



# EMPLOYMENT GUIDE

**TABLE OF CONTENTS**

**WELCOME TO THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES . . . . . 3**

**BENEFIT PROGRAMS . . . . . 3**

    Beneficiary Changes . . . . . 3

    Disability Insurance . . . . . 3

    Health Insurance upon Separation . . . . . 4

**RETIREMENT BENEFIT PROGRAMS . . . . . 4**

    Oklahoma Public Employees Retirement System  
    (Hired BEFORE Nov. 1, 2015, or previous OPERS member) . . . . . 4

    Disability Retirement . . . . . 4

    SoonerSave Deferred Compensation Plan  
    (Must be an OPERS participant to be eligible) . . . . . 5

    Pathfinder Retirement  
    (Hired AFTER Nov. 1, 2015) . . . . . 5

**ADDITIONAL BENEFIT PROGRAMS . . . . . 5**

    Longevity Pay . . . . . 5

    Thrive . . . . . 6

    Employee Assistance Program – EAP . . . . . 6

**CAREER AND PERSONAL ENHANCEMENT . . . . . 6**

    Education and Training . . . . . 6

**COMPENSATION . . . . . 7**

    Payday . . . . . 7

    Voluntary Payroll Deductions . . . . . 8

    Overtime and Compensatory Time . . . . . 8

    Repayment of Overpayment Errors . . . . . 8

    Travel Expense Reimbursement . . . . . 8

<b>WORK SCHEDULE . . . . .</b>	<b>8</b>
Alternative Work Schedule Program . . . . .	8
Breaks. . . . .	9
<b>TIME AND LEAVE . . . . .</b>	<b>9</b>
Timekeeping . . . . .	9
Holidays . . . . .	10
Leave Plans . . . . .	10
Annual Leave . . . . .	11
Sick Leave . . . . .	11
Enforced Leave. . . . .	11
Holidays . . . . .	12
Unemployment Compensation . . . . .	12
Leave Without Pay . . . . .	12
Military Leave . . . . .	12
Shared Leave . . . . .	12
<b>MISCELLANEOUS PROVISIONS . . . . .</b>	<b>13</b>
Cellular Telephones . . . . .	13
Charitable Contributions . . . . .	13
Compliance with State Income Tax Laws . . . . .	13
Disclosure of Personal Information . . . . .	13
ID Cards . . . . .	14
Safety . . . . .	14
Traffic Violations . . . . .	14
Address Changes. . . . .	14
<b>EMPLOYEE RIGHTS . . . . .</b>	<b>14</b>
<b>OTHER IMPORTANT LINKS . . . . .</b>	<b>14</b>

## WELCOME TO THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

---

The Office of Management and Enterprise Services Employment Guide describes important information about the agency. The information contained within this version of the employment guide supersedes all other previous versions of the employment guide. The information provided within the guide is subject to change at the sole discretion of OMES at any time.

This guide is supplemental to OMES policies. OMES policies are posted on [omes.ok.gov](http://omes.ok.gov) or by following the link below. Policies and procedures are extremely important to guide and support OMES employees to achieve excellence in customer service while cultivating and preserving a culture of diversity and inclusion.

OMES employees are expected to conduct themselves in accordance with OMES strategic goals, mission and values, compliance with federal and state laws, rules and regulations, and all agency policies.

[OMES employee policies, forms and information](#)

Questions regarding the employment guide should be directed to the human resources department.

## BENEFIT PROGRAMS

---

Your paycheck is just part of your total compensation package. OMES employees also have access to a number of outstanding benefits including health, dental, vision, disability and life insurance. Optional benefits include premium conversion, supplemental life, dependent life, and reimbursement accounts. State employees receive a generous benefit allowance based on the dependents that are covered on health insurance.

The current benefits guide is available at [omes.ok.gov](http://omes.ok.gov) under Health Care.

### Beneficiary Changes

It is recommended individuals review beneficiary information on a regular basis, especially those individuals that have experienced a significant life change due to marriage, divorce, birth/adoption of a child, etc. Please contact the human resources department to update your beneficiary information.

### Disability Insurance

Disability insurance is part of the mandatory core benefits package and is available to all employees that have completed at least one month of continuous service. Short-term disability is provided to employees when off work more than 31 consecutive days due to a qualifying event.

If continued eligibility is met, employees may qualify for long-term disability after 180 days of disability and follows the end of short-term disability.

Disability coverage pays an amount equal to 60 percent of the employee's base salary up to a maximum dollar amount. Disability benefits are subject to all applicable state and federal taxes. Any disability benefits will be offset or reduced by other benefits or payments you receive, i.e., holiday pay, sick and annual leave, shared leave, etc.

For more information, please review the [Disability Handbook](#).

### Health Insurance upon Separation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 is federal legislation that provides all employees and their dependents who are enrolled in the employers health and/or dental plan, the opportunity to temporarily continue such coverage in the event of the employee's termination (except for gross misconduct), death, divorce or separation, or when an enrolled child no longer qualifies as an eligible dependent under that program.

---

## RETIREMENT BENEFIT PROGRAMS

### Oklahoma Public Employees Retirement System (Hired BEFORE Nov. 1, 2015, or previous OPERS member)

For full- and part-time employees, a retirement plan is provided for the purpose of providing lifetime benefits in recognition of service to the state. All eligible employees must participate in the plan. State employees contribute 3.5 percent and the agency contributes 16.5 percent of the employee's salary toward retirement. The benefits under the plan are in addition to any supplemental benefits received from social security.

[OPERS](#)

[OPERS Forms](#)

Members of the retirement plan may opt to "step-up" their benefit computation factor from 2.0 percent to 2.5 percent. This option is known as the "2.5% Step-Up" and is irrevocable and based on "full" years of credit.

[Download Step-Up brochure](#)

### Disability Retirement

Employees who must terminate employment due to health problems may qualify for disability retirement benefits. Employees who have eight years of creditable service toward retirement and an award letter from the Social Security Administration certifying them for disability benefits are eligible provided a) the date of disability established by the Social Security Administration falls within one year of the employee's last date physically on the job, and b) the employee must have been an active regularly scheduled employee with a participating employer at the time of disability.

[Disability-Retirement](#)

**SoonerSave Deferred Compensation Plan  
(Must be an OPERS participant to be eligible)**

The Deferred Compensation Plan (known as SoonerSave or the 457 Plan) is available to qualifying employees. Under the provisions of this voluntary supplemental retirement plan, employees may defer payment of a portion of their income to a later date. The taxes normally due now on the money are deferred until retirement when most participants would be in a lower tax bracket. Employees may elect to invest the deferred income into a savings account at a guaranteed interest rate, or various mutual funds which are invested into stocks, bonds, foreign investments, money markets, or contracts. The State of Oklahoma also provides an employer contribution of \$11.54 per bi-weekly pay period through the 401(a) Savings Incentive Plan for participating employees. For more information, contact the human resources department.

**Pathfinder Retirement  
(Hired AFTER Nov. 1, 2015)**

Pathfinder is a defined contribution retirement savings program composed of a 401(a) Plan for mandatory contributions and a 457(b) Plan for additional voluntary contributions. Your mandatory 401(a) Plan contribution is **4.5 percent** of your annual salary, and your employer helps put you on a positive path to retirement by contributing an additional **6 percent**. In addition, you can receive another **1 percent** employer-matching contribution when you make a voluntary contribution of **2.5 percent** or above to the 457(b) Plan.

**ADDITIONAL BENEFIT PROGRAMS**

**Longevity Pay**

[74 O.S. § 840-2.18]

The State of Oklahoma offers longevity pay on the basis of seniority to qualified employees.

2-3 years of service = \$250	12-13 years of service = \$1,250
4-5 years of service = \$426	14-15 years of service = \$1,500
6-7 years of service = \$626	16-17 years of service = \$1,688
8-9 years of service = \$850	18-19 years of service = \$1,900
10-11 years of service = \$1,062	20-21 years of service = \$2,000

For each additional two years of service after the first 20 years, an additional \$200 shall be added to the amount stated for 20 years of service.

### Thrive

Thrive provides state employees and their families with information and opportunities to learn, grow and enrich their lives for the better. We work toward empowering state agencies to create a positive and flexible environment for employees and leaders.

Thrive's mission is to empower State of Oklahoma employees to be fearless, fulfilled, valued and engaged at work and in life. We are passionate about well-being, organizational culture, state employees and our community. We are fun and find enjoyment in our days while we develop high-quality work that is useful.

It's our journey and our promise to help the State of Oklahoma cultivate excellence and, in short, Thrive.

[thrive.ok.gov](http://thrive.ok.gov)

### Employee Assistance Program – EAP

The Office of the Oklahoma Employee Assistance Program is a cooperative effort between employees and administration to help employees gain access to professional services in resolving personal problems. Our services are designed to assist employees and their family members with identifying and solving problems that may be negatively impacting their personal or professional lives.

There is no charge to the employee or family members for assessment and referral services received from the EAP Office. In most cases, additional counseling and treatment service charges are covered by the employee's health insurance. The decision to accept help from EAP is a decision only the employee can make. All state employees and their family members are eligible to participate.

For more information, please call 405-947-7576.

## CAREER AND PERSONAL ENHANCEMENT

---

### Education and Training

OMES may arrange for employees to attend both formal and informal training programs. Employees are regularly selected to attend workshops or training programs offered by the state to enhance their abilities and performance. You will receive a normal paycheck while attending these schools or workshops. If you become aware of a particular seminar or workshop you believe is appropriate for enhancing your job performance, bring it to the attention of your supervisor.

#### [Learning & Development](#)

All supervisory staff members at OMES are required to attend 12 hours of training per calendar year in courses related to their effective performance. New supervisors are required to complete 24 hours of training in their first year.

#### [Mandatory Supervisory Training Requirements](#)

### Performance Management Process

To encourage positive performance and help ensure your success in the agency, your supervisor will complete an annual evaluation of your performance. This evaluation will be completed as required by the Oklahoma Personnel Act and is called the Performance Management Process. OMES has elected an evaluation period of July 1 through June 30 annually. At the beginning of an annual evaluation period, you and your supervisor will write five to nine “accountabilities” for your performance. A statement of accountability includes a job task plus a performance standard. Your performance on these accountabilities will be tracked and at the end of the evaluation period, your progress will be reviewed and rated.

In addition, you will be evaluated on your behavior in the following areas:

- Customer service.
- Teamwork.
- Problem solving initiative.
- Observing work hours and using leave.
- Leadership (if applicable).

Your accountability rating and your behavior rating will be combined to determine the overall performance rating.

#### [PMP \(employee performance reviews\)](#)

A copy of the OMES PMP form is available on the [OMES Employee Information Page](#), under Forms.

## COMPENSATION

---

### Payday

OMES operates on a biweekly pay schedule. Paychecks are direct deposited to the checking or savings account you specify. If the regularly scheduled payday falls on a weekend or holiday, payday is on the last business day before the weekend or holiday.

Changes to your tax withholdings, direct deposits, etc., must be submitted to [payroll.service@omes.ok.gov](mailto:payroll.service@omes.ok.gov) along with supporting documentation no later than 11:59 p.m. on the last day of each pay period (Saturday).

The current pay schedules calendar is available on the [OMES Employee Information Page](#) under Payroll, Time and Labor.



### **Voluntary Payroll Deductions**

Employees may request payroll deductions from their paychecks to be automatically paid to approved vendors. The voluntary payroll deductions may include deductions for employee association dues, educational employee organizations, employee association foundation contributions, payments to credit unions, banks, or savings associations, payments to supplemental insurance and retirement plans, payments to a college savings account, and subscriptions to Oklahoma Today magazine.

[Voluntary Payroll Deduction](#)

### **Overtime and Compensatory Time**

It is the policy of OMES to properly account for time worked and leave taken by OMES Fair Labor Standard Act non-exempt and exempt employees who perform work in excess of the established 40-hour workweek, and to comply fully with the provisions of the FLSA.

[Fair Labor Standards Act](#)

### **Repayment of Overpayment Errors**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the payroll department immediately. The payroll department will research the problem and ensure any necessary correction is made properly and promptly. Overpayments to an employee may be deducted from current wages according to certain terms, conditions under state law, and in accordance with state statutes.

Contact payroll at [payroll.service@omes.ok.gov](mailto:payroll.service@omes.ok.gov).

### **Travel Expense Reimbursement**

[74 O.S. § 500.16A]

Travel expenses for OMES employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. The OMES Accounts Payable department can answer specific questions on this matter.

[accountspayable@omes.ok.gov](mailto:accountspayable@omes.ok.gov)

## **WORK SCHEDULE**

---

Your supervisor will set your work schedule. It is important to the mission of OMES that you work your scheduled hours.

### **Alternative Work Schedule Program**

Employees participating in the voluntary Alternative Work Schedule Program have their

choice of nine schedules: two with alternating Fridays off, two with alternating Mondays off, and five with one day off every week. Employees are not permitted to work through breaks or lunch periods (a minimum time of 30 minutes must be taken for lunch). The Alternative Work Schedule Request form must be submitted to your supervisor for approval.

Employees who are on the 9-80 AWS, it is very important that you enter your hours as indicated on the schedule you are working, especially on your working AWS day and holidays, or your paycheck may be affected. Upon approval, payroll will send directions on timesheet entry.

If the employee or supervisor desires to change or end AWS for an employee, payroll must be notified. Payroll will provide the appropriate effective date for the AWS change. Failure to notify payroll of such changes may cause an unintended impact on the employee's payroll or leave balances.

If you have questions, please email [payroll.service@omes.ok.gov](mailto:payroll.service@omes.ok.gov).

[Alternative Work Schedule Policy](#)

[Alternative Work Schedule Participation](#)

To view the current AWS calendar, please visit the [OMES Employee Information Page](#) under Payroll, Time and Labor.

### **Breaks**

The FLSA does not require an employer to provide meal periods or rest breaks for their employees.

While there are no laws that require rest breaks, breaks may be established and changed at the discretion of the supervisor. Typically employees are allowed two paid 15 minute rest breaks each day. Rest breaks must be coordinated with your supervisor dependent upon work load and departmental needs. Employees may not accumulate break time to leave early, arrive late, or to extend their lunch period. Employees are not compensated for breaks not taken.

[Fair Labor Standards Act](#)

## **TIME AND LEAVE**

---

### **Timekeeping**

By law, OMES is required to keep accurate records of the actual hours worked by employees. OMES processes employee paychecks biweekly according to hours worked or leave reported (positive pay) by the employee and approved by the supervisor. It is imperative each OMES employee enters his/her time no later than 9:00 a.m. every Monday unless an earlier deadline is established (see Holidays below). Employees shall notify their supervisors immediately if they make changes to their timesheet after the supervisor's approval so the timesheet can be reapproved. Failure to notify your supervisor of hours needing to be reapproved may result in

the employee receiving a **partial paycheck**.

Payroll may, but is not required to, notify an employee and/or their supervisor regarding missing hours before payroll processing begins. Payroll will not change or approve the timesheets of employees without the supervisor's knowledge or consent and will refer requests to do so back to the supervisor.

Employees must enter their time no later than 9:00 a.m. each Monday. Supervisors hold the responsibility to review and approve time weekly no later than 3:00 p.m. each Monday unless an earlier deadline is established (see Holidays below). Supervisors shall enter and approve hours for employees who are out of the office. Failure to do so may result in **delay of pay** to the employee.

Path to approve time:

Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

When a supervisor is absent, their supervisor has the ability and responsibility to approve the time of the employees that report to the absent supervisor.

For more information on time entry, time reporting codes and time approval, visit [the OMES Employee Information web page](#) and review the Payroll, Time & Labor section or contact [payroll.service@omes.ok.gov](mailto:payroll.service@omes.ok.gov).

Supervisors shall ensure the appropriate type of leave is entered for employees out on FMLA and inform Payroll Services to change the hours to reflect FMLA.

### Holidays

- a) Holidays affect the timeframe OMES has to process the payroll.
- b) Payroll shall make every attempt to notify employees of changes to the deadlines prior to the end of the affected pay period.

### Leave Plans

Leave shall be accrued based upon hours worked, paid leave and holidays, but, excluding overtime, not to exceed the total possible work hours for the pay period. Years of service shall be based on cumulative periods of employment calculated in the manner that cumulative service is determined for longevity purposes pursuant to Section 840-2.18 of this title.

Temporary employees and other limited term employees are ineligible to accrue, use or be paid for sick leave and annual leave.

Classified and unclassified employees are subject to Merit Rules for Employment concerning leave. Merit Rule application regarding leave does not create a classified position or change the nature of an employee's at-will employment.

Employees will devote full time, attention and effort to the duties and responsibilities of their position during assigned hours of duty.

## Annual Leave

Annual leave is provided to employees to be used for vacations, personal business and other approved time away from work not covered by other paid leave or holiday provisions. Annual leave must be requested in advance and shall be used only when approved by the employee's supervisor.

Unused annual leave shall be accumulated for no more than the maximum leave accumulation limits specified in 260:25-15-10 or, at the discretion of the appointing authority, employees may accrue up to the accumulation limit plus the accrual of one year. OMES employees that accrue leave above the accumulation limit shall use the excess leave within 12 months of the date it accrues.

When an employee transfers to another state agency, they may be paid out up to 240/480 of annual leave depending on years of service, and transfer the remaining balance as long as the receiving agency will accept it. When they leave state service, they are only paid 240/480 hours and lose the rest.

### [Annual Leave Limits and Accruals](#)

## Sick Leave

Sick leave means a period of time when the employee cannot work because of sickness; injury; pregnancy; medical, surgical, dental or optical examination or treatment; or where the employee's presence at work would jeopardize the health of the employee or others. [Merit Rule 260:25-15-12 (1) & 74 O.S. § 840-2.20]

Any employee absent from work which exceeds three consecutive working days shall provide their supervisor or human resources with a physician's statement giving the reason for the absence and releasing the employee to return to work. Without the statement, the employee will not be allowed to return to work and will be placed on leave without pay until such statement is received. For shorter absences, OMES reserves the right to require the employee to supply proof the absence is consistent with the sick leave rules outlined above. An appointing authority shall approve sick leave unless there are facts to show that an employee abused sick leave privileges or the employee failed to supply requested evidence of illness, which will be cause for disciplinary action up to and including termination.

When you call in, be prepared to provide the following information to your supervisor:

1. What's the reason for the absence?
2. Did you visit a health care provider?
3. How long will you be gone?

## Enforced Leave

Enforced leave may be granted when it is necessary for an employee to care for an ill or injured member of the immediate family or household or in the case of death of a member of

the immediate family or household, or in the event of personal disaster.

“Immediate Family” is defined as spouse, children, parents, brothers, sisters, including step, grand, half, foster, or in-law relationships.

### Holidays

[74 O.S. § 840-2.20(3)]

Holidays are granted in accordance with state law and the governor’s proclamations and are observed in accordance with agency work load and policies.

**For more information on these leave plans or other leave plans available to state employees, please contact the human resources department or review the [Merit Rules](#).**

### Unemployment Compensation

Unemployment compensation benefits are available when employment is terminated under qualifying conditions.

<https://www.ok.gov/oesc/Claimants/>

### Leave Without Pay

If an employee is absent from work without proper authorization, the employee shall not receive pay for such absence. An appointing authority has the authority and responsibility to take appropriate action if fraudulent leave usage or leave abuse is detected.

Visit page 105 of the [Merit Rules](#).

### Military Leave

Military leave of absence and right to restoration to former position shall be granted in accordance with Section 209 of Title 44, Sections 25.4, 25.5 and 25.7 of Title 51, and Section 48 of Title 72 of the Oklahoma Statutes; the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C., 4301 et seq.); and such rights and privileges as these laws provide.

Visit page 102 of the [Merit Rules](#).

### Shared Leave

[74 O.S. § 840-2.23]

The leave sharing program permits state employees to donate annual or sick leave to a fellow state employee who has exhausted, or will exhaust, all types of paid leave in accordance to 74 O.S. § 840-2.23.

Visit page 110 of the [Merit Rules](#).

[Recieve Shared Leave Form HCM-33A](#)

[Donate Shared Leave Form HCM-33B](#)

## MISCELLANEOUS PROVISIONS

---

### Cellular Telephones

OMES staff members may be assigned cellular telephones on an ongoing and intermittent basis. The use of these devices is subject to the same general consideration as any other agency property. OMES cellular telephones should not be used for personal purposes.

### Charitable Contributions

All employees, other than temporary employees, can contribute through payroll deductions to a variety of fully accountable private nonprofit, social, health and welfare charitable organizations.

[State Charitable Campaign \(SCC\)](#)

### Compliance with State Income Tax Laws

[68 O.S. § 238.2]

Per state statute, failure to comply with state income tax laws will require disciplinary action. The agency will take disciplinary action against an employee when notified by the Oklahoma State Tax Commission that he or she has failed to comply with state income tax laws.

68 O.S. § 238.2 (e) states “if a state agency receives a notification with respect to a state employee who has failed to come into compliance with the income tax laws, and the notification is the employee’s third notification as a state employee, regardless of which agency the employee was employed by at the time of the first and second notices, such employee shall be terminated by the state agency according to the procedures provided by law.”

[State Income Tax Compliance](#)

### Disclosure of Personal Information

OMES may keep personnel records confidential which relate to internal personnel investigations or where disclosure would constitute a clearly unwarranted invasion of personal privacy. [51 O.S. § 24A.7]

No employee will disclose confidential records or information which would constitute an invasion of a current or former employee’s personal privacy. The home addresses, home telephone numbers, Social Security numbers and information related to personal electronic communication devices of current and former employees will not be open to public inspection or disclosure without written permission from the current or former employee or without an

order from a court of competent jurisdiction. [74 O.S. § 840-2.11]

### **ID Cards**

Employees will be provided a photo ID card that also acts as an electronic key to OMES work areas. This system provides security for our employees and allows us to protect OMES premises. Employees shall wear their state-issued badge at all times. The badge shall be worn in a manner in which the employee's picture is visible.

### **Safety**

OMES promotes a safe working environment for its employees. If, at any time, you see an unsafe working situation, please email [risk.coordinator@omes.ok.gov](mailto:risk.coordinator@omes.ok.gov).

If you are injured at work, report it immediately to your supervisor or human resources.

[Work Related Injury or Illness/Workers' Compensation Policy](#)

[Incident Report](#)

Contact OMES State Risk Management at 405-521-4999 with any questions or concerns.

### **Traffic Violations**

If you are authorized to operate an agency vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any fines or traffic violations incurred.

### **Address Changes**

It is important to keep your address updated with the human resources department. You have the ability to update your email in the Self-Service system. Please contact human resources in the event of an address change.

## **EMPLOYEE RIGHTS**

---

It is important OMES employees are aware of their rights. For more information, view the Required Workplace Posters available on the [OMES Employee Information Page](#).

## **OTHER IMPORTANT LINKS**

---

[Merit Rules](#)

[Online Administrative Code and Register](#)

[HCM Page](#)

[Careers](#)