



**State of Oklahoma**  
**Department of Human Resources**  
**A Division of the Office of Management and Enterprise Services**  
**Policies and Procedures**  
**Salary Adjustment Policy**

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<b>Effective Date of Policy: 03/01/2013</b>	<b>Next Scheduled Review:</b>
<b>Prior Policy:</b>	<b>Policy Number: HCM-18</b>
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<b>Approved: Lucinda Meltabarger</b>	<b>Approval Date: 03/01/2013</b>

### **Policy**

The Office of Management and Enterprise Services (OMES) is committed to running cost effective state government. We work toward the goals of capitalizing on available resources, continuing to seek cost saving opportunities and elevating our level of service. We believe that it is in the best interest of both the agency and our employees to fairly compensate our workforce for the value of the work provided.

It is the policy of the Office of Management and Enterprise Services (OMES) that all Division Directors shall be required to provide justification to the Director of OMES prior to submitting a Personnel Transaction Freeze Exception requesting a pay increase for a current OMES position.

### **Procedures**

In cases where a Division Director deems necessary to increase pay of a current position, the following is required:

1. The Division Director shall schedule a meeting with the agency Director to provide justification for the salary increase;
2. If approved by the Director of OMES, the justification approval shall be forwarded in writing to the Human Resources Department of the Human Capital Management Division for processing.

It will be at the discretion of the Director of OMES whether the requested increase is appropriate.