



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Working for Oklahoma"*

**OPM 11-27**

**DATE:** June 24, 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: Pay Band Schedule - Minimum Wage Adjustment**

Title 74, Section 840-2.16 requires that the minimum wage for classified and unclassified state employees, with certain exceptions, be set at an annualized salary equal to the amount established in the Federal Poverty Guidelines for a three-person household, issued each year in the Federal Register by the United States Department of Health and Human Services. Although this guideline normally increases every year, it did not increase at all in 2010 and increased only 1.2 percent this year, to \$18,530 per year.

In accordance with the aforementioned minimum wage statute, we are required on July 1, 2011 to adjust the pay rates of all affected employees whose current rates fall below the new annual Federal Poverty Guideline of \$18,530. We also are in the process of submitting emergency rules to raise the minimum rates of pay bands A through E of the classified pay structure, since those minimums are currently below the new Federal Poverty Guideline of \$18,530.

OSF/CORE has indicated they will make the necessary adjustments to pay rates for all eligible full-time salaried and hourly employees on July 2. A list of eligible employees will be sent to the affected agencies by Tuesday, June 28. Agencies will be responsible for validating the FTE for part-time salaried employees and manually entering transactions with a July 1, 2011 effective date if a pay rate change is warranted. OSF/CORE has requested that agencies with affected employees refrain from entering July transactions for those employees until after the July 2 update.

If you have additional questions or comments, please feel free to refer them to Everett Slavik, OPM Director of Compensation, at (405) 522-0123, or by email at [everett.slavik@opm.ok.gov](mailto:everett.slavik@opm.ok.gov).

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