

ENROLLED SENATE  
BILL NO. 929

BY: HERBERT of the SENATE

and

PAULK, JOHNSON (Glen),  
APPLE and CROCKER of the  
HOUSE

AN ACT RELATING TO STATE GOVERNMENT; REQUIRING  
SUPERVISORS TO ATTEND CERTAIN TRAINING PROGRAM  
WITHIN CERTAIN TIME PERIOD; REQUIRING CERTAIN  
TRAINING TO BE COMPLETED EACH YEAR; REQUIRING  
AGENCIES TO ENSURE SUPERVISORS ATTEND TRAINING;  
DEFINING TERM; REQUIRING OFFICE OF PERSONNEL  
MANAGEMENT TO PROMULGATE RULES TO IMPLEMENT  
TRAINING PROGRAM; AUTHORIZING STATE ENTITIES TO  
PARTICIPATE IN CERTAIN PROGRAMS ESTABLISHED BY  
CERTAIN INSTITUTES OF HIGHER EDUCATION; 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 employed as of January 1, 1993, by a state agency, board or commission in the executive branch of state government, excluding those within The Oklahoma State System of Higher Education, shall attend, prior to December 31, 1993, a training program for supervisory personnel. The training program shall be established pursuant to subsection D of this section.

B. Employees appointed to supervisory positions after January 1, 1993, shall complete training pursuant to subsection D of this section within six (6) months of assuming such supervisory position. Thereafter, supervisors 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 is notified and scheduled to attend such required training and shall make time available for each such employee to complete the training.

C. As used in this section "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:

1. Assigning work to subordinates and making sure work is performed correctly and in a timely manner;
2. Training subordinates in the performance of their assigned duties or planning and directing such training through subordinates;
3. Reviewing work performance of subordinates; and
4. Participating in determining appropriate personnel actions regarding subordinates such as performance appraisal, discipline, and corrective action.

D. 1. The Office of Personnel Management shall promulgate any rules necessary to develop and implement training programs for supervisory personnel which shall include areas such as: supervisory skills, affirmative action and equal employment opportunity, selection, performance appraisal, employee assistance, corrective discipline, and other legal and ethical issues relevant to supervisors.

2. Training programs for supervisors under this act may be approved by the Office of Personnel Management; provided, however, such programs shall be subject to standards developed by the Office of Personnel Management. All state agencies, boards and commissions may participate in any such government employee training program established by an institution that is a member of The Oklahoma State System of Higher Education and approved by the Office of Personnel Management as provided for in this paragraph.

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