



HUMAN CAPITAL MANAGEMENT
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HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM: 16-05
Date: June 21, 2016

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Changes to Classification Manual and Action/Reason Guide

The Office of Management and Enterprise Services is responsible for approving personnel transactions for classified and unclassified positions within merit system agencies. Additionally, OMES is responsible for the tracking, monitoring and reporting on positions and employee transactions of executive branch agencies, excluding institutions in the system of higher education.

Our primary goal is to create a process that will make things more transparent and produce accurate data. It is becoming increasingly apparent that our ability to provide data is insufficient. Explaining the purpose of particular codes or the reasons some employees received increases in pay and others did not when the same code is used is already an arduous task, but it is made more difficult with the way the codes are currently set up and used. We want to make current practices cleaner and more transparent by creating clearer codes. **Effective July 1, 2016, HCM has decided to make the following changes to the reason codes:**

HCM has decided to eliminate the following reason codes:

1. A10 Non Previous Merit System Status Non-merit Agency to Merit Agency
2. A11 No Previous Merit System Status
3. A20 Corporation Commission SB468
4. A21 Provisional
5. A22 Temporary Classified
6. A23 Emergency Appointment

7. A24 Temporary/Seasonal
8. A25 Narcotics HB1644
9. A45 Unclassified: Appointment Change – Same Agency/Promotion
10. A46 Executive Fellow -USE A30
11. A99 Non-merit Agency Prior Appointment
12. C14 No Previous Merit System Status: Transfer
13. C15 Underfill Promotion
14. C23 Class Special Entrance Rate
15. C25 Unclassified Salary Adjustment Leg. and Others
16. C32 Skill-Based Pay to Base Pay
17. C98 CCRA Conversion
18. C99 Assignment of Initial PIN – HCM ONLY

HCM has decided to change the following reason codes:

1. A13 Exempt
 - a. *Change to:* A13 Unclassified Assigned Additional Duties Temporarily
2. A14 Unclassified Appointment: Hire/Rehire Unclassified Temporary Assignment (Unclassified Detail to Special Duty)
 - a. *Change to:* A14 Unclassified Appointment: Hire/Rehire
3. C11 Title Code Change
 - a. *Change to:* C11 Classified JFD Revision

HCM has decided to create the following 9 new reason codes for the unclassified service:

1. A13 Unclassified Assigned Additional Duties Temporarily (*listed above*)
2. A20 CAPIP *Carl Albert Public Internship Program Hire (92 Required)
3. C33 Unclassified Increased Level and Increased Pay (92 Required)
4. C34 Unclassified Assigned Additional Duties/Increase in Pay (92 Required)
5. C35 Unclassified Lower Level/Decrease in Pay
6. C36 Unclassified Appointment Change Same Agency – No Pay Increase
7. C37 Unclassified Increase to Market Rate
8. C38 Unclassified Increase to Equitable Rate
9. C39 Unclassified Salary Adjustment Legislative

HCM believes that this change will produce better data for reporting and data that is more transparent. HCM also wants this change to be easier for the agencies to use.

Additionally, an updated classification manual will be available soon, but for now you can use

the attached Reason Code Quick Reference Guide.

If you have questions or concerns about the new changes, please contact your agency's HCM Classification and Compensation liaison or by calling (405) 521-2177.

HCM Reason Code Quick Reference Guide

Reason Code	Action Title	Status	Requires a 92
A01	Competitive E-List Action: Hire/Rehire	Classified	Y
A02	Non-Competitive Action: Hire/Rehire	Classified	Y
A03	Reinstatement: Hire/Rehire	Classified	Y
A04	Transfer/Promotion Interagency: Rehire	Classified	Y
A05	Transfer/Demotion Interagency: Rehire	Classified	N
A06	Transfer/Lateral Transfer Interagency: Rehire	Classified	Y
A07	Transfer/Class to Same Class: Rehire	Classified	Y
A08	Project Indefinite	Classified	Y
A09	SB 200 (Veterans Act): Hire/Rehire	Classified	Y
A12	Disability Employment Program: Hire/Rehire	Classified	Y
A13	Unclassified Assigned Additional Duties Temporarily	Unclassified	N
A14	Unclassified Appointment: Hire/Rehire	Unclassified	N
A15	Unclassified Student: Hire/Rehire	Unclassified	Y
A16	Unclassified Temporary: Hire/Rehire	Unclassified	Y
A17	Project Tourism: Hire/Rehire	Unclassified	Y
A18	Priority Consideration Appointment: Rehire	Classified	Y
A19	State Work Incentive: Hire/Rehire	Unclassified	Y
A20	CAPIP - Carl Albert Public Internship Program Hire	Unclassified	Y
A30	Executive Fellow Conversion: Appointment Change – Same Agency	Classified/ Unclassified	N
A31	SWIP Conversion: Appointment Change – Same Agency	Classified	N
A40	Competitive E-List Action: Appointment Change – Same Agency	Classified	Y
A41	Non-Competitive E-List Action: Appointment Change – Same Agency	Classified	Y
A42	Reinstatement: Appointment Change – Same Agency	Classified	Y
A43	Project Indefinite: Appointment Change-Same Agency	Classified	Y
A44	Disability Employment Program: Appointment Change – Same Agency	Classified	Y

Reason Code	Action Title	Status	Requires a 92
A47	State Work Inc. Program: Appointment Change – Same Agency	Unclassified	Y
A48	Direct Hire (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A49	Direct Hire – Prof. Licensure (Hard-to-Fill): Appointment Change – Same Agency	Classified	Y
A50	Unclassified Rollover Temp Appointment: Appointment Change – Same Agency	Unclassified	N
A88	Direct Hire – (Hard-to-Fill): Hire/Rehire	Classified	Y
A89	Direct Hire – Professional License (Hard-to-Fill): Hire/Rehire	Classified	Y
C01	Promotion	Classified	Y
C02	Detail to Special Duty	Classified	N
C03	Voluntary Demotion	Classified	N
C04	Involuntary Demotion	Classified	N
C05	Interagency Lateral Transfer New JFD	Classified	Y
C06	Direct Reclass: Job Reclassification	Classified	N
C07	Reallocation/Promotion: Promotion – Classified/ Position Audit Class Dispute	Classified	Y
C08	Reallocation/Involuntary Demotion – Classified/Position Audit Class Dispute	Classified	Y
C09	Reallocation/Lateral Transfer	Classified	Y
C10	Return to Previous Position (from Promotion)	Classified	N
C11	Classified JFD Revision	Classified	N
C12	Expiration of Detail to Special Duty	Unclassified	N
C13	Extend Detail/Unclassified Temp Detail to Special Duty	Unclassified	N
C16	Career Progression	Classified	N
C17	Demotion (Due to RIF)	Classified	N
C18	Reallocation/Voluntary Demotion	Classified	N
C19	Legislative Transfer (not for agency use)	Classified	N
C20	Performance Pay	Classified/ Unclassified	Y
C21	Cost of Living Increase	Classified/ Unclassified	N
C22	Grade/Pay Band Change (only use when directed by HCM)	Classified	N

Reason Code	Action Title	Status	Requires a 92
C24	Classified Salary Adjustment Leg. & Others	Classified	Y
C26	Completion Prob/Trial Period & pay increase	Classified	N
C27	Recall From RIF Demotion	Classified	N
C28	Equity Adjustment	Classified/ Unclassified	Y
C29	Skill-based Pay Adjustment	Classified/ Unclassified	Y
C30	Transfer Intra-Agency (Sub agency only)	Classified	N
C31	Transfer Intra-Agency Same JFD & LVL	Classified	Y (if increase in pay)
C33	Unclassified Increased Level and Increased Pay	Unclassified	Y
C34	Unclassified Assigned Additional Duties/Increase in Pay	Unclassified	Y
C35	Unclassified Lower Level/Decrease in Pay	Unclassified	N
C36	Unclassified Appointment Change Same Agency – No Pay Increase	Unclassified	N
C37	Unclassified Increase to Market Rate	Unclassified	Y
C38	Unclassified Increase to Equitable Rate	Unclassified	Y
C39	Unclassified Salary Adjustment Legislative	Unclassified	Y
C40	Full to Part Time	Classified/ Unclassified	N
C41	Part to Full Time	Classified/ Unclassified	N
C42	Change in Part Time Percentage	Classified/ Unclassified	N
C45	Market Adjustment	Classified/ Unclassified	Y
C50	Probationary Extension/Adjustment	Classified	N
C51	Permanent Status: Completion of Probation/Trial	Classified	N
C52	Permanent (Project Indefinite)	Classified	N
C60	Add Pay Differential	Classified/ Unclassified	N

Reason Code	Action Title	Status	Requires a 92
C61	Remove Pay Differential	Classified/ Unclassified	N
C62	Change Existing Pay Differential	Classified/ Unclassified	N
C70	Contract Renewal	Classified/ Unclassified	N
C71	Interchange Program	Classified/ Unclassified	N
C72	End Interchange Program	Classified/ Unclassified	N
L01	Leave Without Pay	Classified/ Unclassified	N
L02	Sick Leave Without Pay	Classified/ Unclassified	N
L03	Extension of Leave Without Pay	Classified/ Unclassified	N
L04	Military Leave With Pay	Classified/ Unclassified	N
L05	Military Leave Without Pay	Classified/ Unclassified	N
L06	Educational Leave With Pay	Classified/ Unclassified	N
L07	Educational Leave Without Pay	Classified/ Unclassified	N
L08	Return from Leave With/Without Pay	Classified/ Unclassified	N
L09	LWOP Extension Disability	Classified/ Unclassified	N
L10	Furlough LWOP	Classified/ Unclassified	N

Reason Code	Action Title	Status	Requires a 92
L11	Return from Furlough	Classified/ Unclassified	N
L20	Suspension With Pay	Classified/ Unclassified	N
L21	Suspension Without Pay	Classified/ Unclassified	N
L22	Return from Suspension With/Without Pay	Classified/ Unclassified	N
S01	Resignation	Classified/ Unclassified	N
S02	Retirement	Classified/ Unclassified	N
S03	Discharge	Classified/ Unclassified	N
S04	Deceased	Classified/ Unclassified	N
S05	Expiration of Unclassified Appointment	Unclassified	N
S06	Transferred Out	Classified	N
S07	Reduction In Force	Classified	N
S08	VOBO	Classified/ Unclassified	N
S09	VOBO (Retirement)	Classified/ Unclassified	N
S10	Transfer to Non-merit Agency	Classified/ Unclassified	N
S11	No Payable Hours	Classified/ Unclassified	N