



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 05-42**

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP, Administrator and  
Cabinet Secretary for Human Resources and Administration

A handwritten signature in blue ink, appearing to read "Oscar B. Jackson, Jr.", is positioned to the right of the "FROM:" line.

**DATE:** September 30, 2005

**SUBJECT: Emergency Amendments to the Oklahoma State Charitable  
Campaign Rules**

Enclosed please find the text of an emergency amendment to the Oklahoma State Charitable Campaign Rules. This amendment become effective September 13, 2005. Due to budgetary constraints, the Office of Personnel Management has no current plans to produce a rulebook or supplement for distribution to all state employees. However, all currently effective Oklahoma State Charitable Campaign Rules are available on the Office of Personnel Management's website at:

<http://www.opm.state.ok.us/c-ccc.rtf>

The emergency amendments to the Merit Rules enclosed with this memorandum will be available at the above website address beginning October 1, 2005.

This amendment to the State Charitable Campaign rules was necessary so that state employees may collect and contribute money and basic necessities to charities servicing individuals in need of disaster relief that would otherwise be prohibited by rule from soliciting donations from state employees outside of the State Charitable Campaign.

**TITLE 695. STATE AGENCY REVIEW COMMITTEE**  
**CHAPTER 10. OKLAHOMA STATE CHARITABLE CAMPAIGN RULES**  
**SUBCHAPTER 5. CONDUCT OF THE CHARITABLE CAMPAIGN**

**695:10-5-6. Workplace solicitation**

(a) Workplace solicitation shall be approved by the Appointing Authority. Appointing Authorities are encouraged to permit time and provide space during the working day sufficient for all employees to be given information which will allow employees to make

informed decisions about giving.

(b) Individual voluntary agencies or federations shall not, on their own, solicit state employees at their workplace. No more than one on-the-job solicitation shall be made in any calendar year at any location in connection with the Act or the rules in this Chapter. Workplace solicitation of employees in connection with this Act and these Rules shall occur only during the campaign period, only in accordance with the procedures outlined in the rules in this Chapter and only under the direction of the LARCs.

(c) Appointing Authorities may authorize workplace solicitation by individual charitable agencies outside the scope of the State Charitable Campaign for the purpose of assisting relief efforts undertaken on behalf of a Presidentially Declared National Disaster. Solicitations pursuant to this section shall not be considered "on-the-job solicitation".