



State of Oklahoma
Office of Management and Enterprise Services

HCM 12-03

DATE: December 7, 2012

TO: All Appointing Authorities

FROM: Lucinda Meltabarger, Administrator

A handwritten signature in black ink, appearing to read "Lucinda Meltabarger".

SUBJECT: State Agency Services During Hazardous Weather

This memorandum will serve as a reminder of the provisions of **Merit Rule 530:10-15-71** and convey instructions regarding the application of that rule in the event a state office is temporarily closed or services are temporarily reduced due to hazardous weather conditions.

Merit Rule 530:10-15-71 requires Appointing Authorities to place affected employees on paid administrative leave when a state office is temporarily closed or services are temporarily reduced due to hazardous weather conditions. Those employees whose attendance is essential to the maintenance of basic minimum services during such period shall report to work and shall accrue administrative leave on a straight-time basis for all hours worked during such reduction.

In an effort to clarify the application of this rule, the Human Capital Management division of O.M.E.S. provides the following additional instruction regarding the application of **Merit Rule 530:10-15-71**. Questions should be directed to the HCM Class/Comp Division at (405) 521-6327.

- The authority to grant administrative leave shall exist only in the specific locations and during the specific time periods for which the appropriate authority has determined that a temporary closure or reduced services are necessary.
- The Commissioner of Public Safety is the appropriate authority for agencies and offices within the seven-county region of the Oklahoma City metropolitan area, which includes Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma and Pottawatomie counties.
- The Appointing Authority is the appropriate authority for agencies and offices outside the seven-county region of the Oklahoma City metropolitan area.
- Accrual of administrative leave by employees required to perform basic minimum services shall be limited to the hours of their regularly scheduled work periods, up to a maximum of 8 hours per day. Employees do not accrue administrative leave for work performed during overtime hours or on a holiday.
- An employee who leaves earlier than a designated early dismissal time, or who arrives later than a designated late arrival time, shall be charged leave for the excess time. For example, if an early dismissal is authorized for 1:00 p.m. and an employee leaves at noon, the employee will be charged one hour of leave, and the remainder of the work hours will be charged as administrative leave. Similarly, if a late arrival is authorized for 10:00 a.m. and the employee arrives at 11:00 a.m., the employee shall be charged for one hour of leave.

- It is within the Appointing Authority's discretion to adopt a later departure time than the designated departure time announced by the Commissioner of Public Safety for employees staffing non-essential functions in agencies and offices within the seven-county region of the Oklahoma City metropolitan area.
- Please note that employees who are on previously approved paid leave for the period of time in question are not entitled to paid administrative leave.