources.

Supervisors should follow these steps to care and report injured or ill employees:

- Complete and submit via email to WorkComp@omes.ok.gov or fax 405-522-4442, the WC Incident Investigation Report form and GB Authorization for Release of Information form no later than the end of the shift.
- Provide injured/ill employee Network Provider information (address, etc.). A complete list will be found here : <http://www.firsthealth.com/welcome/>
- Provide injured/ill employee prescription information sheet and pharmacy list.
- Provide injured/ill employee Return to Work form (to be returned to you after each medical visit and also submitted via email to WorkComp@omes.ok.gov or fax 405-522-4442).
- Refer to GB contact list for specific claim information.



- Contact State Risk Management - SRM with any questions or concerns / SRM Contacts: Toni Blue 405-522-4436 or Adriano Coronel 405-522-0411.

[Incident Investigation Report Form](#)

Authorization for Release of Information

[Procedure Check List](#)

[Services Network Providers](#)

Pharmacy List – English

Pharmacy List – Spanish

First Script Prescription Program – English

First Script Prescription Program – Spanish

[Return to Work Status Form](#)

Tobacco Free Workplace

[21 O.S. § 1247]

The purpose of this agency policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by Office of Management and Enterprise Services (OMES), and in state vehicles used for OMES's business.

[Tobacco-Free Environment](#)

Traffic Violations

If you are authorized to operate an agency vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any fines or traffic violations incurred.

Whistleblower Protections

As with discrimination and harassment, if you report fraud, waste, or abuse in the Office of Management and Enterprise Services, you are protected from discrimination, retaliation, or other illegal treatment.

[Whistleblower Act](#)

[Whistleblower Protection](#)

PROGRESSIVE DISCIPLINE

The Office of Management and Enterprise Services (OMES) fosters an environment where all employees work as a team to achieve excellence in customer services. We support communication of clear expectations where our employees can differentiate between acceptable and unacceptable behavior. Although disciplinary processes can be avoided by intensifying communication between leadership and employees, the leadership shall apply progressive discipline as a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The progressive discipline policy and procedure is designed to provide



standards and guidelines for applying prompt, equitable and suitable discipline when necessary. This policy applies to classified employees. However, OMES may apply this policy in full or in part to at-will employees. Additionally, nothing in this policy shall prevent OMES from releasing probationary classified employees and unclassified employees at any time without implementing progressive discipline. This policy is not intended to provide any contractual obligations related to continued employment, compensation or employment contract.

[Progressive Discipline](#)
[Supervisor Notes](#)

WORK SCHEDULE

Your supervisor will set your work schedule. It is important to the mission of OMES that you work your scheduled hours.

Alternative Work Schedule Program

Employees participating in the voluntary Alternative Work Schedule Program have their choice of nine schedules: two with alternating Fridays off, two with alternating Mondays off, and five with one day off every week. Employees are not permitted to work through breaks or lunch periods (a minimum time of 30 minutes must be taken for lunch), or leave early or arrive late while participating in the program. The Alternative Work Schedule Request form must be submitted to your supervisor for approval.

Employees who are on the 9-80 AWS it is very important that you enter your hours as indicated on the schedule you are working, especially on your working AWS day and holidays, or your paycheck may be affected. If you work on your scheduled day off, you must also split your hours using the same method as you do on your scheduled work day. For example, if you work 2 hours before noon and 3 hours after noon on your day off, you will enter 2 REGSP and 3 REGHR.

Please do not change your work schedule until you have contacted Payroll and receive a date to change your schedule, or your check may also be adversely affected, or you may not receive comp time/overtime properly.

If you have questions, please feel free to e-mail Payroll.Service@omes.ok.gov.

[Alternative Work Schedule](#)

[Monday Nonexempt 9-80 AWS Timesheet Entries](#)

[Alternative Work Schedule Participation](#)

[Friday Nonexempt 9-80 AWS Timesheet Entries](#)

[Alternative Work Week Calendar](#)

[Nonexempt Time Reporting Codes](#)

[AWS and the FLSA](#)

Breaks

The FLSA does not require an employer to provide meal periods or rest breaks for their employees.

While there are no laws that require rest breaks, breaks may be established and changed at the discretion of the supervisor. Typically employees are allowed two (2) paid fifteen (15) minute rest breaks each day. Rest breaks must be coordinated with your supervisor dependent upon work load and departmental needs. You cannot



accumulate break time to leave early, arrive late, or to extend your lunch period. Employees are not compensated for breaks not taken.

[Fair Labor Standards Act \(FLSA\)](#)

Telework

OMES considers telework to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telework allows an employee to work outside of the traditional on-site work environment for all or part of the regular workweek. Telework may be appropriate for some employees and some positions; however, telework is not an entitlement, is not an agency-wide benefit and may be discontinued at any time at the sole discretion of OMES.

[OMES Telework Policy](#)

[OMES Telework Procedures](#)

[OMES Telework Agreement](#)

[OMES Telework Application](#)

Timekeeping

By law, the OMES is required to keep accurate records of the actual hours worked by employees. OMES process employee paychecks biweekly according to hours worked or leave reported (positive pay) by the employee and approved by the supervisor. It is imperative that each OMES employee enters his/her time no later than the close of business every Monday unless an earlier deadline is established (see Holiday below). Employees shall notify their supervisors immediately if they make changes to their timesheet after the supervisor's approval so the timesheet can be reapproved. Failure to notify your supervisor of hours needing to be reapproved may result in the employee receiving a **partial paycheck**.

Payroll may, but is not required to, notify an employee and/or their supervisor regarding missing hours before payroll processing begins. Payroll will not change or approve the timesheets of employees without the supervisor's knowledge or consent and will refer requests to do so back to the supervisor.

In addition, supervisors hold the responsibility to review and approve time weekly no later than noon each Tuesday unless an earlier deadline is established (see Holiday below). Supervisors shall enter and approve hours for employees who are out of the office. Failure to do so may result in **delay of pay** to the employee.

Path to approve time:

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

When a supervisor is absent, their supervisor has the ability and responsibility to approve the time of the employees that report to the absent supervisor.

[Time and Labor Manager Self Service](#)



Supervisors shall ensure the appropriate type of leave is entered for employees out on FMLA and inform Payroll Services to change the hours to reflect FMLA.

Holidays

- a) Holidays affect the timeframe OMES has to process the payroll.
- b) Payroll shall make every attempt to notify employees of changes to the deadlines prior to the end of the affected pay period.

[New Hire Timesheet Instructions](#)

[FLSA Nonexempt Time Reporting Codes](#)

LEAVE AND ATTENDANCE

Accrual and use of leave are governed by these policies and procedures, Merit Rules, and applicable statutes. Employees are responsible for complying fully with the requirements; failure to comply may result in disciplinary action.

Classified and Unclassified employees are subject to Merit Rules for Employment concerning leave. Merit Rule application regarding leave does not create a classified position or change the nature of an employee's at-will employment.

Employees will devote full time, attention, and effort to the duties and responsibilities of their position during assigned hours of duty.

Visit page 97 of the [Merit Rules](#)

ADMINISTRATIVE LEAVE DUE TO UNSAFE WORKING CONDITIONS

[74 O.S. § 840-2.20A.A]

If agency offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather conditions, the Appointing Authority shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. Appointing Authorities may call employees to return to their normal duties or respond to the demands of the situation as necessary. [74:840-2.20A (A)]

Visit page 113 of the [Merit Rules](#)

ADMINISTRATIVE LEAVE FOR A COOLING-OFF PERIOD

An Appointing Authority may place an employee on paid administrative leave as a cooling off period to defuse a potentially violent occurrence in the work place. An employee's time on administrative leave under this Section shall not exceed 32 hours in any 12 month period. The Appointing Authority may assign work to the employee to be performed during administrative leave or may require the employee to remain available to meet with agency personnel. Administrative leave under this Section shall not be accrued or accumulated, and it shall not be charged to annual leave or sick leave.



Visit page 112 of the [Merit Rules](#)

ADMINISTRATIVE LEAVE WHEN STATE AGENCY SERVICES ARE TEMPORARILY REDUCED OR CLOSED

[74 O.S. § 840-2.20A.C]

The rules in this Part are special leave rules which may be exercised if state offices are temporarily closed or services are temporarily reduced for the safety of the public or state employees. The rules in this part are applicable to all classified and unclassified employees of the state, including those on temporary and other limited term appointments.

The rules in this Part do not prevent agencies from approving leave as usual to employees who request time off in accordance with other Merit Rules governing leave, such as sick and annual leave. The rules in this Part do not apply to agencies or employees if a voluntary or involuntary leave without pay (furlough) is in effect.

Visit page 113 of the [Merit Rules](#)

[Weather-Related Road Conditions](#)

ANNUAL LEAVE

[74 O.S. § 840-2.20(1);]

Annual leave is provided to employees to be used for vacations, personal business, and other approved time away from work not covered by other paid leave or holiday provisions. Annual leave must be requested in advance and shall be used only when approved by the employee's supervisor.

Unused annual leave shall be accumulated for no more than the maximum leave accumulation limits specified in 260:25-15-10 or at the discretion of the Appointing Authority, employees may accrue up to the accumulation limit plus the accrual of one year. OMES employees that accrue leave above the accumulation limit shall use the excess leave within twelve months of the date it accrues.

[Annual Leave Limits and Accruals](#)

Visit page 99 of the [Merit Rules](#)

COURT AND JURY LEAVE

A state employee, directed by the proper authority or in obedience to a subpoena, shall be entitled to time-off from work without loss of compensation or leave to serve in a capacity described in Merit Rule 530:10-15-46.

A copy of the jury summons and release must be submitted to the Payroll department. Should you have any other questions, please contact the Payroll department.

Visit page 106 of the [Merit Rules](#)



DISASTER RELIEF SERVICES LEAVE

[74 O.S. § 840-2.24]

Any state officer or employee in the executive branch of state government authorized by the employing agency of the officer or employee to volunteer in a disaster relief activity during a presidentially declared national disaster in Oklahoma after May 1, 1999, for a period of not more than eighteen (18) months after the date of the presidentially declared national disaster, shall not have to use accrued leave or need to make up any time due to the performance of their volunteer activities.

Visit page 112 of the [Merit Rules](#)

EDUCATIONAL LEAVE

Educational leave is granted to OMES employees without pay at the discretion of the Director of Office of Management and Enterprise Services to attend educational classes (i.e. attend college). Educational Leave is not used for seminars, HRDS classes, or regular training.

Visit page 102 of the [Merit Rules](#)

ENFORCED LEAVE

Enforced leave may be granted when it is necessary for an employee to care for an ill or injured member of the immediate family or household or in the case of death of a member of the immediate family or household, or in the event of personal disaster.

“Immediate Family” is defined as spouse, children, parents, brothers, sisters, including step, grand, half, foster, or in-law relationships.

Visit page 101 of the [Merit Rules](#)

FAMILY AND MEDICAL LEAVE

[74 O.S. § 840-2.22; 29 CFR § 825; 29 U.S. C. 2601 et seq.]

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

1. twelve workweeks of leave in a 12-month period for:
2. the birth of a child and to care for the newborn child within one year of birth;
3. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
4. to care for the employee’s spouse, child, or parent who has a serious health condition;
5. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
6. any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or



Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

OMES FMLA Policy:

[Family & Medical Leave Act \(FMLA\)](#)

U.S. Department of Labor FMLA resources:

[Family and Medical Leave Act \(FMLA\)](#)

[FMLA Compliance Poster](#)

[FMLA Military Leave Employee Guide](#)

[FMLA Employee Guide](#)

[FMLA Frequently Asked Questions](#)

[Military Frequently Asked Questions](#)

FMLA Forms:

[Certification of Health Care Provider for Employee's Serious Health Condition](#)

[Certification of Health Care Provider for Family Member's Serious Health Condition](#)

[Certification of Qualifying Exigency For Military Family Leave](#)

[Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave](#)

LEAVE WITHOUT PAY

If an employee is absent from work without proper authorization, the employee shall not receive pay for such absence. An Appointing Authority has the authority and responsibility to take appropriate action if fraudulent leave usage or leave abuse is detected.

Visit pages 107 - 110 of the [Merit Rules](#)

MILITARY LEAVE

Military leave of absence and right to restoration to former position shall be granted in accordance with Section 209 of Title 44, Sections 25.4, 25.5 and 25.7 of Title 51, and Section 48 of Title 72 of the Oklahoma Statutes; the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C., 4301 et seq.); and such rights and privileges as these laws provide.

Visit page 104 of the [Merit Rules](#)



NATIONAL DISASTER LEAVE

[74 O.S. §840-2.23A]

National disaster leave is leave with pay granted to an employee who is affected by a presidentially declared national disaster in Oklahoma.

Visit page 113 of the [Merit Rules](#)

ORGAN DONOR LEAVE

[74 O.S. §840-2.20B]

Organ Donor Leave is leave with pay for a State employee to serve as a bone marrow or human organ donor.

Limits

1. An employee is allowed five (5) workdays of leave to serve as a bone marrow donor and thirty (30) workdays of leave to serve as a human organ donor.
2. An employee must submit written verification to the agency that he or she is to serve as a bone marrow or human organ donor.

The request for leave is subject to approval by the Director of Office of Management and Enterprise Services with medical necessity being the primary determinant for such approval.

ORGANIZATIONAL LEAVE

[74 O.S. § 840-2.25]

A permanent classified employee or a regular unclassified employee shall be entitled to take leave with pay not to exceed three (3) days a year to attend meetings of job-related professional organizations of which that employee is a member upon receiving permission from the appointing authority.

Visit page 102 of the [Merit Rules](#)

SHARED LEAVE

[74 O.S. § 840-2.23]

The leave sharing program permits state employees to donate annual or sick leave to a fellow state employee who has exhausted, or will exhaust, all types of paid leave in accordance to 74 O.S. § 840-2.23.

OMES does not accept donations from other State agencies.

Visit page 112 of the [Merit Rules](#)

[Request to Receive or Donate Shared Leave \(HCM-33 -- MS Word\)](#)



SICK LEAVE

Sick leave means a period of time when the employee cannot work because of sickness, injury, pregnancy, or medical, surgical, dental or optical examination, or treatment, or where the employee's presence at work would jeopardize the health of the employee or others. [Merit Rule 260:25-15-12 (1) & 74 O.S. § 840-2.20]

Any employee absent from work which exceeds three (3) consecutive days shall provide the Human Resources staff with a physician's statement giving the reason for the absence and releasing the employee to return to work. Without the statement the employee will not be allowed to return to work and will be placed on leave without pay until such statement is received. For other sick leave absences the appointing authority may require the employee to supply proof the absence was consistent with (1) of merit rule 260:25-15-12. An appointing authority shall approve sick leave unless there are facts to show that an employee abused sick leave privileges or the employee failed to supply requested evidence of illness, which will be cause for disciplinary action up to and including termination.

When you call-in be prepared to provide the following information to your supervisor:

1. What's the reason?
2. Did you visit a health care provider?
3. How long will you be gone?

Visit page 98 of the [Merit Rules](#)

The call-in sheet is to be completed by the supervisor when an employee calls in.

[Call-in Sheet](#)

VOLUNTARY FIREFIGHTERS LEAVE

[74 O.S. § 840-2.20(A) (7)]

Employees who are volunteer firefighters pursuant to the Oklahoma Volunteer Firefighters Act and who are called to fight a fire shall not have to use any accrued leave or need to make up any time due to the performance of their volunteer firefighter duties.

Visit page 112 of the [Merit Rules](#)

VOTING LEAVE

[26 O.S. § 7-101]

To qualify, the employee must be a registered voter and notify the employer no later than the day before the election — either in writing or orally — if he/she needs time off to vote. It is then up to the employer to specify what time the employee may take off to vote. The time off is paid with proof of voting; OMES accepts the "I voted" stickers as proof. An employee is excluded if his/her work day begins three hours or more after the polls open or ends three hours or more before the polls close. In addition, an employer may change the employee's



regular work schedule so that he/she will have enough time to vote. If this happens, the employer must notify the employee in advance of the change in schedule.

[Employee Election Season Guidelines](#)

HOLIDAYS

[74 O.S. § 840-2.20(3)]

Holidays are granted in accordance with state law and the Governor's proclamations and are observed in accordance with agency work load and policies.

Visit page 102 of the [Merit Rules](#)

ADDRESS CHANGE

It is important to keep your address updated with the Human Resources department. Please send the following forms to a Human Resources staff member in the event of an address change.

You have the ability to update your e-mail in the Self-Service system. Keeping your address and e-mail updated enhances our communication channels.

[OPERS Change of Address Form \(515-160-10\)](#)

[SoonerSaveChange Form \(name, address, other personal data\)](#)

[Benefits/Form/2015/Change Request Form 2015.pdf](#)

BENEFICIARY CHANGE

It is suggested that individuals review beneficiary information on a regular basis, especially those individuals that have experienced a significant life change due to marriage, divorce, birth/adoption of a child, etc.

[SoonerSave Beneficiary Form.pdf](#)

[OPERS Beneficiary Designation 2014.pdf](#)

[OMES Wage Beneficiary Designation Form.doc](#)

[Life Insurance Beneficiary Designation Form.pdf](#)

OTHER IMPORTANT LINKS

[Workforce Posters](#)

[Merit Rules](#)

[Online Administrative Code & Register](#)

[HCM Page](#)

[Careers](#)

[OMES Employee Clearance Form](#)

[OMES Exit Information](#)

[HRContact.pdf](#)