



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-29

DATE: June 30, 2003

TO: All Appointing Authorities

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

A handwritten signature in cursive, appearing to read "Oscar B. Jackson, Jr.", written in black ink.

RE: Reduction-In-Force Procedures

Several changes have been made to the procedures for completing a reduction-in-force as a result of changes made by Senate Bill 703 and House Bill 1101 to Title 74, Sections 840-2.27C and 840-2.27D of the Oklahoma Statutes. Included in these changes are:

- Approval by the Administrator of the Office of Personnel Management is no longer required. However, agencies in the Executive Branch are required to follow the procedures in the State Government Reduction-in-Force and Severance Benefits Act (Title 74, 840-2.27A et seq.) and Chapter 13 of the Merit Rules in conducting a reduction-in-force.
- Approval by the appropriate Cabinet Secretary is required before posting a notice of a reduction-in-force. If there is no incumbent Cabinet Secretary for the agency, this requirement will not apply.
- At least sixty days before the beginning of any separations as a result of a reduction-in-force, the agency is required to post a notice that a reduction-in-force will be conducted in all offices that will be affected.
- A reduction-in-force is applicable to classified positions and employees only. Unclassified employees are at-will employees and may be separated at any time with or without cause as provided in Title 74, Section 840-5.1A.
- Severance benefits are required for unclassified employees if the separation is a result of conditions that cause the agency to implement a reduction-in-force for classified positions and employees. Otherwise, benefits may be provided if the separation is for budgetary reasons.

Amendments to the Merit Rules as a result of these legislative changes are currently being developed and will be completed through the rule-making process as quickly as possible. In the meantime, you will need to review the provisions of Senate Bill 703 and House Bill 1101 as well as the current rules in preparing for a reduction-in-force. OPM

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human resource services to our partner agencies to achieve their missions."*

staff is available for consultation as well as for discussion of options available under the voluntary out benefit options in lieu of a reduction-in-force provided in Title 74, Section 840-2.28. Any questions concerning any of these procedures may be referred to the OPM Management Services Department for assistance:

Diane Haser-Bennett	(405) 521-2169	diane.haser-bennett@opm.state.ok.us
David Hays	(405) 521-6329	david.hays@opm.state.ok.us
Karen Luman	(405) 521-6291	karen.luman@opm.state.ok.us