



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

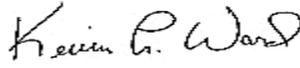
*"Serving Equal Opportunity Employers"*

**OPM 03-46**

**DATE:** December 11, 2003

**TO:** All Appointing Authorities

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

Kevin L. Ward, Commissioner   
Oklahoma Department of Public Safety

**RE: State Agency Services During Hazardous Weather**

74 O.S. §840-2.20A(B) and Merit Rule 530:10-15-72 provide for the Governor or his designee to authorize agencies or parts of agencies to maintain basic minimum services when hazardous weather impedes or delays the movement of employees to and from work. Pursuant to Executive Order 2003-29 signed December 9, 2003, Governor Brad Henry has appointed Kevin Ward, Commissioner of the Oklahoma Department of Public Safety, to serve as his designee for authorizing these reductions in services. Executive Order 2003-29 may be accessed via the following link:

<http://www.sos.state.ok.us/documents/Executive/405.pdf>

Because of Oklahoma's unpredictable weather conditions, Commissioner Ward has conditionally limited his authority to the Oklahoma City metropolitan area, which includes the following counties: Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma, and Pottawatomie. Decisions regarding agency operations outside these seven counties are hereby given by Commissioner Ward to Appointing Authorities, to be made on an individual basis as necessary. However, Commissioner Ward reserves the authority to authorize reductions in service at any location in the state.

Each Appointing Authority is responsible for identifying the agency's basic minimum services to be provided by the agency (or parts of the agency) during hazardous weather conditions. Employees responsible for providing such basic minimum services, or who are called upon by their Appointing Authority to respond to the demands of the situation, shall remain at or report to work. **Each Appointing Authority is also responsible for ensuring that employees responsible for providing basic minimum services are informed of their status.**

If the decision is made to authorize state agencies to maintain basic minimum services, Commissioner Ward's office will announce the curtailment of state government

*"We serve the people of Oklahoma by delivering reliable and innovative  
human resource services to our partner agencies to achieve their missions."*

operations. Such information will be posted on [www.youroklahoma.com](http://www.youroklahoma.com). Only personnel responsible for providing basic minimum services will be required to remain at or report to work. Each Appointing Authority is responsible for determining:

1. If the agency will remain open to the public, or
2. If the agency does not remain open to the public, whether it is necessary for the agency to maintain basic minimum services that require designated employees to remain at or report to work.

After the decision is made to authorize reductions in services, Commissioner Ward's office will notify the media of the decision and will include information concerning the need for employees responsible for basic minimum services to remain at or report to work. However, if an Appointing Authority outside of the seven county Oklahoma City metropolitan area makes the decision to authorize reductions in service at an agency or part of an agency, that Appointing Authority should contact Commissioner Ward and, if appropriate, make the notification to the media.

Though the announcement may refer to state government or state agencies in general, each Appointing Authority may determine if it is necessary for the agency to close, for the agency to remain open for business, or for the agency to maintain basic minimum services which require designated personnel to remain at or report to work. The Appointing Authority shall communicate this information to agency employees.

In accordance with Merit Rule 530:10-15-72, employees who are not responsible for basic minimum services have the following options to account for leave due to hazardous weather:

1. Charge the absence to enforced leave;
2. Charge the absence to accumulated compensatory time;
3. Charge the absence to accumulated annual leave;
4. Make up lost time in a manner consistent with the FLSA, if the Appointing Authority determines that office hours and schedules permit.

Leave for employees who are responsible for basic minimum services who do not report to work have the following options to account for leave:

1. Charge the absence to accumulated compensatory time;
2. Charge the absence to accumulated annual leave;
3. Make up lost time in a manner consistent with the FLSA, if the Appointing Authority determines that office hours and schedules permit.

Employees who are responsible for basic minimum services who do not report to work may be subject to disciplinary action.

Questions regarding the reduction of services may be directed to the Department of Public Safety at (405) 425-7706. Questions regarding Merit Rule provisions may be directed to OPM Management Services at (405) 521-6307.