



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Working for Oklahoma"*

**OPM 09-26**

**DATE:** September 4, 2009

**TO:** All Appointing Authorities

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

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

**SUBJECT: Voluntary Payroll Deduction (VPD) Vendor Expo**

The Office of Personnel Management has scheduled a one-day Voluntary Payroll Deduction (VPD) Vendor Expo for **Thursday, September 17, 2009, from 10:00 a.m. to 3:00 p.m. at the State Capitol** to assist state agencies in meeting statutory requirements. Some agencies in the State Capitol Complex and Oklahoma City metropolitan area may choose to use the Expo as their one-day benefits information meeting.

The State Employees Flexible Benefits Act, statutorily cited as 74 O.S., § 1344 (G), requires agencies to invite vendors that have approved voluntary payroll deduction status to employee benefits information meetings, and mandates that the information meetings be held no less than 30 working days prior to the annual deadline for making changes to state employees' benefits packages. Furthermore, agencies are required to allow each active employee a minimum of 60 minutes during the work day to attend the information meetings.

**Please be advised that the Health & Safety Expo sponsored by the Employees Benefits Council, scheduled for October 15, 2009, will not meet the requirements of 74 O.S., § 1344. State agencies will not be able to use the Employees Benefits Council's Expo for their annual employee benefits information meeting.**

Each agency is responsible for advising vendors of the date, time and location of their one-day benefits information meeting, whether the agency utilizes OPM's VPD Vendor Expo or conducts its own informational meeting on a different date. Vendor contact information may be accessed on the OPM web site at:

[OPM Voluntary Payroll Deduction Program](#)

Please note that the Employees Benefits Council will include VPD material in the 2010 enrollment guide.

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