



PRESTON L. DOERFLINGER
DIRECTOR
SECRETARY OF FINANCE, ADMINISTRATION,
AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 15-04

Date: June 30, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Pay Band Schedule – Minimum Wage Adjustment

Title 74, Section 840-2.16 requires that the minimum wage for classified and unclassified state employees, with certain exceptions (temporary and seasonal employees), be set at an annualized salary equal to the amount established in the Federal Poverty Guidelines for a three-person household, issued each year in the Federal Register by the United States Department of Health and Human Services. The new amount is \$20,090 with an hourly rate of \$9.66.

In accordance with the aforementioned minimum wage statute, we are required on July 1, 2015, to adjust the pay rates of all affected employees whose current rates fall below the new annual Federal Poverty Guideline of \$20,090. We will raise the minimum rates of pay bands A through F of the classified pay structure and pay bands 1-5 on the unclassified pay structure, since those minimums are currently below the new Federal Poverty Guidelines.

For updated classified and unclassified pay structures please visit the HCM web page.

[http://www.ok.gov/opm/HR and Employee Services/Salary Schedule.html](http://www.ok.gov/opm/HR_and_Employee_Services/Salary_Schedule.html)

OMES/CORE has indicated that they will make the necessary adjustments to pay rates for all eligible full-time salaried and hourly employees on July 3, 2015. OMES/CORE has requested that agencies with affected employees refrain from entering July transactions for those employees until after the July 3 update.

If there are questions or if additional information is needed, please feel

free to contact Jake Smith at (405) 521-6327 or Jacob.Smith@omes.ok.gov or Elizabeth Blais at (405) 522-6907 or Elizabeth.Blais@omes.ok.gov.

