

**OPM 01-31**

**DATE:** April 25, 2001

**TO:** All Appointing Authorities

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

**RE:** **State Employees Affected by the Bombing  
of the Alfred P. Murrah Federal Building**

The days leading up to and immediately following May 16<sup>th</sup> may be particularly difficult for employees affected by the bombing of the Alfred P. Murrah Federal Building. It may not be unusual for signs of increased stress to be evident among not only those employees who were in downtown Oklahoma City on the day of the bombing, but also among employees who were affected by the death or injury of a coworker, family member, or friend.

Leave for state employees affected by the bombing will be handled under existing annual and sick leave rules. However, Appointing Authorities may choose to advise supervisors to be especially sensitive in dealing with requests for leave during the month of May.

Appointing Authorities may also want to remind employees about the Employee Assistance Programs (EAP) with the Office of Personnel Management and other state agencies noted below. The State's EAP professionals can assist employees with stress, trauma, grief, or other personal issues. The State's EAP professionals can also assist supervisors in dealing sensitively and fairly with subordinates experiencing personal issues that may have a negative effect on job performance. Below is a list of EAP Agency Coordinators:

**Office of Personnel Management (and all state agencies not having internal EAP):**

Bob Stevens, Warren Thompson, Deanna Miller  
(405) 947-7576  
(888) 870-3759 (after hours emergency pager)

**Department of Corrections:**

Curtis Gilley, Ken Skidmore, Debbie Payne

(405) 275-1997

(800) 522-7031

**Department of Health:**

Robert Dennis

(405) 947-7591

(405) 947-2688

(800) 677-2729

**Department of Human Services:**

(405) 947-2688

(800) 677-2729

**Department of Mental Health and Substance Abuse Services:**

Rob Lewis

(918) 581-2805

**Department of Public Safety:**

Joe Elam

(405) 425-2445

**Department of Transportation:**

Nancy Graham-Owen

(405) 522-3709

**Oklahoma Transportation Authority:**

Shirley Fuller

(405) 425-3621

(877) 347-5917

Although this may be a difficult time for all of us, supervisory sensitivity and the services offered by our EAP professionals, will help us to address this period in a positive and productive manner.