



DENISE NORTHRUP  
DIRECTOR

DANA WEBB  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

## MEMORANDUM

HCM 18-03  
Date: May 15, 2018

To: All Appointing Authorities

From: Dana Webb, OMES HCM Administrator

Re: Mandatory Supervisory Training Requirement Report

**NOTE: This version of the bulletin includes updated rule citation and a corrected worksheet. In addition, the training requirements do not pertain to agency directors or members and employees of the Legislature.**

Merit Rule 260:25-17-95, Supervisory Training Reporting Requirements, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 260:25-17, Part 9, Mandatory Supervisory Training.

Please use the [Mandatory Supervisory Training Requirement Worksheet](#) to report your agency's compliance. The worksheet covers the period Jan. 1, 2017, through Dec. 31, 2017.

Complete the worksheet and **return it via email by June 8, 2018**, to [candis.ross@omes.ok.gov](mailto:candis.ross@omes.ok.gov).

If needed, Merit Rule 260:25-17-91 defines supervisor for training purposes.

Please use the worksheet to indicate the primary reasons your employees may not have met the training requirements. We use your responses to help us indicate how OMES can help your supervisors meet these training requirements in the future.

**PLEASE NOTE:** Effective Nov. 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to 12 hours, or 2 days, of supervisory-related training. However, new supervisors are required to obtain 24 hours, or 4 days, of supervisory-related training within the first 12 months of their appointment.

For assistance, please call Candis Ross at 405-521-6330.