



State of Oklahoma
Office of Management and Enterprise Services

HCM 14-03

DATE: April 8, 2014
TO: All Appointing Authorities
FROM: Lucinda Meltabarger, Administrator
SUBJECT: Mandatory Supervisory Training Requirement Report

Merit Rule 530:10-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 530:10-17, Part 9, **Mandatory Supervisory Training**. If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.

Please note that effective November 1, 1999, the annual mandatory supervisory training requirement was decreased from 24 hours to 12 hours, or two training days, of supervisory-related training. However, new supervisors are required to obtain 24 hours, or four training days, of supervisory-related training within the first 12 months of their appointments.

Attached for your convenience is a worksheet to be completed for the period January 1 through December 31, 2013. Please utilize the worksheet to indicate primary reasons why employees may not have met training requirements. Your responses will be helpful to HCM as we determine how we may best assist you in ensuring that your supervisors meet training requirements in the future.

Please mail or scan and e-mail your completed worksheet by April 30, 2014, to:

Attention: Grayson Bedwell
Human Capital Management Division/OMES
2101 North Lincoln Boulevard, Suite G-80
Oklahoma City, OK 73105
grayson.bedwell@omes.ok.gov

Please do not hesitate to contact Grayson at (405) 521-6334 if there are questions or if assistance is needed in completing the worksheet for your agency.

Thank you!