



Pay Movement Mechanism Usage Report

Fiscal Year 2007

Presented by:

STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
February 2008

Oscar B. Jackson, Jr., IPMA-CP
Administrator and Cabinet Secretary
of Human Resources and Administration

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STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

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For Fiscal Year 2007

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions"



Oscar B. Jackson, Jr., IPMA-CP

Administrator & Cabinet Secretary of Human Resources and Administration

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Executive Summary

Introduction

Pay movement mechanisms are statutorily authorized methods giving agencies flexibility to grant pay increases to employees in specific circumstances. Agencies are required to report all pay movement mechanism usage to the Office of Personnel Management on an annual basis. Based on this information, this report has been compiled and includes pay movement mechanism usage, cost information and an agency-by-agency breakdown of use.

Analysis

In Fiscal Year 2007, a total of 73 state agencies spent approximately \$4.34 million for 7,281 employees through pay movement mechanisms. The totals for Fiscal Year 2007 represent a 51.69 percent decrease in cost from 2006. In 2006, agencies spent approximately \$8.99 million on pay movement mechanisms for 6,871 employees.

Recommendations

Agencies should focus on developing compensation objectives, strategies and plans that have been integrated with the agency business and human resources strategies. Pay movement mechanisms should provide a key component of these plans. OPM staff is available for consultation on compensation-related issues. In addition, as included in the OPM 2007 Annual Compensation Report, it is recommended that the Legislature provide a 2.0 percent fund based upon agencies' payroll budgets and earmarked for pay movement mechanisms to appropriated agencies aimed at specific recruitment and retention problems. Such a fund is estimated to cost \$33,942,411.

Introduction

Title 74, Section 840-2.17 prohibits agencies from granting pay raises to employees unless the agency uses a method authorized by the Legislature. Pay movement mechanisms have been established to authorize agencies to grant pay increases for employees in the classified service. Agencies also may use the mechanisms for unclassified employees but are not required to do so. A complete list and description of the pay movement mechanisms is in Appendix A.

Agencies are required to report to the Office of Personnel Management on an annual basis the pay movement mechanisms used and their cost for classified and unclassified employees.

As required annually, OPM compiles the pay movement mechanism usage and cost information in this report. The report includes:

- A breakdown of pay movement mechanism usage by agency
- The total number of actions
- The total annual cost for Fiscal Year 2007

Methodology

Pay movement mechanisms were posted as personnel actions in the PeopleSoft Human Resource Management System throughout the year. At the end of the year, OPM Compensation Staff queried the System to obtain cost data on pay movement mechanisms by personnel action and by agency. For those agencies that transitioned to the PeopleSoft HRMS during 2007, the resulting report did not provide a complete record of pay movement mechanism usage. Accordingly, those agencies were surveyed to obtain actual cost data for 2007.

Analysis

A review of the pay movement mechanism usage and cost reveals a total of 73 agencies spent approximately \$4.34 million in Fiscal Year 2007 through pay movement mechanisms for 7,281 employees.

The totals for FY 2007 reveal a 51.69 percent decrease in cost from 2006, in which approximately \$8.99 million was spent on pay movement mechanisms for 6871 employees. See Table A and Table B below for complete comparisons by mechanism of cost and number of actions over the past four years.

Table A: PMM Costs

PERS. ACTION	PMM TITLE	2003	2004	2005	2006	2007
C05	LATERAL TRANSFER	\$99,867.97	\$105,687.57	\$87,412.86	\$105,349.16	\$23,073.10
C16	CAREER PROGRESSION	\$1,709,239.62	\$2,472,947.64	\$1,933,178.36	\$3,100,907.34	\$1,439,820.06
C20	PERFORMANCE-BASED ADJUSTMENT	\$1,145,141.97	\$754,155.92	\$1,201,515.89	\$841,769.88	\$492,040.48
C26	COMPLETION OF PROB/TRIAL PERIOD	\$260,803.65	\$311,416.85	\$447,095.23	\$473,331.17	\$124,313.29
C28	EQUITY ADJUSTMENT	\$514,774.81	\$819,834.29	\$704,417.54	\$811,140.03	\$446,857.75
C29	SKILL-BASED PAY ADJUSTMENT	\$140,352.12	\$96,516.23	\$200,681.62	\$95,944.54	\$225,856.57
C45	MARKET ADJUSTMENT	\$143,236.40	\$2,378,055.63	\$602,994.86	\$3,560,350.93	\$1,590,758.06
	Total	\$4,013,416.54	\$6,938,614.13	\$5,177,296.36	\$8,988,793.06	\$4,342,719.31

Table B: PMM Actions

PERS. ACTION	PMM TITLE	2003	2004	2005	2006	2007
C05	LATERAL TRANSFER	313	594	467	110	73
C16	CAREER PROGRESSION	1,345	1,593	1,599	2,290	2,779
C20	PERFORMANCE-BASED ADJUSTMENT	600	784	1,344	619	595
C26	COMPLETION OF PROB/TRIAL PERIOD	433	530	643	684	553
C28	EQUITY ADJUSTMENT	539	937	3,918	777	1,294
C29	SKILL-BASED PAY ADJUSTMENT	93	98	154	152	170
C45	MARKET ADJUSTMENT	149	1,766	1,711	2,239	1,817
	Total	3,472	6,302	9,836	6,871	7,281

This year the cost for all but one pay movement mechanism decreased. Of the six that decreased, lateral transfer-based adjustments decreased 78.10 percent, career progression-based adjustments decreased 53.57 percent, equity-based adjustments decreased 44.91 percent, completion of probationary/trial period decreased 73.74 percent, performance based pay adjustments decreased 41.55 percent, and market-based adjustments decreased 55.32 percent.

Only skill-based adjustments increased, by 135.40 percent. It appears that agencies have begun to turn their attention towards pay actions addressing individual skill development and performance rather than focus more attention on attempting to maintain both internal and external equity. Table C below presents information for comparisons and trends by showing the average amount spent for each employee affected by a pay movement mechanism.

Table C: Average PMM Cost Per Employee Affected

PERS. ACTION	PMM TITLE	2003	2004	2005	2006	2007	06-07 %Difference
C05	LATERAL TRANSFER	\$319.07	\$177.93	\$187.18	\$957.72	\$316.07	-67.00%
C16	CAREER PROGRESSION	\$1,270.81	\$1,552.38	\$1,208.99	\$1,354.11	\$518.11	-61.74%
C20	PERFORMANCE-BASED ADJUSTMENT	\$1,908.57	\$961.93	\$893.99	\$1,359.89	\$826.96	-39.19%
C26	COMPLETION OF PROB/TRIAL PERIOD	\$602.32	\$587.58	\$695.33	\$692.00	\$224.80	-67.51%
C28	EQUITY ADJUSTMENT	\$955.06	\$874.96	\$179.79	\$1,043.94	\$345.33	-66.92%
C29	SKILL-BASED PAY ADJUSTMENT	\$1,509.16	\$984.86	\$1,303.13	\$460.16	\$1,328.57	188.72%
C45	MARKET ADJUSTMENT	\$961.32	\$1,346.58	\$352.42	\$1,590.15	\$875.49	-44.94%
	Total	\$1,155.94	\$1,101.02	\$526.36	\$1,304.44	\$498.53	-54.28%

The above table reveals that average costs per employee decreased in each PMM category except skill-based pay adjustments, with the largest decrease coming in lateral transfers and equity-based adjustments. Overall, classified employees affected by all pay movement mechanisms received an average of \$537.84, and unclassified employees an average of \$993.73.

Recommendations

Agencies should continue to focus on developing and implementing strategic compensation plans that are aligned with and support their missions, business objectives, and goals. Such plans should consider labor market trends and work force demographics and skills mix, as well as data on recruitment and retention. Clearly, the use of pay movement mechanisms will be a key component in these plans. The Office of Personnel Management staff is available for consultation on compensation and work force planning issues. As noted in the 2007 Annual Compensation Report, a 2.0 percent fund based upon agencies' payroll budgets and earmarked for pay movement mechanisms should be provided for appropriated agencies aimed at specific recruitment and retention problems. Such a fund is estimated to cost \$33,942,411.

PMM Cost Report

Note: Agencies not listed did not report any PMMs.

Table D: Total Amount by Action Code

Action Code	Total Used	Total Amount
C05 Intra-Agency Lateral Transfer	73	\$23,073.10
C16 Career Progression	2,779	\$1,439,820.06
C20 Performance Pay	595	\$492,040.48
C26 Completion of Probation/Trial Period	553	\$124,313.29
C28 Equity Adjustment	1,294	\$446,857.75
C29 Skill Based Pay	170	\$225,856.57
C45 Market Adjustment	1,817	\$1,590,758.06
Grand Total	7,281	\$4,342,719.31

Table E: Classified and Unclassified Action Codes by Agency

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Oklahoma Military Department	025	311	\$132,325.27
	C05 Intra-Agency Lateral Transfer	3	\$267.19
	C16 Career Progression	8	\$2,108.34
	C20 Performance Pay	246	\$123,000.00
	C26 Completion of Probation/Trial Period	48	\$5,857.96
	C28 Equity Adjustment	5	\$999.38
	C45 Market Adjustment	1	\$92.40
Alcohol Beverage Laws Enforcement (ABLE)	030	2	\$4,019.47
	C29 Skill-Based Pay	2	\$4,019.47
Department of Agriculture	040	91	\$18,285.08
	C16 Career Progression	7	\$2,203.63
	C26 Completion of Probation/Trial Period	35	\$4,616.36
	C28 Equity Adjustment	49	\$11,465.09
Architects Board	045	2	\$915.25
	C16 Career Progression	2	\$915.25
OK Indigent Defense System	047	1	\$497.17
	C29 Skill-Based Pay	1	\$497.17
Attorney General Office	049	106	\$65,511.43
	C16 Career Progression	1	\$743.75
	C20 Performance Pay	105	\$64,767.68
State Banking Department	065	74	\$243,044.71
	C20 Performance Pay	11	\$67,626.00
	C29 Skill-Based Pay	26	\$170,000.00
	C45 Market Adjustment	37	\$5,418.71
Office of State Finance	090	14	\$2,656.85
	C16 Career Progression	5	\$943.51
	C26 Completion of Probation/Trial Period	5	\$898.72
	C28 Equity Adjustment	3	\$622.95
	C45 Market Adjustment	1	\$191.67
Tobacco Board of Directors	092	3	\$1,500.00
	C20 Performance Pay	3	\$1,500.00

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Children & Youth Commission	127	17	\$4,587.01
	C16 Career Progression	5	\$1,490.63
	C20 Performance Pay	3	\$1,717.71
	C26 Completion of Probation/Trial Period	9	\$1,378.67
Department of Corrections	131	1034	\$276,709.78
	C05 Intra-Agency Lateral Transfer	23	\$1,375.69
	C16 Career Progression	819	\$125,033.70
	C28 Equity Adjustment	12	\$3,487.45
	C45 Market Adjustment	180	\$146,812.95
Department of Commerce	160	1	\$154.02
	C45 Market Adjustment	1	\$154.02
Corporation Commission	185	90	\$17,393.15
	C16 Career Progression	30	\$9,339.05
	C28 Equity Adjustment	8	\$841.82
	C45 Market Adjustment	52	\$7,212.27
Cosmetology Board	190	3	\$218.82
	C28 Equity Adjustment	3	\$218.82
District Courts	219	246	\$288,151.12
	C20 Performance Pay	3	\$375.00
	C29 Skill-Based Pay	2	\$250.00
	C45 Market Adjustment	241	\$287,526.12
OK Employment Security Commission (OESC)	290	78	\$14,627.55
	C05 Intra-Agency Lateral Transfer	1	\$0.00
	C16 Career Progression	73	\$13,295.32
	C28 Equity Adjustment	1	\$77.77
	C29 Skill-Based Pay	2	\$930.82
	C45 Market Adjustment	1	\$323.63
Department Environmental Quality	292	284	\$456,013.11
	C16 Career Progression	107	\$167,428.04
	C28 Equity Adjustment	50	\$72,978.37
	C45 Market Adjustment	127	\$215,606.70
Merit Protection Commission	298	4	\$1,374.14

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C45 Market Adjustment	4	\$1,374.14
State Auditor and Inspector	300	3	\$700.00
	C16 Career Progression	3	\$700.00
Pardon & Parole Board	306	23	\$3,600.00
	C45 Market Adjustment	23	\$3,600.00
OK State Bureau Investigation (OSBI)	308	43	\$10,881.50
	C16 Career Progression	15	\$6,276.41
	C26 Completion of Probation/Trial Period	22	\$2,605.19
	C28 Equity Adjustment	2	\$327.77
	C45 Market Adjustment	4	\$1,672.13
Emergency Management	309	8	\$1,070.26
	C16 Career Progression	1	\$342.60
	C26 Completion of Probation/Trial Period	3	\$352.98
	C28 Equity Adjustment	4	\$374.68
Fire Marshall	310	6	\$1,424.90
	C05 Intra-Agency Lateral Transfer	1	\$125.00
	C16 Career Progression	3	\$1,141.33
	C28 Equity Adjustment	2	\$158.57
Office of Handicapped Concerns	326	1	\$138.78
	C26 Completion of Probation/Trial Period	1	\$138.78
Department of Health	340	317	\$82,780.03
	C05 Intra-Agency Lateral Transfer	10	\$1,823.42
	C16 Career Progression	112	\$44,569.08
	C28 Equity Adjustment	80	\$24,185.50
	C29 Skill-Based Pay	83	\$5,746.69
	C45 Market Adjustment	32	\$6,455.34
Board of Medicolegal Investigations	342	1	\$796.25
	C45 Market Adjustment	1	\$796.25
Department of Transportation	345	463	\$643,575.91
	C05 Intra-Agency Lateral Transfer	10	\$10,158.41
	C16 Career Progression	237	\$333,301.63
	C26 Completion of Probation/Trial Period	127	\$72,936.39

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C28 Equity Adjustment	12	\$8,127.48
	C45 Market Adjustment	77	\$219,052.00
Space Industry Development Authority	346	1	\$800.00
	C20 Performance Pay	1	\$800.00
Historical Society	350	28	\$4,179.78
	C16 Career Progression	3	\$887.20
	C26 Completion of Probation/Trial Period	21	\$2,220.01
	C28 Equity Adjustment	1	\$95.41
	C29 Skill-Based Pay	1	\$177.30
	C45 Market Adjustment	2	\$799.86
Insurance Department	385	5	\$3,416.67
	C29 Skill-Based Pay	3	\$2,500.00
	C45 Market Adjustment	2	\$916.67
CompSource Oklahoma	390	24	\$10,065.94
	C16 Career Progression	3	\$1,020.03
	C26 Completion of Probation/Trial Period	10	\$1,377.74
	C28 Equity Adjustment	4	\$572.40
	C29 Skill-Based Pay	7	\$7,095.77
Office of Juvenile Affairs	400	77	\$12,203.02
	C05 Intra-Agency Lateral Transfer	1	\$20.00
	C16 Career Progression	54	\$8,695.56
	C28 Equity Adjustment	15	\$1,086.96
	C29 Skill-Based Pay	7	\$2,400.50
Department of Labor	405	19	\$3,446.32
	C05 Intra-Agency Lateral Transfer	1	\$138.03
	C16 Career Progression	4	\$1,194.72
	C26 Completion of Probation/Trial Period	9	\$1,443.07
	C28 Equity Adjustment	1	\$82.09
	C45 Market Adjustment	4	\$588.40
Commissioners of the Land Office (CLO)	410	11	\$3,141.40
	C16 Career Progression	5	\$1,487.71
	C26 Completion of Probation/Trial Period	3	\$426.94
	C45 Market Adjustment	3	\$1,226.75

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Oklahoma Law Enforcement Retirement System	416	2	\$398.21
	C20 Performance Pay	2	\$398.21
Senate	421	49	\$7,450.32
	C20 Performance Pay	43	\$5,756.15
	C29 Skill-Based Pay	6	\$1,694.17
House of Representatives	422	14	\$3,528.22
	C28 Equity Adjustment	13	\$3,295.10
	C45 Market Adjustment	1	\$233.13
Legislative Service Bureau	423	9	\$2,031.13
	C20 Performance Pay	9	\$2,031.13
Department of Libraries	430	3	\$470.29
	C26 Completion of Probation/Trial Period	3	\$470.29
LP Gas Administration	445	6	\$469.96
	C20 Performance Pay	6	\$469.96
Marginally Productivity Oil/Gas Wells	446	3	\$5,707.00
	C29 Skill-Based Pay	3	\$5,707.00
State Bd of Medical Licensure	450	18	\$8,601.04
	C20 Performance Pay	17	\$8,500.00
	C26 Completion of Probation/Trial Period	1	\$101.04
Department of Mental Health & Substance Abuse	452	10	\$2,906.12
	C16 Career Progression	10	\$2,906.12
Bureau of Narcotics & Dangerous Drugs	477	12	\$3,250.46
	C16 Career Progression	5	\$2,319.33
	C26 Completion of Probation/Trial Period	1	\$103.25
	C28 Equity Adjustment	3	\$431.88
	C29 Skill-Based Pay	1	\$264.45
	C45 Market Adjustment	2	\$131.55
Nursing Board	510	14	\$5,674.66
	C16 Career Progression	4	\$726.00
	C29 Skill-Based Pay	2	\$1,250.00
	C45 Market Adjustment	8	\$3,698.67

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
OK Public Employee Retirement System (OPERS)	515	48	\$63,437.94
	C20 Performance Pay	44	\$62,500.00
	C26 Completion of Probation/Trial Period	2	\$246.26
	C45 Market Adjustment	2	\$691.68
OK State & ED Employees Group Insurance BD (OSEEIGIB)	516	56	\$15,495.30
	C05 Intra-Agency Lateral Transfer	2	\$316.74
	C16 Career Progression	21	\$8,011.69
	C28 Equity Adjustment	29	\$2,960.36
	C29 Skill-Based Pay	1	\$2,500.00
	C45 Market Adjustment	3	\$1,706.51
Osteopathic Examiners	525	1	\$164.71
	C26 Completion of Probation/Trial Period	1	\$164.71
Office of Personnel Management (OPM)	548	71	\$137,279.56
	C16 Career Progression	9	\$3,264.93
	C20 Performance Pay	43	\$121,982.81
	C26 Completion of Probation/Trial Period	3	\$449.79
	C28 Equity Adjustment	3	\$367.65
	C29 Skill-Based Pay	5	\$9,427.41
	C45 Market Adjustment	8	\$1,786.97
Pharmacy Board	560	6	\$1,839.93
	C45 Market Adjustment	6	\$1,839.93
OK Tourism & Recreation Department	566	34	\$6,000.20
	C16 Career Progression	7	\$2,996.15
	C26 Completion of Probation/Trial Period	25	\$2,758.89
	C29 Skill-Based Pay	1	\$109.73
	C45 Market Adjustment	1	\$135.43
Professional Engineers & Land Surveyors	570	5	\$10,860.33
	C20 Performance Pay	4	\$10,672.75
	C26 Completion of Probation/Trial Period	1	\$187.58
Psychologist Board of	575	1	\$383.12

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Examiners			
	C45 Market Adjustment	1	\$383.12
Department of Central Services	580	10	\$2,395.95
	C05 Intra-Agency Lateral Transfer	1	\$110.91
	C16 Career Progression	2	\$597.43
	C26 Completion of Probation/Trial Period	3	\$367.34
	C28 Equity Adjustment	2	\$570.94
	C45 Market Adjustment	2	\$749.33
Department of Public Safety (DPS)	585	197	\$60,659.50
	C05 Intra-Agency Lateral Transfer	2	\$202.78
	C16 Career Progression	157	\$45,933.79
	C26 Completion of Probation/Trial Period	7	\$1,087.91
	C28 Equity Adjustment	12	\$2,200.47
	C45 Market Adjustment	19	\$11,234.55
Real Estate Commission	588	1	\$235.86
	C29 Skill-Based Pay	1	\$235.86
Physicians Manpower & Training Commission	619	3	\$813.05
	C20 Performance Pay	2	\$658.34
	C26 Completion of Probation/Trial Period	1	\$154.71
Secretary of State	625	33	\$4,147.45
	C16 Career Progression	1	\$132.48
	C20 Performance Pay	30	\$3,833.85
	C26 Completion of Probation/Trial Period	2	\$181.12
Commission on Consumer Credit	635	12	\$12,000.00
	C20 Performance Pay	12	\$12,000.00
Conservation Commission	645	9	\$3,060.20
	C20 Performance Pay	6	\$1,982.09
	C45 Market Adjustment	3	\$1,078.12
OK Department of Veterans Affairs (ODVA)	650	929	\$175,142.12
	C05 Intra-Agency Lateral Transfer	3	\$538.05
	C16 Career Progression	75	\$18,533.54

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C26 Completion of Probation/Trial Period	159	\$16,224.62
	C28 Equity Adjustment	688	\$138,934.26
	C45 Market Adjustment	4	\$911.65
JD McCarty Center	670	45	\$10,022.78
	C16 Career Progression	4	\$2,033.95
	C26 Completion of Probation/Trial Period	39	\$6,052.33
	C28 Equity Adjustment	2	\$1,936.50
Supreme Court	677	31	\$36,733.91
	C20 Performance Pay	1	\$866.67
	C45 Market Adjustment	30	\$35,867.25
Tax Commission	695	46	\$12,580.79
	C16 Career Progression	43	\$10,603.35
	C45 Market Adjustment	3	\$1,977.43
Teachers' Retirement System	715	4	\$758.30
	C16 Career Progression	2	\$558.05
	C26 Completion of Probation/Trial Period	1	\$111.15
	C28 Equity Adjustment	1	\$89.09
Department of Career & Technology Education	800	10	\$2,326.09
	C20 Performance Pay	4	\$602.13
	C29 Skill-Based Pay	4	\$790.64
	C45 Market Adjustment	2	\$933.32
Department of Rehabilitation Services (DRS)	805	65	\$14,641.03
	C05 Intra-Agency Lateral Transfer	7	\$1,190.26
	C16 Career Progression	44	\$11,104.02
	C28 Equity Adjustment	7	\$1,757.11
	C29 Skill-Based Pay	6	\$489.65
	C45 Market Adjustment	1	\$100.00
Employee Benefits Council (EBC)	815	7	\$1,455.37
	C16 Career Progression	2	\$402.54
	C26 Completion of Probation/Trial Period	2	\$354.06
	C28 Equity Adjustment	1	\$175.00

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C45 Market Adjustment	2	\$523.77
Department of Human Services	830	2,061	\$1,389,752.18
	C05 Intra-Agency Lateral Transfer	8	\$6,517.56
	C16 Career Progression	849	\$515,515.85
	C28 Equity Adjustment	279	\$152,726.79
	C29 Skill-Based Pay	4	\$5,018.31
	C45 Market Adjustment	921	\$516,189.57
OK Water Resources Board	835	14	\$8,788.99
	C16 Career Progression	6	\$2,819.04
	C26 Completion of Probation/Trial Period	4	\$559.64
	C28 Equity Adjustment	1	\$360.69
	C29 Skill-Based Pay	2	\$4,751.64
	C45 Market Adjustment	1	\$297.99
Oklahoma Turnpike Authority	978	33	\$10,240.90
	C16 Career Progression	26	\$9,039.91
	C26 Completion of Probation/Trial Period	2	\$233.43
	C28 Equity Adjustment	1	\$173.90
	C45 Market Adjustment	4	\$793.66
Grand River Dam Authority	980	17	\$10,711.27
	C16 Career Progression	14	\$10,458.91
	C26 Completion of Probation/Trial Period	3	\$252.36
Office of Juvenile Affairs	400	1	\$100.37
	C16 Career Progression	1	\$100.37
	Grand Total	7,281	\$4,342,719.31

Table F: Classified Action Codes by Agency

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Oklahoma Military Department	025	215	\$84,793.08
	C05 Intra-Agency Lateral Transfer	2	\$235.00
	C16 Career Progression	8	\$2,108.34
	C20 Performance Pay	151	\$75,500.00
	C26 Completion of Probation/Trial Period	48	\$5,857.96
	C28 Equity Adjustment	5	\$999.38
	C45 Market Adjustment	1	\$92.40
Alcohol Beverage Laws Enforcement (ABLE)	030	2	\$4,019.47
	C29 Skill-Based Pay	2	\$4,019.47
Department of Agriculture	040	91	\$18,285.08
	C16 Career Progression	7	\$2,203.63
	C26 Completion of Probation/Trial Period	35	\$4,616.36
	C28 Equity Adjustment	49	\$11,465.09
Office of State Finance	090	14	\$2,656.85
	C16 Career Progression	5	\$943.51
	C26 Completion of Probation/Trial Period	5	\$898.72
	C28 Equity Adjustment	3	\$622.95
	C45 Market Adjustment	1	\$191.67
Children & Youth Commission	127	14	\$2,869.30
	C16 Career Progression	5	\$1,490.63
	C26 Completion of Probation/Trial Period	9	\$1,378.67
Department of Corrections	131	854	\$129,896.83
	C05 Intra-Agency Lateral Transfer	23	\$1,375.69
	C16 Career Progression	819	\$125,033.70
	C28 Equity Adjustment	12	\$3,487.45
Department of Commerce	160	1	\$154.02
	C45 Market Adjustment	1	\$154.02
Corporation Commission	185	90	\$17,393.15
	C16 Career Progression	30	\$9,339.05
	C28 Equity Adjustment	8	\$841.82

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C45 Market Adjustment	52	\$7,212.27
Cosmetology Board	190	3	\$218.82
	C28 Equity Adjustment	3	\$218.82
OK Employment Security Commission (OESC)	290	78	\$14,627.55
	C05 Intra-Agency Lateral Transfer	1	\$0.00
	C16 Career Progression	73	\$13,295.32
	C28 Equity Adjustment	1	\$77.77
	C29 Skill-Based Pay	2	\$930.82
	C45 Market Adjustment	1	\$323.63
Department Environmental Quality	292	284	\$456,013.11
	C16 Career Progression	107	\$167,428.04
	C28 Equity Adjustment	50	\$72,978.37
	C45 Market Adjustment	127	\$215,606.70
Merit Protection Commission	298	3	\$962.32
	C45 Market Adjustment	3	\$962.32
Pardon & Parole Board	306	23	\$3,600.00
	C45 Market Adjustment	23	\$3,600.00
OK State Bureau Investigation (OSBI)	308	43	\$10,881.50
	C16 Career Progression	15	\$6,276.41
	C26 Completion of Probation/Trial Period	22	\$2,605.19
	C28 Equity Adjustment	2	\$327.77
	C45 Market Adjustment	4	\$1,672.13
Emergency Management	309	8	\$1,070.26
	C16 Career Progression	1	\$342.60
	C26 Completion of Probation/Trial Period	3	\$352.98
	C28 Equity Adjustment	4	\$374.68
Fire Marshall	310	6	\$1,424.90
	C05 Intra-Agency Lateral Transfer	1	\$125.00
	C16 Career Progression	3	\$1,141.33
	C28 Equity Adjustment	2	\$158.57

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Office of Handicapped Concerns	326	1	\$138.78
	C26 Completion of Probation/Trial Period	1	\$138.78
Department of Health	340	300	\$79,966.65
	C05 Intra-Agency Lateral Transfer	10	\$1,823.42
	C16 Career Progression	112	\$44,569.08
	C28 Equity Adjustment	64	\$21,435.65
	C29 Skill-Based Pay	82	\$5,683.15
	C45 Market Adjustment	32	\$6,455.34
Department of Transportation	345	463	\$643,575.91
	C05 Intra-Agency Lateral Transfer	10	\$10,158.41
	C16 Career Progression	237	\$333,301.63
	C26 Completion of Probation/Trial Period	127	\$72,936.39
	C28 Equity Adjustment	12	\$8,127.48
	C45 Market Adjustment	77	\$219,052.00
Historical Society	350	28	\$4,179.78
	C16 Career Progression	3	\$887.20
	C26 Completion of Probation/Trial Period	21	\$2,220.01
	C28 Equity Adjustment	1	\$95.41
	C29 Skill-Based Pay	1	\$177.30
	C45 Market Adjustment	2	\$799.86
CompSource Oklahoma	390	23	\$9,888.42
	C16 Career Progression	3	\$1,020.03
	C26 Completion of Probation/Trial Period	10	\$1,377.74
	C28 Equity Adjustment	4	\$572.40
	C29 Skill-Based Pay	6	\$6,918.25
Office of Juvenile Affairs	400	77	\$12,203.02
	C05 Intra-Agency Lateral Transfer	1	\$20.00
	C16 Career Progression	54	\$8,695.56
	C28 Equity Adjustment	15	\$1,086.96
	C29 Skill-Based Pay	7	\$2,400.50
Department of Labor	405	19	\$3,446.32
	C05 Intra-Agency Lateral Transfer	1	\$138.03
	C16 Career Progression	4	\$1,194.72

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C26 Completion of Probation/Trial Period	9	\$1,443.07
	C28 Equity Adjustment	1	\$82.09
	C45 Market Adjustment	4	\$588.40
Commissioners of the Land Office (CLO)	410	11	\$3,141.40
	C16 Career Progression	5	\$1,487.71
	C26 Completion of Probation/Trial Period	3	\$426.94
	C45 Market Adjustment	3	\$1,226.75
Department of Libraries	430	3	\$470.29
	C26 Completion of Probation/Trial Period	3	\$470.29
LP Gas Administration	445	5	\$374.87
	C20 Performance Pay	5	\$374.87
State Bd of Medical Licensure	450	15	\$7,101.04
	C20 Performance Pay	14	\$7,000.00
	C26 Completion of Probation/Trial Period	1	\$101.04
Department of Mental Health & Substance Abuse	452	10	\$2,906.12
	C16 Career Progression	10	\$2,906.12
Bureau of Narcotics & Dangerous Drugs	477	12	\$3,250.46
	C16 Career Progression	5	\$2,319.33
	C26 Completion of Probation/Trial Period	1	\$103.25
	C28 Equity Adjustment	3	\$431.88
	C29 Skill-Based Pay	1	\$264.45
	C45 Market Adjustment	2	\$131.55
OK Public Employee Retirement System (OPERS)	515	32	\$42,246.26
	C20 Performance Pay	30	\$42,000.00
	C26 Completion of Probation/Trial Period	2	\$246.26
OK State & ED Employees Group Insurance BD (OSEEGB)	516	56	\$15,495.30
	C05 Intra-Agency Lateral Transfer	2	\$316.74
	C16 Career Progression	21	\$8,011.69
	C28 Equity Adjustment	29	\$2,960.36

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C29 Skill-Based Pay	1	\$2,500.00
	C45 Market Adjustment	3	\$1,706.51
Osteopathic Examiners	525	1	\$164.71
	C26 Completion of Probation/Trial Period	1	\$164.71
Office of Personnel Management (OPM)	548	66	\$122,946.14
	C16 Career Progression	9	\$3,264.93
	C20 Performance Pay	38	\$107,649.39
	C26 Completion of Probation/Trial Period	3	\$449.79
	C28 Equity Adjustment	3	\$367.65
	C29 Skill-Based Pay	5	\$9,427.41
	C45 Market Adjustment	8	\$1,786.97
Pharmacy Board	560	1	\$146.61
	C45 Market Adjustment	1	\$146.61
OK Tourism & Recreation Department	566	34	\$6,000.20
	C16 Career Progression	7	\$2,996.15
	C26 Completion of Probation/Trial Period	25	\$2,758.89
	C29 Skill-Based Pay	1	\$109.73
	C45 Market Adjustment	1	\$135.43
Professional Engineers & Land Surveyors	570	4	\$4,614.13
	C20 Performance Pay	3	\$4,426.55
	C26 Completion of Probation/Trial Period	1	\$187.58
Department of Central Services	580	9	\$2,104.29
	C05 Intra-Agency Lateral Transfer	1	\$110.91
	C16 Career Progression	2	\$597.43
	C26 Completion of Probation/Trial Period	3	\$367.34
	C28 Equity Adjustment	2	\$570.94
	C45 Market Adjustment	1	\$457.67
Department of Public Safety (DPS)	585	197	\$60,659.50
	C05 Intra-Agency Lateral Transfer	2	\$202.78
	C16 Career Progression	157	\$45,933.79

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C26 Completion of Probation/Trial Period	7	\$1,087.91
	C28 Equity Adjustment	12	\$2,200.47
	C45 Market Adjustment	19	\$11,234.55
Real Estate Commission	588	1	\$235.86
	C29 Skill-Based Pay	1	\$235.86
Physicians Manpower & Training Commission	619	2	\$313.46
	C20 Performance Pay	1	\$158.75
	C26 Completion of Probation/Trial Period	1	\$154.71
Secretary of State	625	29	\$3,327.23
	C16 Career Progression	1	\$132.48
	C20 Performance Pay	26	\$3,013.63
	C26 Completion of Probation/Trial Period	2	\$181.12
Commission on Consumer Credit	635	9	\$9,000.00
	C20 Performance Pay	9	\$9,000.00
Conservation Commission	645	9	\$3,060.20
	C20 Performance Pay	6	\$1,982.09
	C45 Market Adjustment	3	\$1,078.12
OK Department of Veterans Affairs (ODVA)	650	929	\$175,142.12
	C05 Intra-Agency Lateral Transfer	3	\$538.05
	C16 Career Progression	75	\$18,533.54
	C26 Completion of Probation/Trial Period	159	\$16,224.62
	C28 Equity Adjustment	688	\$138,934.26
	C45 Market Adjustment	4	\$911.65
JD McCarty Center	670	43	\$8,513.78
	C16 Career Progression	4	\$2,033.95
	C26 Completion of Probation/Trial Period	38	\$5,444.59
	C28 Equity Adjustment	1	\$1,035.24
Tax Commission	695	46	\$12,580.79
	C16 Career Progression	43	\$10,603.35
	C45 Market Adjustment	3	\$1,977.43
Teachers' Retirement System	715	4	\$758.30

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
	C16 Career Progression	2	\$558.05
	C26 Completion of Probation/Trial Period	1	\$111.15
	C28 Equity Adjustment	1	\$89.09
Department of Rehabilitation Services (DRS)	805	61	\$14,310.61
	C05 Intra-Agency Lateral Transfer	7	\$1,190.26
	C16 Career Progression	44	\$11,104.02
	C28 Equity Adjustment	7	\$1,757.11
	C29 Skill-Based Pay	2	\$159.22
	C45 Market Adjustment	1	\$100.00
Employee Benefits Council (EBC)	815	7	\$1,455.37
	C16 Career Progression	2	\$402.54
	C26 Completion of Probation/Trial Period	2	\$354.06
	C28 Equity Adjustment	1	\$175.00
	C45 Market Adjustment	2	\$523.77
Department of Human Services	830	2,044	\$1,380,162.48
	C05 Intra-Agency Lateral Transfer	7	\$5,606.62
	C16 Career Progression	847	\$582,300.25
	C28 Equity Adjustment	276	\$165,552.81
	C29 Skill-Based Pay	3	\$3,403.89
	C45 Market Adjustment	911	\$623,298.91
OK Water Resources Board	835	14	\$8,788.99
	C16 Career Progression	6	\$2,819.04
	C26 Completion of Probation/Trial Period	4	\$559.64
	C28 Equity Adjustment	1	\$360.69
	C29 Skill-Based Pay	2	\$4,751.64
	C45 Market Adjustment	1	\$297.99
Oklahoma Turnpike Authority	978	33	\$10,240.90
	C16 Career Progression	26	\$9,039.91
	C26 Completion of Probation/Trial Period	2	\$233.43
	C28 Equity Adjustment	1	\$173.90
	C45 Market Adjustment	4	\$793.66

Agency Name	Action Code By Agency #	Total PMM's	Total Amount
Grand River Dam Authority	980	17	\$10,711.27
	C16 Career Progression	14	\$10,458.91
	C26 Completion of Probation/Trial Period	3	\$252.36
Office of Juvenile Affairs	400	1	\$100.37
	C16 Career Progression	1	\$100.37
	Grand Total	6,345	\$3,412,588.13

Table G: Unclassified Action Codes by Agency

Agency Name	Action Code By Agency #	Total PMMs	Total Amount
Oklahoma Military Department	025	96	\$47,532.19
	C05 Intra-Agency Lateral Transfer	1	\$32.19
	C20 Performance Pay	95	\$47,500.00
Architects Board	045	2	\$915.25
	C16 Career Progression	2	\$915.25
OK Indigent Defense System	047	1	\$497.17
	C29 Skill-Based Pay	1	\$497.17
Attorney General Office	049	106	\$65,511.43
	C16 Career Progression	1	\$743.75
	C20 Performance Pay	105	\$64,767.68
State Banking Department	065	74	\$243,044.71
	C20 Performance Pay	11	\$67,626.00
	C29 Skill-Based Pay	26	\$170,000.00
	C45 Market Adjustment	37	\$5,418.71
Tobacco Board of Directors	092	3	\$1,500.00
	C20 Performance Pay	3	\$1,500.00
Children & Youth Commission	127	3	\$1,717.71
	C20 Performance Pay	3	\$1,717.71
Department of Corrections	131	180	\$146,812.95
	C45 Market Adjustment	180	\$146,812.95
District Courts	219	246	\$288,151.12
	C20 Performance Pay	3	\$375.00
	C29 Skill-Based Pay	2	\$250.00
	C45 Market Adjustment	241	\$287,526.12
Merit Protection Commission	298	1	\$411.82
	C45 Market Adjustment	1	\$411.82
State Auditor and Inspector	300	3	\$700.00
	C16 Career Progression	3	\$700.00
Department of Health	340	17	\$2,813.38
	C28 Equity Adjustment	16	\$2,749.84
	C29 Skill-Based Pay	1	\$63.54
Board of Medicolegal Investigations	342	1	\$796.25

Agency Name	Action Code By Agency #	Total PMMs	Total Amount
	C45 Market Adjustment	1	\$796.25
Space Industry Development Authority	346	1	\$800.00
	C20 Performance Pay	1	\$800.00
Insurance Department	385	5	\$3,416.67
	C29 Skill-Based Pay	3	\$2,500.00
	C45 Market Adjustment	2	\$916.67
CompSource Oklahoma	390	1	\$177.52
	C29 Skill-Based Pay	1	\$177.52
Oklahoma Law Enforcement Retirement System	416	2	\$398.21
	C20 Performance Pay	2	\$398.21
Senate	421	49	\$7,450.32
	C20 Performance Pay	43	\$5,756.15
	C29 Skill-Based Pay	6	\$1,694.17
House of Representatives	422	14	\$3,528.22
	C28 Equity Adjustment	13	\$3,295.10
	C45 Market Adjustment	1	\$233.13
Legislative Service Bureau	423	9	\$2,031.13
	C20 Performance Pay	9	\$2,031.13
LP Gas Administration	445	1	\$95.09
	C20 Performance Pay	1	\$95.09
Marginally Productivity Oil/Gas Wells	446	3	\$5,707.00
	C29 Skill-Based Pay	3	\$5,707.00
State Bd of Medical Licensure	450	3	\$1,500.00
	C20 Performance Pay	3	\$1,500.00
Nursing Board	510	14	\$5,674.66
	C16 Career Progression	4	\$726.00
	C29 Skill-Based Pay	2	\$1,250.00
	C45 Market Adjustment	8	\$3,698.67
OK Public Employee Retirement System (OPERS)	515	16	\$21,191.68
	C20 Performance Pay	14	\$20,500.00
	C45 Market Adjustment	2	\$691.68
Office of Personnel Management	548	5	\$14,333.42

Agency Name	Action Code By Agency #	Total PMMs	Total Amount
(OPM)			
	C20 Performance Pay	5	\$14,333.42
Pharmacy Board	560	5	\$1,693.32
	C45 Market Adjustment	5	\$1,693.32
Professional Engineers & Land Surveyors	570	1	\$6,246.20
	C20 Performance Pay	1	\$6,246.20
Psychologist Board of Examiners	575	1	\$383.12
	C45 Market Adjustment	1	\$383.12
Department of Central Services	580	1	\$291.67
	C45 Market Adjustment	1	\$291.67
Physicians Manpower & Training Commission	619	1	\$499.59
	C20 Performance Pay	1	\$499.59
Secretary of State	625	4	\$820.22
	C20 Performance Pay	4	\$820.22
Commission on Consumer Credit	635	3	\$3,000.00
	C20 Performance Pay	3	\$3,000.00
JD McCarty Center	670	2	\$1,509.00
	C26 Completion of Probation/Trial Period	1	\$607.74
	C28 Equity Adjustment	1	\$901.26
Supreme Court	677	31	\$36,733.91
	C20 Performance Pay	1	\$866.67
	C45 Market Adjustment	30	\$35,867.25
Department of Career & Technology Education	800	10	\$2,326.09
	C20 Performance Pay	4	\$602.13
	C29 Skill-Based Pay	4	\$790.64
	C45 Market Adjustment	2	\$933.32
Department of Rehabilitation Services (DRS)	805	4	\$330.43
	C29 Skill-Based Pay	4	\$330.43
Department of Human Services	830	17	\$9,589.70
	C05 Intra-Agency Lateral Transfer	1	\$1,200
	C16 Career Progression	2	1,860.72

Agency Name	Action Code By Agency #	Total PMMs	Total Amount
	C28 Equity Adjustment	3	\$2,257.60
	C29 Skill-Based Pay	1	\$1,614.42
	C45 Market Adjustment	10	\$2,565.12
	Grand Total	936	\$930,131.18

Appendix

Description of Pay Movement Mechanisms

Pay movement mechanisms available for use by agencies and included in this report are the following:

Career Progression: (530:10-7-14 (b))

A type of intra-agency promotion in which an employee is advanced from one level of a job family to a higher **non-supervisory** level in the same job family. Rate of pay upon career progression is the same as promotion and can be found in the above referenced merit rule. The keys to career progressions are as follows:

- it is a move within the same job family (intra-agency)
- it is a move from a lower non-supervisory level to a higher non-supervisory level, may be same or higher pay band (key is same JFD, higher level)
- does not require posting of job announcement

Lateral transfer: (530:10-7-14 (e))

An agency may provide up to a 5% increase for an employee that is transferred to a position in the same job family and level or to another job family and level with the same pay band assignment. The keys to lateral transfers are as follows:

- it is a move from one job to another which has the same pay band assignment

Market Adjustment: (530:10-7-20)

An agency may make a salary adjustment to a specific job family or job family level in response to market conditions. The agency making the request is responsible for providing information that supports the request, such as

- relevant market data
- other supporting information such as recruitment and retention difficulties, market conditions, and other factors leading to the recommendation for the adjustment
- All employees in the affected jobs at the requesting agency are to be given uniform treatment when an adjustment is approved and subsequently implemented.

Completion of Initial Probation or Trial Period: (530:10-7-22)

An agency may provide a salary adjustment not to exceed 5% to an employee successfully completing their initial probation period or to employees completing trial periods after promotion. The keys to completion of initial probation or trial period are as follows:

- may be provided to classified employees achieving permanent status following the initial probationary period
- may be provided to classified employees achieving permanent status following reinstatement to the classified service

Performance-Based Adjustment: (530:10-7-27)

An agency may implement a performance-based adjustment program to reward employees who have achieved an overall rating of “meets standards” or better on their most recent performance evaluation. Plans must be approved by the OPM Administrator and include the following elements, among others:

- The manner in which the award will be made, including whether awards will be made for both “meets standards” and “exceeds standards,” or “exceeds standards” only; and whether they will constitute adjustments to base salary, lump sum payments, or a combination thereof.
- certification that the plan provides uniform treatment of employees, and identification of the amount or percentage the Appointing Authority intends to award to qualifying employees, not to exceed 5% of salary for “meets standards” and 10% of salary for “exceeds standards.”
- Identification of the 12-month evaluation cycle to be used within the agency.
- may be provided to permanent classified employees completing a trial period after promotion to a different job family
- May be provided to employees completing trial periods after career progression in accordance with SB 464.

Skill-Based Pay: (530:10-7-24)

An agency may develop a skill-based pay program (SBP) that must be a separate document from the salary administration plan. Prior to implementing an SBP program, the program must be approved by the Administrator. All SBP programs must be related to the following:

- the acquisition of additional skills and abilities which can be applied to the work to be performed and which will increase the value of the employee to the agency
- the skills must be verifiable through certification, licensure, diploma, or some other method
- the skills must be beyond the qualifications required by the job descriptor.

Such adjustments may be provided as a differential over and above an employee’s base pay or as a one-time lump-sum payment. Lump sum skill-based pay adjustments shall be limited to 10% of an employee’s annual salary and may be provided to employees whose base pay is at or exceeds the maximum rate of pay for the pay band. Skill-based differentials shall be limited to 10% of an employee’s monthly salary for employees paid on a monthly basis, and 10% of an employee’s biweekly salary for employees paid on a biweekly basis. Skill-based pay differentials paid to an employee shall become permanent after 24 continuous months and shall be included as a part of the employee's base pay.

Equity-Based Adjustment: (530:10-7-26)

An agency may provide an equity adjustment when individual employees are significantly underpaid relative to other employees at the same agency in the same job family and level. Any adjustment that would cause an employee’s salary to exceed the midpoint must be approved by the Administrator. The keys to equity-based adjustment are as follows:

- may be provided to employees who are significantly underpaid relative to other employees at the same agency and in the same job family and level
- Any adjustment which causes an employee’s salary to exceed the midpoint must be approved by the Administrator. In this instance, the agency must submit a request in writing to the Administrator which includes the following:
 1. Affected job family and level
 2. Affected employee salaries
 3. Baseline employee salary
 4. Rationale for requesting equity adjustment