

**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 08-03

DATE: February 15, 2008
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration
SUBJECT: Mandatory Supervisory Training Requirement Report

Merit Rule 530:10-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 530:10-17, Part 9, **Mandatory Supervisory Training**. **The worksheet on the back of this memorandum is for the period January 1, 2007, through December 31, 2007.**

Please complete the worksheet and return it by April 30, 2008, to:

**Office of Personnel Management
Attention: Carrie Rohr
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105**

If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.

Please use the worksheet to indicate primary reasons employees may not have met the training requirements. We use your responses to plan ways in which the Office of Personnel Management can assist your supervisors in meeting these training requirements in the future.

PLEASE NOTE: Effective November 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to **12 hours**, or **2 days**, of supervisory-related training. However, new supervisors are required to obtain **24 hours**, or **4 days**, of supervisory-related training within the first **12 months** of their appointments.

For assistance, please contact Carrie Rohr or Grayson Bedwell at (405) 521-2166.

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

MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET

Please mail or FAX your responses by April 30, 2008, to:

**Office of Personnel Management
ATTN: CARRIE ROHR
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105
FAX: 405-524-6942**

AGENCY:			
AGENCY NO.		DATE:	

Report completed by:

NAME	TITLE	PHONE

Responding period: January 1, 2007 to December 31, 2007

1.	Number of Agency Employees as of June 30, 2007	
2.	Number of Agency Supervisors as of June 30, 2007	
3.	Number who completed mandatory training	
4.	Number who partially completed mandatory training	
5.	Number who did not complete any mandatory training	

Please indicate below the primary reasons why supervisors may not have been able to complete their mandatory supervisory training.

Thank you!