

OPM 01-67

DATE: October 24, 2001

TO: All Appointing Authorities

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

RE: **Skill-based pay and Sign on bonuses**

Effective November 10, 2001, it will no longer be necessary to submit requests for individual employees to apply skill-based pay adjustments and sign-on bonuses.

After the Office of Personnel Management's approval of a Sign-on Pay Incentive Plan required by Merit Rule 530:10-7-6, or a request to establish a skill-based pay program, as required by Merit Rule 530:10-7-24, the agency will be authorized to complete these actions for individual employees as appropriate.

However, if a skill-based differential for any employee exceeds the maximum that has been established in the system, it will be necessary for you to coordinate with your Office of Personnel Management Services liaison so that adjustments can be made. This will insure that there will not be a problem with processing the employee personnel transaction.

Questions may be directed to: David Hays, Classification Director, 521-6329, David.Hays@opm.state.ok.us; or Tom Patt, Compensation Director (Interim), 522-0422, Tom.Patt@opm.state.ok.us.