

OPM 00-45

DATE: July 25, 2000
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources
RE: **Implementation of Enrolled Senate Bill 959 (2000 Session)**

Effective Date

1. October 1, 2000.

Eligibility Criteria

1. 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 September 2000. Classified employees eligible for this salary increase shall receive the increase even if it causes the employees' salaries to exceed the maximum for the pay band.

Amount of Salary Increase

1. An annualized amount equal to Two Thousand Dollars (\$2,000).

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 SB 959 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 Sections 3 - 6 of SB 959 and 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; [Note: See Sections 3 - 6 of SB 959]
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.

Employees On Leave Without Pay Or Reinstated/Reemployed Employees

1. Employees eligible for the increase, who are on leave without pay on October 1, 2000, 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 October 1, 2000, and who are reinstated or re-employed in the state service during October 2000, 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.

Part-Time Employee Calculations

1. For part-time employees, calculate the applicable increase by converting the increase amount into an hourly amount by dividing the amount by 2080. Table 1 illustrates the procedure:

Increase per SB 959	Hourly Conversion Calculation (Amount of Increase /2080)	Hourly Conversion Amount
\$2,000.00	\$0.96153	\$0.96

SB 959 INCREASE RETENTION UPON PROMOTION FOR CLASSIFIED SERVICE EMPLOYEES

1. Permanent classified employees shall retain the following percentage of the raise provided by SB 959 if they are promoted to a higher paying position during the following periods:

<u>Period</u>	<u>Percentage</u>
October 1, 2000 through January 31, 2001	75%
February 1, 2001 through April 30, 2001	50%
May 1, 2001 through July 31, 2001	25%

In addition, classified employees must receive at least a 5% increase upon promotion and/or career progression, as prescribed in Merit Rule 530:10-7-14 (A)

The examples below illustrate the retention scenarios provided for in SB 959:

Example 1: Employee Promoted November 15, 2000

Date	Transaction	Employee Base Salary (monthly figure)
9/30/00		\$2000.00
10/1/00	SB 959 Raise	\$2166.67.00 (\$2000.00 ÷ 12 = \$166.67) (\$2000.00 + \$166.67=\$2166.67)
11/15/00	5% raise on promotion	\$2275.00 (\$2166.67 X 1.05 = \$2275.00)
11/15/00	Employee shall retain 75% of the increase provided to the employee via SB 959.	\$2400.00 (\$166.67 x .75= \$125.00) (\$2275.00 + \$125.000 = \$2400.00)

Example 2: Employee Promoted March 15, 2001

Date	Transaction	Employee Base Salary (monthly figure)
9/30/00		\$2000.00
10/1/00	SB 959 Raise	\$2,166.67 (\$2000.00 ÷ 12 = \$166.67)
3/15/01	5% raise on promotion	\$2275.00 (\$2166.67 X 1.05 = \$2275.00)
3/15/01	Employee shall retain 50% of the increase provided to the employee via SB 959.	\$2358.34 (\$166.67 x .50 = \$83.34) (\$2275.00 + \$83.34 = \$2358.33)

Example 3: Employee Promoted June 15, 2001

Date	Transaction	Employee Base Salary (monthly figure)
9/30/00		\$2000.00
10/1/00	SB 959 Raise	\$2166.67 (\$2000 ÷ 12 = \$166.67)
6/15/01	5% raise on promotion	\$2275.00 (\$2166.67 X 1.05 = \$2275.00)
6/15/01	Employee shall retain 25% of the increase provided to the employee via SB 959.	\$2316.67 (\$166.67 x .25= \$41.67) (\$2275.00 + \$41.67 = \$2316.67)

