

OPM 01-74

DATE: December 31, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **Executive Order 2001-38, State Agency Hiring Freeze
(Filed December 19, 2001)**

Governor Frank Keating issued Executive Order 2001-38 (December 19, 2001) effective January 1, 2002, extending the State agency hiring freeze on employment to December 31, 2002. This freeze continues to prohibit agencies from hiring new employees, transferring current employees, or rehiring former state employees without prior written approval from their respective Cabinet Secretary.

Please refer to the All Appointing Authorities memo, dated February 17, 1995, from Oscar Jackson, Office of Personnel Management, for specific guidelines concerning employment issues pertaining to this freeze.

An approved OPM-92 (Personnel Transaction Freeze Exception Request) must be used to document all personnel transaction exception requests for classified and unclassified/exempt positions. Additionally, an approved OPM-92 is required for new unclassified/exempt budget codes. The OPM-92 is available on the OPM website at http://www.opm.state.ok.us/html/misc_forms.htm.

Attachment: Executive Order 2001-38 (December 19, 2001)