OSCAR B. JACKSON, JR., ADMINISTRATOR
SECRETARY OF HUMAN RESOURCES

FRANK KEATING
GOVERNOR

STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"SERVING EQUAL OPPORTUNITY EMPLOYERS"

OPM 00-10

TO: All Appointing Authorities

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

RE: **Executive Order 99-33, Hiring Freeze and Professional and Personal Service Contracts (Filed December 29, 1999)**

Governor Frank Keating issued Executive Order 99-33 (December 29, 1999) effective January 1, 2000, extending the employment and the professional and personal services contract freeze to December 31, 2000. This freeze continues to prohibit agencies from hiring new employees, transferring current employees, rehiring former state employees or entering into certain professional or personal service contracts without previous 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.

A copy of the revised OPM-92 (revised 1-00) is attached and must be used to document all personnel transaction exception requests for classified and unclassified/exempt positions. Additionally, an approved OPM-92, Personnel Transaction Freeze Exception Request, is required for new unclassified/exempt budget codes. Agencies may duplicate the form as needed.

Please refer to the memorandums to Agency Directors, dated February 16 1995, from Tom Brennan, then Secretary of Administration, and Jack E. White, then Acting Secretary of Finance and Revenue, for specific guidelines on personal and professional services contracts.

Attachments:

1) Executive Order 99-33 (December 29, 1999)
2) OPM-92 (revised 1-00)

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Frank Keating
Governor

FILED
DEC 2 9 1999
OKLAHOMA SECRETARY OF STATE

EXECUTIVE DEPARTMENT

EXECUTIVE ORDER 99-33

I, Frank Keating, Governor of the State of Oklahoma pursuant to the authority vested in me by the provisions of Subsection D of Section 840-2.14 of Title 74 of the Oklahoma Statutes hereby order a state agency hiring freeze.

For purposes of this hiring freeze, each statewide elected official shall perform the duties of a Cabinet Secretary. These duties shall be accomplished in the same manner as other official actions by the elected officials.

This hiring freeze shall be implemented by all agencies in accordance with the following guidelines.

1. It is my direction that no audits of classified positions or reallocation of unclassified positions shall be initiated or conducted at the request of any agency unless specifically approved by the appropriate Cabinet Secretary.

2. All audits resulting from a classification grievance shall be exempt from the provisions of this Executive Order.

3. Except as specifically provided and authorized by this order, all affected state agencies are prohibited from:

a. hiring, reinstating, promoting, or accepting a transferred employee from another agency; and

b. entering into professional or personal services contracts if the total cost of which will exceed Two Thousand Five Hundred Dollars, or change orders thereto which exceed Two Thousand Five Hundred Dollars.

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4. Exceptions to this hiring freeze may be granted pursuant to special conditions as declared by the Chief Administrative Officer of any agency and approved by the appropriate Cabinet Secretary for that agency.

a. A Chief Administrative Officer shall submit a written request to the appropriate Cabinet Secretary stating the special conditions requiring the submission of the request.

b. Such request may be on forms provided by the Office of Personnel Management, the Office of State Finance, or the Department of Central Services. If an agency has an internal form regularly used by that agency which provides all the necessary information, that form may be used in lieu of the Office of Personnel Management, Office of State Finance, or the Department of Central Services forms if approved by the appropriate Cabinet Secretary.

c. The Cabinet Secretary shall indicate approval in writing of the submitted request for the granting of an exception to this hiring freeze.

d. All approved requests and approved Cabinet Secretary findings shall be maintained as an official record by either the Office of Personnel Management, the Office of State Finance, or the Department of Central Services in accordance with the Records Management Act. Any agency which does not submit personnel action requests for approval to the Office of Personnel Management, Office of State Finance, or Department of Central Services shall be responsible for maintaining this documentation.

5. The Administrator of the Office of Personnel Management, Director of the Office of State Finance, and Administrator of the Department of Central Services are hereby directed to develop and implement procedures necessary to carry out the provisions of this Executive Order.

6. The Director of the Office of State Finance is authorized to require Cabinet Secretaries to provide him with periodic accountings of their approvals and disapprovals of written requests for exceptions to this hiring freeze.

7. The Oklahoma Military Department shall not be required to comply with this order for hiring or personnel and contracts for which the department receives total federal government reimbursement.

Copies of the Executive Order shall be distributed to every state agency, board, and commission for immediate implementation.

The provisions of this Executive Order shall be effective January 1, 2000 and shall terminate December 31, 2000.

IN WITNESS WHEREOF, I, Frank Keating, Governor of the State of Oklahoma, set my hand and cause the Great Seal of the State of Oklahoma to be affixed this 29th day of December, 1999.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Attest:

Secretary of State