

OPM 00-51

DATE: September 6, 2000

TO: All Agency Payroll Users

FROM: Glenda Gesell, Assistant Administrator
Management Information Services

RE: **Implementation of Senate Bill 959
October 1, 2000 Employee Pay Raises**

This memo outlines the procedures to implement the referenced pay raises.

1. As has been the practice in previous years, Office of Personnel Management (OPM) Management Information Services, will develop automated procedures to assist Agency Payroll Coordinators with the pay increase. Agencies requesting assistance will receive two detailed reports. These reports will require that participating agencies review, make corrections, and take appropriate action prior to production of the October 2000 payroll.

Report 1 will list all employees updated. Details will show the old and new pay amounts.

Report 2 will list all employees that the automated procedure could not update and the reason.

2. Please keep in mind OPM's responsibility is to develop and execute the automated procedure acting upon employee data present in your Agency Payroll records at the time of processing. It is the Agency Payroll Coordinator's responsibility to review the results of the automated procedure, verify the updates and make any adjustments, deletions or corrections prior to running your October 2000 payroll.
3. OPM issued an All Appointing Authorities Memo **OPM 00-45** regarding the pay increase. This document is attached and contains the official details clarifying which employees are eligible and ineligible for the

salary increase. Please review the attachment as you develop your audit and review procedures to be used in examining the results of the OPM automated procedure.

To be considered for the automated update, the eligible employee's Enter-on-Duty date must be a valid date effective on or before September 30, 2000.

Employees who are on Detail to Special Duty will receive the increase for the Job Family Level to which the employee is detailed. When the employee is removed from the Detail to Special Duty, the salary in their base Job Family Level must be adjusted by the agency to reflect the legislative increase.

4. After completion and verification of the payroll updates by the agencies, OPM will also automatically update the OPM Personnel System.
5. OPM Management Information Services cannot assist you with this automated salary adjustment without the written approval of your Appointing Authority or designee. In order for timely processing of the October 2000 payroll, please return your written authority to Linda Belinski, OPM Management Information Services by September 22, 2000. When we initiate the automated procedure, if your written authority is not on file, your agency will be bypassed and you will be required to update your employee records manually.

Thank you in advance for your immediate attention to this request. Linda Belinski, at (405) 521-6321, is available to answer any questions you may have about the authorization procedure.

Attachment

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:

TABLE 1		
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)

