



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 05-41**

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., IPMA-CP, Administrator and  
Cabinet Secretary for Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is written over the "FROM:" line.

**DATE:** September 29, 2005

**SUBJECT: Clarification on Title 74, 1344(G) Regarding One-Day Employee  
Benefit Information Meeting**

In OPM All Appointing Authorities Memorandum OPM 05-36 (August 24, 2005) Re: Voluntary Payroll Deduction Program Information, several questions were addressed regarding compliance with the provisions of SB 586 (2005 Session), which is codified as Title 74, 1344(G). Recent follow-up review and consultation with the Employees Benefits Council ("EBC") and the Assistant Attorney General assigned to EBC has resulted in the need to provide clarification on the response to question #9: *"EBC will host the VPD vendors at the Health & Safety Expo during Option Period. Can I send my employees to this event and meet the access requirement?"*

The Benefits Options Enrollment Period is scheduled for October 10, 2005, through November 4, 2005. Title 74, 1344(G) provides that "[n]o less than fifteen (15) working days prior to the annual deadline for making changes to state employees' benefit packages, all state agencies shall provide a one-day employee benefit informational meeting." As a result, informational meetings must be held by October 14, 2005. The Employees Benefits Council has invited all vendors with approved voluntary payroll deduction to attend the October 13, 2005, "10<sup>th</sup> Annual State Health & Safety Expo" at the State Capitol Rotunda from 9:00 a.m. to 4:00 p.m. as an option for state agencies in the State Capitol Complex to designate the Expo as their one-day information meeting.

Based upon subsequent discussions regarding Title 74, 1344(G), we believe that it is appropriate for agencies that have ready access to the State Capitol to designate the October 13 EBC Health and Safety Expo, to which vendors with approved voluntary payroll deduction status have been invited, as their one-day employee benefit information meeting. Such agencies may also hold separate benefits option enrollment briefings for their employees during the scheduled October 10 through November 4 benefit option period.

We apologize for any confusion our earlier response to question #9 may have caused. We believe the current interpretation is appropriate and provides the flexibility state agencies require to carry out their administrative responsibilities.

*"We serve the people of Oklahoma by delivering reliable and innovative  
human resource services to our partner agencies to achieve their missions."*