

STATE OF OKLAHOMA

1st Session of the 43rd Legislature (1991)

COMMITTEE SUBSTITUTE
FOR ENGROSSED
SENATE BILL NO. 161

BY: HERBERT of the SENATE

and

ROBERTS (Walt) of the
HOUSE

COMMITTEE SUBSTITUTE AN ACT RELATING TO STATE GOVERNMENT; REQUIRING
EXECUTIVE BRANCH SUPERVISOR AND LEAD WORKER EMPLOYEES TO ATTEND
CERTAIN TRAINING; PROVIDING EXCEPTION; REQUIRING ANNUAL TRAINING;
DEFINING TERMS; REQUIRING THE OFFICE OF PERSONNEL MANAGEMENT TO
DEVELOP AND IMPLEMENT TRAINING PROGRAMS; PROVIDING FOR CODIFICATION;
AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified
in the Oklahoma Statutes as Section 840.35 of Title 74, unless there
is created a duplication in numbering, reads as follows:

A. Each supervisor and lead worker employed as of January 1,
1992 by a state agency, board or commission in the executive branch
of state government, excluding those within the State System of
Higher Education, shall attend, prior to December 31, 1992, a
training program for supervisory personnel and lead workers. The

training program shall be established pursuant to subsection D of this section.

B. Employees appointed to supervisory or lead worker positions after January 1, 1992, shall complete training pursuant to subsection D of this section within six (6) months of assuming such supervisory or lead worker position. Thereafter, supervisors and lead workers are required to complete sixteen (16) hours of training pursuant to subsection D of this section each year. The appointing authority of each agency shall ensure each supervisory employee and lead worker is notified and scheduled to attend such required training and shall make time available for each such employee to complete the training. The appointing authority shall discipline every employee who, without good cause, fails to complete the required supervisory training. Failure to complete the required supervisory training, without good cause, shall be reason for disciplinary action.

C. As used in this section:

1. "Supervisor" means a classified or unclassified employee who has been assigned authority and responsibility for all of the following functions on a continuous and uninterrupted basis with respect to subordinates:

- a. assigning work to subordinates and making sure work is performed correctly and in a timely manner,
- b. training subordinates in the performance of their assigned duties or planning and directing such training through subordinates,
- c. reviewing work performance of subordinates, and
- d. participating in determining appropriate personnel actions regarding subordinates such as performance appraisal, discipline, and corrective action; and

2. "Lead worker" means a classified or unclassified employee who has been assigned to participate in one or more of the following

functions as a regular part of the work assignment of the employee with respect to co-workers:

- a. distributing and assigning work to co-workers and checking and correcting work done by co-worker, or
- b. training co-workers in the performance of their assigned duties.

D. The Office of Personnel Management shall adopt any rules necessary to develop and implement training programs for supervisory personnel and lead workers which shall include areas such as: supervisory skills, affirmative action and equal employment opportunity, performance appraisal, employee assistance, corrective discipline, state purchasing requirements, state budgeting requirements, relevant provisions of the Oklahoma Open Records Act, ethics laws relevant to state employees, and any miscellaneous laws, rules and policies needed by supervisors.

SECTION 2. This act shall become effective January 1, 1992.

43-1-6449

SCE