

STATE OF OKLAHOMA

2nd Session of the 46th Legislature (1998)

HOUSE BILL NO. 2495

By: Askins

AS INTRODUCED

An Act relating to state government; amending Section 1, Chapter 387, O.S.L. 1992, as renumbered by Section 54, Chapter 242, O.S.L. 1994, and as amended by Section 2, Chapter 406, O.S.L. 1997 (74 O.S. Supp. 1997, Section 840-3.1), which relates to state employees and supervisors; and clarifying language.

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

SECTION 1. AMENDATORY Section 1, Chapter 387, O.S.L. 1992, as renumbered by Section 54, Chapter 242, O.S.L. 1994, and as amended by Section 2, Chapter 406, O.S.L. 1997 (74 O.S. Supp. 1997, Section 840-3.1), is amended to read as follows:

Section 840-3.1 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 twenty-four (24) 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~~ pursuant to 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.

46-2-9128

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