



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 11-04

DATE: January 26, 2011

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Inclement Weather Announcement and Clarification – January 20, 2011

On Thursday, January 20, 2011, as a result of the winter weather conditions in the Oklahoma City metropolitan area, the following announcement was posted on the state portal as well as the Office of Personnel Management website:

Due to the inclement weather announcement issued by the DPS, state offices will open 1 hour late today, Thursday, January 20, 2011, in the 7-county metro region (Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma & Pottawatomie counties).

This announcement was intended to describe a reduced services situation, wherein employees who are responsible for providing basic minimum services are expected to report to work and will accrue administrative leave during the period of reduced services, while employees not responsible for providing basic services are relieved of the responsibility to report to work and will record their absences as administrative leave. However, because some sources reported that state offices were temporarily "closed" on the morning of January 20, some employees responsible for providing basic minimum services interpreted that to mean that they were relieved of the responsibility to report to work at the time they normally report. Where such confusion exists, and absent a clear communication to employees that they were required to report to work, we recommend that these employees be placed on administrative leave for the absence rather than charging annual leave or making up lost time through a workweek adjustment.

An additional question that has arisen concerns the amount of administrative leave to grant for absences related to the reduction in services, given the differences in the descriptions of the reporting delay on the state portal and in the versions reported by various news media. Specifically, the official message indicated a one-hour delayed reporting time, while some news media reported that state offices would open at 9:00 a.m. In light of the confusion this caused for employees with normal reporting times other than 8:00 a.m., we recommend agencies consider granting administrative leave under the most liberal interpretation, which would mean allowing delayed reporting up until 9:00 a.m. irrespective of employees' normal starting times.

Any questions on this matter should be referred to the Office of Personnel Management Compensation Division, (405) 521-2177.

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