



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 05-28**

**DATE:** June 9, 2005  
**TO:** All Appointing Authorities  
**FROM:** Oscar B. Jackson, Jr., IPMA-CP   
Administrator and Cabinet Secretary of Human Resources  
and Administration  
**RE: Implementation of Enrolled House Bill 2005**

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**Purpose**

All Appointing Authorities Memorandum OPM 04-26 dated June 17, 2004, provided information about the implementation of the general pay increase for state employees authorized by HB 2005, effective January 1, 2005, and July 1, 2005. This memorandum serves as a reminder of those instructions for the July 1, 2005, increase.

In implementing the pay provisions of HB 2005, it is recommended that agencies first apply the July 1, 2005, pay raise for eligible employees before any other personnel transactions effective that date. Agency directors covered by HB 2006 should refer to Attorney General Opinion 04-33 issued November 5, 2004, which was distributed via OPM All Appointing Authorities Memorandum 04-40 dated November 9, 2004.

To insure timely and appropriate implementation, agencies presently utilizing the HR Legacy system to record personnel transactions are requested to have all personnel transactions with an effective date prior to July 1 ready for OPM processing, consistent with standard processing procedures, by July 8. All agencies that are currently utilizing the PeopleSoft system to record personnel transactions are requested to have all personnel transactions with an effective date prior to July 1 ready for OPM processing, consistent with standard processing procedures, by July 7. The CORE HR/Payroll applications will not be available between the hours of 5:00 p.m. on Friday, July 8 until 8:00 a.m. on Tuesday, July 12 to allow the OSF Technical Team to update the system for the pay increase.

**Effective Date**

July 1, 2005.

### **Eligibility Criteria**

All full-time and part-time officers and employees, including temporary and other limited-term employees of the state who are employed by the state on the last working day of June, 2005. Classified employees eligible for this salary increase shall receive the increase even if they cause the employees' salaries to exceed the maximum for the pay band.

### **Amount of Salary Increases**

1. An annualized amount equal to Seven Hundred Dollars (\$700) effective July 1, 2005.

### **Other Eligible Employees:**

1. Employees of county health departments.
2. Employees of a conservation district.
3. Full-time and part-time assistant district attorneys, but not to exceed any salary limitations pursuant to Section 215.34 of Title 19 of the Oklahoma Statutes.
4. Employees of the George Nigh Rehabilitation Institute.

### **Selected Ineligible Officers and Employees**

The following officers and employees shall not be eligible for a pay increase pursuant to Section 1 of HB 2005; and nothing, except as otherwise provided by Section 840-2.17 of Title 74 of the Oklahoma Statutes, shall be construed to authorize any increase or advancement of the salaries of:

1. Any elected official. [Note: The pay of statewide elected officials changes when the salaries of judges are adjusted. See specific statutory provisions related to statewide elected officials].
2. Any cabinet secretary whose salary is governed by Section 10.5 of Title 74 of the Oklahoma Statutes;
3. Any agency director who is also a cabinet secretary pursuant to Section 10.3 of Title 74 of the Oklahoma Statutes;
4. Any justice or judge whose salary is governed by Section 3.1, 30.2A, 31.2 or 92.1A of Title 20 of the Oklahoma Statutes or by Section 1.2 or 1.2A of Title 85 of the Oklahoma Statutes;
5. Any district attorney whose salary is governed by Section 215.30 of Title 19 of the Oklahoma Statutes;
6. Officers and employees of institutions under the administrative authority of the Oklahoma State Regents for Higher Education, except for officers and employees of the George Nigh Rehabilitation Institute;
7. Persons employed pursuant to Section 1806.1 of Title 74 of the Oklahoma Statutes (*Oklahoma Tourism and Recreation Department seasonal employees*);
8. Persons employed pursuant to Section 1.6a of Title 53 of the Oklahoma Statutes (*Oklahoma Historical Society seasonal employees*);
9. Persons who are employed or under contract pursuant to subsection B of Section 1419 of Title 10 of the Oklahoma Statutes (*Instructional personnel of the Department of Rehabilitation Services*);
10. The Adjutant General and Assistant Adjutants General pursuant to Section 27 of Title 44 of the Oklahoma Statutes.

Salaries of certain state officers and employees shall not exceed the limitations provided in an agency's annual appropriation bill or salary limits set by statute. For information on agency director pay adjustments, consult the provisions of Enrolled House Bill 2006.

**Employees On Leave Without Pay or Reinstated/Reemployed Employees**

1. Employees eligible for the increase, who are on leave without pay on July 1, 2005, shall receive an annualized increase effective upon their return to work, but shall not receive any increase for the period of time prior to their return to work.
2. Employees who leave the state service before July 1, 2005, and who are reinstated or re-employed in the state service during July, 2005, without a break in service (period of time in excess of 30 days) and who are otherwise eligible for the pay increase, shall be granted the raise effective immediately upon reinstatement or reemployment.

**Pay Adjustment Calculations**

1. The pay increase authorized by HB 2005 is a permanent adjustment to the base pay. The monthly base pay adjustment, displayed in the third column of Table 1 below, is calculated by dividing the applicable increase by twelve. For Fiscal Year 2006 budget impact, multiply the 7/1/2005 increase by twelve.
2. For part-time employees, calculate the applicable adjustment by converting the increase into an hourly amount by dividing the annual amount by 2080. The results for both adjustments are shown in the fourth column in Table 1, below.

**TABLE 1**

<b>Date of Increase</b>	<b>Amt of Increase</b>	<b>Monthly Increase Amount (Amt of Increase /12)</b>	<b>Hourly Increase Amount (Amt of Increase/2080)</b>
7/1/2005	\$700.00	\$58.33	\$.34

Questions regarding the content of this memorandum, or any other questions relating to the implementation of Enrolled House Bill 2005, may be directed to Tom Patt, OPM Director of Compensation, at (405) 522-0422.