

|  |    |
|--|----|
| Hiring and Promotional Procedures.....   | 2  |
| I. Announcements.....  | 2  |
| A. Requests to Fill Positions .....  | 2  |
| B. Posting Notices.....  | 5  |
| II. Applicant Preferences and Eligibility.....   | 5  |
| A. Statutory Promotional Preferences.....  | 6  |
| B. First Preference (2-CO-1C-09-1).....  | 6  |
| C. Hiring/Promotion Preference .....   | 6  |
| D. Certification of Qualification for All Positions (5-ACI-1C-10, 4-APPFS-7B-04) .....                       | 6  |
| E. Hiring of Ex-Inmates/Offenders .....  | 6  |
| F. Additional Eligibility Requirements.....  | 7  |
| G. Recall from Reduction in Force [74 O.S. § 840-2.27C].....   | 8  |
| J. Priority Consideration for Reemployment [74 O.S. § 840-2.27C] .....                                       | 9  |
| III. Detail to Special Duty [Civil Service Rules 260:130-19-17].....   | 10 |
| A. Detail to Special Duty Not Required .....   | 10 |
| IV. Interview Process.....   | 11 |
| A. Responsibilities.....   | 11 |
| B. Interview Committee(s).....   | 13 |
| C. Conducting Interviews and Establishing Ratings .....  | 13 |
| D. Effective Date of Transfer .....  | 16 |
| V. Exceptions to the Interviewing Process .....  | 16 |
| A. Direct Appointments of Current Agency Employees .....   | 16 |
| B. Transfers/Demotions of Current Agency Employees .....   | 16 |
| C. Career Progression .....  | 16 |
| D. Limited Applicants .....  | 16 |
| E. Direct Hire Authority .....   | 17 |
| F. Recall from Reduction in Force .....  | 18 |
| VI. Retention of Records .....   | 18 |
| A. Time Limits .....   | 18 |
| B. Required Documentation.....   | 19 |
| VII. Career Progression (2-CO-1C-14) .....   | 19 |
| A. Affected Positions.....   | 19 |
| B. Qualifications.....   | 21 |
| C. Trial Period/Training Requirements .....  | 21 |
| D. Performance Management Process (PMP).....   | 21 |
| E. Discipline .....  | 21 |
| F. Review of Qualifications and Requirements .....   | 21 |
| G. Appointment to a Career Progression Position.....   | 21 |
| VIII. Trial Period (Civil Service Rules 260:130-19-30 and 74 O.S. § 840-4.12C, 2-CO-1C-15, 5-ACI-1C-12)..... | 21 |
| A. Trial Period .....  | 22 |
| IX. Part-Time Regular Employment (5-ACI-1C-13, 4-ACRS-2A-06) .....   | 23 |
| A. Part-Time Regular Employee .....  | 23 |
| B. Temporary/Contract Employee.....  | 23 |
| X. Employee Travel and Leave .....   | 23 |
| A. Travel .....  | 23 |
| B. Work Time .....   | 23 |
| XI. Prohibited Employment.....   | 23 |
| A. Definition .....  | 23 |
| B. Supervisory Restriction.....  | 24 |

|                            |           |         |                            |
|----------------------------|-----------|---------|----------------------------|
| Section-11 Human Resources | OP-110235 | Page: 2 | Effective Date: 06/22/2022 |
|----------------------------|-----------|---------|----------------------------|

C. Assignment/Appointment..... 24  
D. PREA..... 25  
XII. Distribution..... 25  
XIII. References ..... 25  
XIV. Action ..... 26  
    Referenced Forms ..... 27  
    Attachments..... 27

|  |  |         |                            |
|--|--|---------|----------------------------|
| Section-11 Human Resources                                 | OP-110235  | Page: 2 | Effective Date: 06/22/2022 |
| Hiring and Promotional Procedures                          | ACA Standards: 2-CO-1C-01, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-09-1, 2-CO-1C-10, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-15, 2-CO-1C-18, 2-CO-1C-19, 5-ACI-1C-07, 5-ACI-1C-08, 5-ACI-1C-10, 5-ACI-1C-11, 5-ACI-1C-12, 5-ACI-1C-13, 4-ACRS-2A-06, 4-ACRS-7B-04, 4-ACRS-7B-05, 4-ACRS-7E-03, 4-ACRS-7E-05, 4-ACRS-7E-06, 4-ACRS-7E-08, 4-APPFS-3A-02, 4-APPFS-3D-19, 4-APPFS-3E-03, 4-APPFS-3E-04, 4-APPFS-3E-07, 4-APPFS-3E-08, 4-APPFS-3E-09 |         |                            |
| Scott Crow, Director<br>Oklahoma Department of Corrections | Signature on File  |         |                            |

## Hiring and Promotional Procedures

The Oklahoma Department of Corrections (ODOC) may fill positions through the promotion, demotion, or lateral transfer of state employees or from certified lists maintained by the Office of Human Capital Management (HCM), according to applicable Civil Service Rules, laws, and these procedures. (2-CO-1C-01, 5-ACI-1C-11, 4-APPFS-3E-08, 4-APPFS-3E-09)

Except when otherwise noted, the appointments of employees into positions identified as exempt to the provisions of the Civil Service Act or temporary employee are not subject to these procedures.

No person in the selection process will be favored or discriminated against because of political or religious opinions or affiliations, race, creed, gender, color, age, national origin, or by reason of any physical handicap so long as the physical handicap does not render the employee unable to do the work for which employed. [74 O.S. § 840-2.9.A. & 954] (2-CO-1C-09, 4-ACRS-7E-05, 4-APPFS-3E-04)

### I. Announcements

#### A. Requests to Fill Positions

A facility/unit may announce a position to be filled if the position has been assigned to the agency’s full-time employee (FTE) matrix for that facility/unit, is vacant or the facility/unit has reason to anticipate such vacancy, and the position has been allocated and assigned to a job family and level in accordance with [OP-110260](#) entitled “Job Classification

Procedures.”

The facility/unit will complete the following through the designated human resources management specialist (HRMS) utilizing the electronic HCM-92 (E92) process to announce positions:

1. “Personnel Transaction Freeze Exception Request” with the following information included in the justification listed in the box titled “Special conditions requiring this exception:”
  - a. Type of request (fill, double fill, reallocate, reactivate, or direct hire);
  - b. Annualized impact of the budget;
  - c. Position funding status for current year fiscal year;
  - d. Primary responsibilities and duties;
  - e. Length of time position has been vacant. If longer than two months describe how responsibilities have been managed;
  - f. Number of positions authorized, number of positions filled, and number of positions vacant; and
  - g. Organization chart attached.
2. If the request is anything other than a request to fill a funded vacancy or allocate to a lower level in the same job family, the facility/unit will submit an approval request memorandum through the chain of command to the agency director before initiating the E92 process. Once the agency director approves the position, the signed memo will be attached to the E92.
3. If the request is to direct-hire, the individual’s resume and most recent Performance Management Process (PMP) (if applicable) will be attached to the memorandum requesting approval.
4. If the request is to reactivate a PIN, the appointing authority must include the following information in the memorandum requesting approval:
  - a. Purpose and responsibility of the requested position;
  - b. Length of time the position has been vacant;
  - c. Position of staff who has been performing the duties since the

vacated date;

- d. Reason or event that has changed to make this position necessary;
  - e. Indicate if the request is due to an operational directive or an operational change or philosophy;
  - f. Describe who will perform the required duties of the requested position if the request is denied;
  - g. Indicate if the requested position will result in a promotion through career progression. If so, indicate if the former position will be left vacant; and
  - h. Required Attachments
    - (1) "Position Description Questionnaire" ([DOC 110235A](#), attached);
    - (2) PMP accountability written with performance standards which are:
      - (a) Specific;
      - (b) Measurable;
      - (c) Attainable;
      - (d) Relevant; and
      - (e) Time-based.
    - (3) Detailed organizational chart.
5. If necessary, denials of requests to fill positions should include the following information:
- a. The basis for denial of a budgeted position (E92) for the current fiscal year; or
  - b. The basis for denial of a budgeted position (E92) that was filled, vacated, and subsequent request to fill is denied.
6. E-mail the "Job Announcement Request Form" ([Attachment I](#), attached) to the central Human Resources unit.

|                            |           |         |                            |
|----------------------------|-----------|---------|----------------------------|
| Section-11 Human Resources | OP-110235 | Page: 5 | Effective Date: 06/22/2022 |
|----------------------------|-----------|---------|----------------------------|

B. Posting Notices

All job vacancies shall be posted (Civil Service Rule 260:130-17-6 and 74 O.S. § 840-4.15 A). Each announced position will list a copy of the job descriptor. (2-CO-1C-07, 2-CO-1C-08, 4-ACRS-7E-08, 4-APPFS-3D-19)

The agency will post the “Applicant Information” sheet ([Attachment A](#), attached) notifying applicants of additional rights or requirements about the application process (e.g., reasonable accommodation, drug testing, and background investigation). (5-ACI-1C-07, 4-ACRS-7E-03, 4-APPFS-3E-03, 4-APPFS-3E-04)

1. Content of the job announcement [74 O.S. § 840-4.15A]:
  - a. The job class title and job family level of the vacancy or vacancies;
  - b. The pay band and salary range starting with the hiring rate for the job and ending with the maximum hiring rate of the pay band;
  - c. The anticipated number of vacancies;
  - d. The specific work location for the vacancy or vacancies;
  - e. The closing date and closing time of 11:59 p.m. Applications not submitted by the closing time on the closing date cannot be accepted;
  - f. Any additional factors the agency considers in filling the vacancy such as:
    - (1) Selective qualifications for education or experience that the HCM has approved in conjunction with a request for a certified list;
    - (2) Preferred qualifications for the job which exceed the minimum or are in a specialized area (e.g., college degree for correctional case managers or unit managers); or
    - (3) Demonstration of specific skills (e.g., submission of a writing sample).

II. Applicant Preferences and Eligibility

A. Statutory Promotional Preferences

The agency will give preference to:

1. Qualified agency applicants when the merit, ability, and capacity of employee applicants are relatively equal to that of outside applicants (74 O.S. § 840-4.16.1) (5-ACI-1C-10, 4-ACRS-7B-04); and
2. Seniority as a factor, when merit, ability, and capacity are relatively equal among agency applicants (74 O.S § 840-4.16.2).

B. First Preference (2-CO-1C-09-1)

Any qualified employee who has filed a workers' compensation claim and is eligible for first preference, in accordance with 74 O.S § 840-2.21.F., will be placed in any appropriate position under [OP-110345](#) entitled "Workers' Compensation Insurance."

C. Hiring/Promotion Preference

The agency will give preference to applicants with college degrees for the following positions:

1. Correctional case manager; and
2. Unit manager.

D. Certification of Qualification for All Positions (5-ACI-1C-10, 4-APPFS-7B-04)

Before appointment to any position, HCM will certify that the applicants meet the minimum qualifications for the position except when:

1. The promotion represents a career progression as defined in these procedures where the employee has obtained all experience required for the higher-level job in the lower-level job;
2. Minimum qualifications for career progression as defined in Section II. D. 1. item b. of this procedure will be submitted for certification to the central Human Resources unit using the "Application for Career Progression Promotion" ([Attachment C](#), attached).

E. Hiring of Ex-Inmates/Offenders

Ex-inmate/offender status will not prevent employment unless prohibited by law; however, the agency director's written approval is required before any ex-inmate/offender appointment. (2-CO-1C-10, 5-ACI-1C-08, 4-ACRS-7E-

06, 4-APPFS-3E-07)

F. Additional Eligibility Requirements

Following a conditional offer of employment and prior to entering on duty, applicants will meet the following requirements:

1. Pre-Employment Drug Testing

Applicants, including temporary employees, will meet any drug testing requirements in accordance with [OP-110603](#) entitled "Pre-Employment Drug Testing Program."

2. Background Investigations

Applicants, including temporary employees, are subject to a background investigation in accordance with [OP-110210](#) entitled "Background Investigations and Post Conditional Offer of Employment Testing." (2-CO-1C-18, 4-ACRS-7B-05, 4-APPFS-3A-02)

The unit head may give approval, in writing, for an applicant to enter on duty prior to the completion of a background investigation when exigent circumstances exist such as preventing the loss of the applicant for a critical position due to competing job offers. The employee will be provided written notice that they will be terminated if an unacceptable background investigation is returned.

3. Psychological Evaluation

Applicants for positions requiring peace officer certification by the Council on Law Enforcement Education and Training (CLEET) must undergo psychological evaluation using the MMPI, CPI, or other psychological instrument approved by CLEET and deemed "suitable" for such employment by a psychologist licensed by the State of Oklahoma (70 O.S. § 3311.E.1.c.).

a. The agency's contracted vendor will conduct all psychological evaluations of applicants for the new hire in accordance with the agency's contract for such testing.

b. The re-evaluation of any applicant found unsuitable is prohibited for at least one year (70 O.S. § 3311E.2.a).

4. Physical Exams

Affected applicants must meet requirements for physical exams in accordance with [OP-140116](#) entitled "Employee/Applicant Physical Examinations and Medical Screenings." (2-CO-1C-19)

G. Recall from Reduction in Force [74 O.S. § 840-2.27C]

Consistent with any displacement limits described in the agency's reduction-in-force plan, permanent employees who are removed from a job family level as a result of a reduction in force will be eligible for recall to the job family level from which removed for 18 months after the effective date of separation or demotion.

1. If there are persons eligible for recall to a job family level, an appointing authority may not appoint or reclassify persons to the job family level from the employment register by internal action such as promotion or reinstatement or from a priority reemployment consideration roster. However, an appointing authority may reclassify an employee by involuntary demotion for cause to a job family level for which there is a recall list.
2. The salary of a recalled employee will be fixed at the rate of pay received immediately before the reduction in force. It will be adjusted according to any across-the-board increases for agency employees in that job family level made in the interim.
3. Affected employees who are reemployed by the agency as a result of a reduction in force less than one year after receiving severance benefits are required to repay such benefits. [74 O.S. § 840-2.27E.4.b.] Employees who accept voluntary out benefits in accordance with 74 O.S. § 840-2.28 will not be eligible for recall.
4. Individuals who are eligible for recall will be ranked in order of their retention points at the time the reduction-in-force implementation plan is posted, from high to low.
  - a. Retention points are calculated as one point for each full month of full-time service which is creditable for the longevity pay program.
5. Recall rights pertain only to the job family level from which an employee is removed in the agency that conducted the reduction in force. An individual has no right to be recalled to a specific position or to be recalled by any other agency.
6. The right of an individual to be recalled is forfeited if the person:
  - a. Submits a written notice to the agency that waives the right to be recalled;
  - b. Declines an offer of recall;
  - c. Fails to respond to a written inquiry from the appointing authority relative to an offer of recall within seven calendar days after the date of its mailing or four calendar days after the date of its delivery by personal service. The inquiry must



include the date and time by which the person must contact the appointing authority;

- d. Fails to report for duty within the time specified by the appointing authority, provided the person is given at least 14 calendar days; or
- e. Accepts an offer of recall.

7. The right of an individual to be recalled expires if the agency:

- a. Makes no appointments within the displacement area to the job family level within the 18 months after the effective date of the removal of the person from the job family level; or
- b. Does not reach the name of the individual on the recall list of a job family level within 18 months after the effective date of the removal of the person from the job family level.

8. If the agency conducts a reduction in force which requires the removal of permanent employees from a job family level for which there is already an unexpired recall list from a previous reduction-in-force, the names of the persons removed from the job family level will be merged with names already on the list based on retention points.

J. Priority Consideration for Reemployment [74 O.S. § 840-2.27C]

Permanent employees who have been separated as a result of an officially conducted reduction in force are eligible for priority reemployment.

To be placed on the priority reemployment consideration roster for a job family level, a person will apply to HCM and meet all requirements for the job. The job family level need not be announced for recruitment.

Employees who accepted severance benefits are eligible for priority reemployment consideration. Employees who are reemployed less than one year after receiving severance benefits by the agency from which they separated are required to repay such benefits. [74 O.S. § 840-2.27E.4.b] Employees who accept voluntary buy-out benefits will not be eligible for priority reemployment consideration.

1. Priority Reemployment Consideration Requirements

- a. Upon requesting a certificate of eligibles from the HCM, the appointing authority will also be provided a list of any persons appearing on the priority reemployment consideration roster for the appropriate job family level. The appointing authority will give such persons' priority consideration for reemployment and may appoint any person whose name appears on such list.

- b. An appointing authority may make an initial appointment from a certificate of eligibles, only after certifying in writing to the HCM that all persons whose names appear on the priority reemployment consideration roster for the job family level were first given priority consideration for reemployment. This requirement does not mandate the appointment of a person from a priority reemployment consideration roster and does not apply to internal appointments and actions, such as promotions and reinstatements.
  2. The entrance salary of persons appointed from a priority reemployment consideration roster will be fixed in accordance with [OP-110340](#) entitled "Employee Compensation."
  3. The eligibility of an individual to remain on any priority reemployment consideration roster and to be given priority consideration for reemployment will expire 18 months after separation as a result of a reduction in force. It is the responsibility of the person to maintain a current address with the HCM. A person's eligibility will also be forfeited upon:
    - a. Declination of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed, located in a county in which the person has indicated a willingness to work;
    - b. Acceptance of an offer of reemployment to a job having the same or higher rate of pay than the job from which removed;
    - c. Failure to report for duty within the time specified by the appointing authority; provided the person is given at least 14 calendar days;
    - d. Recall to the job family level from which removed; or
    - e. Failure to meet any of the requirements for the job.

### III. Detail to Special Duty [Civil Service Rules 260:130-19-17]

When the services of a state employee are temporarily needed in a job family or level other than the one to which the employee is regularly assigned, the employee may be detailed to special duty, at the discretion of the facility/unit head, to perform the duties of the job to which temporarily assigned.

An employee may not be placed on detail to special duty more than 12 months in any 36-month period.

#### A. Detail to Special Duty Not Required

Detail to special duty is not required when:

1. An employee is temporarily assigned duties of another job for a period of less than 60 days in any 12-month period; or
2. An employee is temporarily performing such duties as part of a return-to-work program as a result of a work-related illness or injury, regardless of whether that period exceeds 60 days in any 12-month period. Such temporary placement will not exceed six months and will not count toward the 12-month limit.

#### IV. Interview Process

Positions will be filled using the interview process outlined in this procedure.

##### A. Responsibilities

###### 1. Employees/Applicants

In order to be considered for an announced position, an applicant must:

- a. Go to <https://jobapscloud.com/ok/default.asp> to submit their application for the position for which they are interested in applying and ensure that all pertinent information is listed on the application at the time of submission. The application can only be submitted once per announcement.
- b. Provide a copy of the latest completed performance evaluation to the interview committee at the time of the interview; and
- c. Be available for interview at the scheduled date and time.
- d. Pursuant to Title 21 O.S. Section 358 and 359, it is unlawful for any person applying for employment with the State of Oklahoma to make a materially false, fictitious or fraudulent statement or representation on an employment application, knowing such statement or representation to be materially false, fictitious or fraudulent. Any person found guilty of violating this title will be guilty of a misdemeanor punishable by a fine not exceeding \$1,000.00, or by imprisonment in the county jail for a term not exceeding one year, or by both such fine and imprisonment.
- e. No resume submitted before the date of any internal posting is required to be considered.

###### 2. Human Resources Management Specialist (HRMS)

Once the announcement has closed, the HRMS is responsible for the following:

- a. Receiving the list of applicants from the central Human Resources unit and scheduling applicants for interview;
- b. If applicable, requesting certified lists and ensuring that:
  - (1) Letters are sent to all veterans who have been certified through the Office of Veterans Placement.
- c. Completing the race, gender and DOB section of the applicant tracking form after the interview committee makes a selection;
- d. Notifying all applicants not extended an invitation to interview;
- e. Maintaining interview files with all required documentation in accordance with these procedures; and
- f. Returning certified lists to the central Human Resources unit after the hiring decision has been made.

3. Appointing Authority or Designee

The appointing authority or designee will make the final selections for appointment and will ensure that:

- a. A committee and chairperson, who have completed agency training in the interview and selection process, are selected in accordance with this procedure;
- b. The interview questions and rating scales are developed in accordance with these procedures;
- c. A record of the final interview and selection process is made in accordance with these procedures; and
- d. Final applicants are notified of the result of the selection process.

4. Committee Chairperson

The chairperson will ensure that:

- a. All applications and performance evaluations are reviewed by the committee;
- b. Applicants are interviewed and rated, and a record of the interview and selection process is made in accordance with these procedures; and
- c. Applicants are notified of the results of the selection process.

5. Supervisors

Supervisors will ensure that employees seeking jobs with the agency or another state agency have performance evaluations on file with end dates within 12 months of any selection process.

B. Interview Committee(s)

Committee composition will meet the following guidelines:

1. Three to five members;
2. Each member must have completed agency training in the interview and selection process;
3. Each member must occupy a position assigned to a pay band or range equal to or higher than the position being hired;
4. Committee composition will represent staff diversity by including both male and female members and a member of an ethnic minority (Black, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native); and
5. No member may be a relative of, residing in the same household as, or in a domestic relationship with any applicant.

C. Conducting Interviews and Establishing Ratings

1. Developing Interview Questions and Rating Scales

Prior to conducting interviews, the questions and rating scales will be developed.

- a. Interview questions will be job-related and designed to elicit behavioral examples of an applicant's knowledge, skills, and abilities (KSA) pertinent to the position being hired.
- b. Applicants will not be asked if they own or possess a firearm (21 O.S. § 1289.27).
- c. The ratings scale will determine the interviewer's expectation for low, medium, and high rated responses.

2. Conducting Interviews

- a. The same questions will be asked of all applicants.
- b. No additional criteria for selection will be imposed during the interview unless its applicability can be established by an examination of the posting. Any required exercise, such as a writing sample, must be rated as though it were a response to

an interview question. A writing sample and ratings scale created by the central Human Resources unit will be used for correctional security officer I (cadet) interviews.

- c. Committee members will make a written record of the applicants' responses to the interview questions.

### 3. Rating Applicants

- a. Each committee member will rate each response to the Behaviorally Anchored Rating Scale (BARS) questions zero through five when compared to the pre-established rating scale of: low (0-1), medium (2-3), and high (4-5) responses.

- b. Performance evaluations will be rated by the committee as a whole, and one score (0-1) will be determined for each applicant.

- (1) Applicants for whom performance evaluations are not available (non-state employees, state employees from other state agencies for whom no evaluations were provided, or former state employees where records could not be located) will receive a score of zero.

- (2) Applicants with a rating of "meets" or "exceeds" standards will receive one point.

- c. Any applicant who possesses a preferred qualification, which was posted on the job announcement, will receive two points.

- d. The scores for each applicant will be totaled and listed on the "Applicant Tracking Worksheet" ([Attachment D](#), attached).

- e. Any applicants with tie scores will be ranked in the order of their seniority with the agency.

- f. Any agency employee whose score was tied with an applicant from outside of the agency will be ranked above the outside applicant.

- g. The appointing authority may proceed with appointment without further interviews based on the results of the initial interview.

### 4. Second Interviews

The appointing authority or designee may conduct interviews of the recommended applicants.

- a. Interview questions and rating scales will be developed.

- b. A written record of responses will be made.
- c. Responses will be scored zero through five and totaled.
- d. Seniority will be a factor in the event of a tie score among agency applicants and current agency employment will be a factor in the event of a tie score with an outside applicant.
- e. The appointing authority may review the applicants' personnel file and seek reference and verification information from previous employers or supervisors.
- f. The appointing authority will consider any incidents of sexual harassment in determining whether to hire or promote any applicant/employee. [PREA Standards 115.17(b)]
- g. The appointing authority may make an appointment based on any relevant factors as listed above.
- h. The appointing authority is not required to make any appointment, and may elect to keep a position vacant, re-announce the position, or fill the position through an alternative means such as the lateral transfer or demotion of an agency employee.
- i. The appointing authority may request any other trained employees to assist in the conduct of final interviews.

#### 5. Confirmation Interviews

A confirmation interview is a discretionary interview of an applicant after they have been selected by the position's appointing authority. The confirmation interview may be conducted by the agency director or any member of the agency director's senior staff for determining whether the finalist is suitable for the position selected by the appointing authority and has the requisite skills to meet organizational objectives. The utilization of this process will be determined prior to the initial interview process of the position and will be publicly notated on the job announcement.

Such interviews will adhere to the following requirements/guidelines:

- a. The interviewer will establish KSAs, questions and a Behaviorally Anchored Rating Scale (BARS) for the interview process and record the applicant's/finalist's responses;
- b. The record of the KSAs, questions, BARS, responses and interviewer's decision will be signed, dated, and placed in the interview file;
- c. The BARS will use a pass/fail rating scale rather than the 0-5

numerical rating scale; and

- d. Applicants may be denied appointment to the position when:
  - (1) Failing to receive a passing rating on any interview question(s); and/or
  - (2) The interviewer can articulate in writing a business related, non-discriminatory reason, such as information from past supervisors or references that supports the conclusion that the applicant is not suitable for the position or does not have the requisite skills to meet organizational objectives.
- e. In the event the applicant is not confirmed, the position will be re-announced.

D. Effective Date of Transfer

- 1. An employee is deemed to vacate their current position in good standing by providing a two-week notice upon selection for promotion, transfer, or voluntary demotion to another facility/unit.
- 2. Supervisors or unit heads are not authorized to deny or delay the transfer of any employee; however, an effective date of other than 14 calendar days from the date of notification may be approved with the agreement of both the receiving and sending facility/unit head.

V. Exceptions to the Interviewing Process

A. Direct Appointments of Current Agency Employees

Appointing authorities may elect to announce and conduct interviews in accordance with this procedure for positions only available to current agency employees or make a direct appointment, with the written approval of the agency director.

B. Transfers/Demotions of Current Agency Employees

A vacant position may be filled with or without announcement, and with or without interviews, through the transfer or demotion of a qualified agency employee.

C. Career Progression

Positions that are designated by this procedure as career progression will not be subject to the requirements for announcement and interview.

D. Limited Applicants

- 1. The appointing authority may appoint an applicant without an



interview when:

- a. The number of applicants is equal to or less than the number of vacancies and there are no veterans on the applicant list; and
- b. The applicant does not have an overall rating less than “meets standards” on a performance evaluation within the last 12 months.

E. Direct Hire Authority

Positions filled in accordance with a properly executed contract for direct hire authority with HCM will utilize the processes outlined below.

1. Correctional Security Officer I

- a. Applicants will apply via the JobAps system by completing an online application and willingness evaluation. Formal interviews are not required; however, facilities may designate staff to meet with interested applicants. All veterans must be offered an interview or meeting with designated staff.
- b. The central Human Resources unit will provide facilities with a writing assessment tool which will be utilized to collect a writing sample from each cadet. Following satisfactory completion of a writing sample, selected applicants may be given a conditional offer of employment.
- c. Applicants will be referred for a pre-employment physical exam and drug test, in accordance with [OP-140116](#) entitled “Employee/Applicant Physical Examinations and Medical Screenings” and [OP-110603](#) entitled “Pre-Employment Drug Testing Program.” An NCIC records check will be completed by the hiring facility.
- d. Applicants who pass the physical exam, drug test and NCIC check may be extended a conditional offer of employment by the facility. A full background investigation will be completed in accordance with [OP-110210](#) entitled “Background Investigations and Post Conditional Offer of Employment Testing.” Any employee who does not pass the background investigation will be immediately discharged.

2. Licensed Practical Nurse I/II, Registered Nurse I/II/III, Patient Care Assistant II (Certified Medication Aide)

- a. Applicants will apply via the JobAps system. If there is more than one ODOC employee/applicant for an approved position, the interview process must be followed. All veterans will be interviewed. The correctional health services administrator

(CHSA) will review the applications received from the central Human Resources unit to see if they qualify and to determine the level for which the employee will qualify.

- b. Applicants will be referred for a pre-employment physical exam and drug test in accordance with [OP-140116](#) entitled "Employee/Applicant Physical Examinations and Medical Screenings." A background investigation will be completed by the hiring facility in accordance with [OP-110210](#) entitled "Background Investigations and Post Conditional Offer of Employment Testing." An NCIC records check will be completed by the hiring facility.
- c. Applicants who pass the physical exam and NCIC check may be extended a conditional offer of employment by the facility. A full background investigation will be completed in accordance with [OP-110210](#) entitled "Background Investigations and Post Conditional Offer of Employment Testing." Any employee who does not pass the background investigation will be immediately discharged.

### 3. Food Service Specialist II/III/IV

- a. Applicants will apply via the JobAps system. If there is more than one ODOC employee/applicant for an approved position, the interview process must be followed. All veterans will be interviewed. The central Human Resources unit will review the applications to determine qualifications.
- b. Applicants will be referred for a pre-employment physical exam and drug test in accordance with [OP-140116](#) entitled "Employee/Applicant Physical Examinations and Medical Screenings." A background investigation will be completed in accordance with [OP-110210](#) entitled "Background Investigations and Post Conditional Offer of Employment Testing."
- c. Applicants who pass the physical exam and background investigation will be hired by the facility/unit.

### F. Recall from Reduction in Force

Positions filled in accordance with Section II. item J. of this procedure will not be subject to the requirements for announcement and interview.

## VI. Retention of Records

### A. Time Limits

The facility/unit will retain documentation for any hiring or promotional process in a confidential file for two years following an appointment or the

conclusion of any legal action concerning the appointment. The facility/unit will also retain the selected applicant's documentation in a confidential file by the facility/unit. All documentation will then be processed in accordance with [OP-020202](#) entitled "Management of Office Records."

B. Required Documentation

The following documentation of the selection process will be retained:

1. A copy of the job announcement (if applicable);
2. Copies of all applications and any other documentation that was submitted;
3. All submitted performance evaluations;
4. A list of all KSAs, interview questions, and ratings scales (BARS) used during first and final interviews;
5. All interviewers' records of the responses to interview questions made by applicants;
6. A completed "Applicant Tracking Worksheet" ([Attachment D](#), attached);
7. A copy of the completed/coded HCM certificate (if applicable);
8. A copy of the approved E92; and
9. Approval to hire applicant from the not-qualified certificate (if applicable).

VII. Career Progression (2-CO-1C-14)

A. Affected Positions

The agency's career progressions include the following:

1. Accountant I to Accountant II;
2. Accountant II to Accountant III;
3. Accounting Technician I to Accounting Technician II;
4. Alcohol and Drug Counselor I to Alcohol and Drug Counselor II;
5. Contracting and Acquisitions Agent I to Contracting and Acquisitions Agent II;
6. Contracting and Acquisitions Agent II to Contracting and Acquisitions Agent III;

7. Correctional Case Manager I to Correctional Case Manager II;
8. Correctional Case Manager II to Correctional Case Manager III;
9. Correctional Security Officer I to Correctional Security Officer II;
10. Correctional Security Officer II to Correctional Security Officer III;
11. Correctional Training Officer I to Correctional Training Officer II;
12. Dental Care Assistant I to Dental Care Assistant II;
13. Food Service Specialist I to Food Service Specialist II;
14. Food Service Specialist II to Food Service Specialist III;
15. Food Service Specialist III to Food Service Specialist IV;
16. Fugitive Apprehension Agent I to Fugitive Apprehension Agent II;
17. Fugitive Apprehension Agent II to Fugitive Apprehension Agent III;
18. Human Resources Management Specialist I to Human Resources Management Specialist II;
19. Human Resources Management Specialist II to Human Resources Management Specialist III (this career progression applies only to those positions within the agency's central Human Resources unit or at facilities/units with a single HRMS position);
20. Institutional Farms Manager I to Institutional Farms Manager II;
21. Institutional Farms Manager II to Institutional Farms Manager III;
22. Linen and Clothing Specialist I to Linen and Clothing Specialist II;
23. Linen and Clothing Specialist II to Linen and Clothing Specialist III;
24. Linen and Clothing Specialist III to Linen and Clothing Specialist IV;
25. Licensed Practical Nurse I to Licensed Practical Nurse II;
26. Patient Care Assistant I to Patient Care Assistant II;
27. Probation and Parole Officer I to Probation and Parole Officer II;
28. Probation and Parole Officer II to Probation and Parole Officer III;
29. Registered Nurse I to Registered Nurse II; and

## 30. Registered Nurse II to Registered Nurse III.

B. Qualifications

Applicants must meet all minimum requirements established for the level to which they are promoting.

The central Human Resources unit will certify job qualifications utilizing the "Application for Career Progression Promotion Documentation of Minimum Requirements" form ([Attachment C](#), attached) unless the qualifying experience for the next level was obtained other than in a lower level in the same job family.

C. Trial Period/Training Requirements

Applicants must have successfully completed the initial trial period and any training requirements for the current job prior to promoting to the next level.

D. Performance Management Process (PMP)

Applicants for career progression must have demonstrated job proficiency in the current job as evidenced by an overall rating of "meets standards" or "exceeds standards" on a performance evaluation whose end date falls within the 12 months preceding career progression to the next level.

E. Discipline

Career progression applicants must not have had any formal disciplinary action taken in the 12 months prior to approval of the career progression. This requirement may be waived at any time during the first 12 months of employment of a correctional security officer I by completing the "Waiver of Trial Period Checklist" ([Attachment E](#), attached) and ending the officer's trial period.

F. Review of Qualifications and Requirements

Employees will be promoted at any time once all of the requirements listed above are met. In the event the rating on the PMP does not meet or exceed standards, the employee will be re-evaluated when there is a minimum of three months of performance, following the last end date, to evaluate.

G. Appointment to a Career Progression Position

Applicants seeking appointment to a position designated as a career progression position will be appointed to the highest level for which they qualify.

VIII. Trial Period (Civil Service Rules 260:130-19-30 and 74 O.S. § 840-4.12C, 2-CO-1C-15, 5-ACI-1C-12)

A. Trial Period

1. All individuals who have been initially hired as a state employee will be required to be in a trial period for up to one year.
2. All Appointments to Correctional Security Officer I

The remainder of the trial period will be waived for correctional security officer I and promotion to correctional security officer II effective immediately upon satisfaction of the following requirements:

- a. Successful completion of the first six months;
- b. Completion of all training requirements; and
- c. Completion of a performance evaluation with a rating of at least "meets standards."

The facility/unit must complete and submit the "Waiver of Trial Period Checklist" ([Attachment E](#), attached) when effecting a transaction to promote a correctional security officer I to a correctional security officer II.

3. Adjustments to the Trial Period

The trial period may not be extended. [Civil Services Rule 260:130-19-30] However, if a trial employee is absent from work in excess of 30 non-continuous working days, the trial period shall be adjusted by the number of working days the trial employee was absent. The employee will be notified at the earliest date that the trial period is to be adjusted. Upon the employee's return to work, notification of such adjustment will be provided to the employee and HCM, and will include the adjusted date of the final working day of the trial period [Civil Service Rule 160:130-19-32].

4. Personnel Transactions (HCM-14)

An HCM-14 which indicates the final working day of the trial period will be completed and submitted to the central Human Resources unit:

- a. At any time the trial period is adjusted; and
- b. At any time the remainder of the trial period is waived ("Waiver of Trial Period Checklist," [Attachment E](#) (attached), required)

5. Performance Management Process

Each employee will be rated at least 30 days prior to the end of the trial period. [ 74 O.S. §840-4.17]

## 6. Termination of Trial Period Appointment

Any employee may be terminated from employment during the trial period or an adjustment of the trial period without the right of a complaint. [Civil Service Rule 260:130-19-31; 74 O.S. §840-4.13(D)]

## IX. Part-Time Regular Employment (5-ACI-1C-13, 4-ACRS-2A-06)

### A. Part-Time Regular Employee

Part-time regular employment must be, at a minimum, 1000 hours per year or 50% of a full-time work schedule. The HCM-14 for part-time employment must state both the percentage of time to be worked and the number of hours that that represents in the normal work period.

### B. Temporary/Contract Employee

Any employee or applicant hired to work less than 1000 hours per year or less than 50 percent of each work period may not be a regular employee but may be hired as either a 999-temporary employee or a contract employee.

Due to overtime requirements, employees who work full-time for another state agency cannot be employed by ODOC as a temporary or part-time employee in a non-exempt position (refer to [OP-110305](#), [Attachment A](#), for a complete listing of non-exempt job titles).

## X. Employee Travel and Leave

### A. Travel

Employees who seek promotional opportunities are not eligible for travel reimbursement; however, the facility/unit may permit an employee the use of a state vehicle for the purpose of interviewing for agency positions.

### B. Work Time

Employees may interview on work time for agency positions during regularly scheduled work hours. Employees must provide sufficient advance notice to their supervisors so that any absence will not be disruptive to the continuance of work.

Any employee interview time which occurs outside assigned working hours, on a regularly scheduled day off, while on previously scheduled leave, or for any position outside of the agency, will not be considered work time.

## XI. Prohibited Employment

### A. Definition

1. Executive/Senior staff - staff responsible for the management of a

division with specific units/facilities under their chain of command (e.g., chiefs, General Counsel, Inspector General, and administrators/staff who report directly to the agency director).

2. Facility/unit head - staff with responsibility of the direction and control of a unit/facility, to include staff within the facility/unit (e.g., warden, facility administrator).
3. Supervisor - responsible for overseeing and directing and/or exercising any degree of supervision or authority of employees and/or a function or activity within a unit or the agency (e.g., unit supervisor (i.e., deputy warden, chief of security, quartermaster, property and leases, etc.)).
4. Immediate Supervisor - the employee or officer on the next higher level of authority above the employee within a unit/department' normally assigns and supervises employee's work/activity, approves work time and evaluates performance of assigned employees. (e.g., someone who directly supervises an employee(s), unit manager, captain, lieutenant, sergeant, etc.)
5. Relative - "relative" is defined as spouse/domestic partner, and whether by blood, adoption, marriage or domestic partnership, a child, parent, sibling, aunt, uncle, niece, nephew, or first cousin to include any in-law, foster, step, half, and grand relationships; any relative residing in the same household; or any person with whom the employee has a domestic relationship.

**B. Supervisory Restriction**

Employment of any person in a position, which results in the immediate supervision by a relative, is prohibited.

As defined above, the immediate supervisor, supervisor, and facility/unit head shall not occupy a supervisory position in the "chain of command" regarding any employee considered a "relative."

Executive/Senior staff will ensure hiring of "relatives" shall be at a minimum of two levels removed within the chain of command, and the executive/senior staff will not have direction or control over the relatives work and are not part of the relative's evaluation process.

**C. Assignment/Appointment**

It is the general policy of ODOC not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or family status. Notwithstanding ODOC reserves the right to:

1. Assign or re-assign the duty stations and work assignments of employees who are or become relatives, as necessary.



2. Refuse to appoint a person to a position wherein their relationship to another employee has the potential for creating an adverse impact on supervision, safety, security, morale or involves a potential conflict of interest.

D. PREA

The Prison Rape Elimination Act (28 CFR §115.17) prohibits the agency from hiring, promoting, or contracting with anyone who:

1. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
2. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
3. Has been civilly or administratively adjudicated to have engaged in the activity described above.

XII. Distribution

A copy of this procedure will be filed with HCM and available through the facility/unit and central human resources offices for review by employees [74 O.S. § 840-4.15].

XIII. References

Policy Statement P-110100 entitled "Uniform Personnel Standards"

OP-020202 entitled "Management of Office Records"

OP-110210 entitled "Background Investigations and Post Conditional Offer of Employment Testing"

OP-110260 entitled "Job Classification Procedures"

OP-110305 entitled "Overtime Pay and Compensatory Time"

OP-110340 entitled "Employee Compensation"

OP-110345 entitled "Workers' Compensation Insurance"

OP-110603 entitled "Pre-Employment Drug Testing Program"

OP-140116 entitled "Employee/Applicant Physical Examinations and Medical Screenings"

21 O.S. § 358 and 359 and § 1289.27

28 CFR §115.17

42 U.S.C. 1997

70 O.S. § 3311

74 O.S. § 840-2.9.A, 2.21.F, 2.27C, 2.27E.4.b, 2.28, 4.12(C) and (E), 4.13D, 4.15A, 4.16.1 and 2, 4.17 and 954

Civil Service Rules 260:130-17-6, 130-19-7, 130-19-30, 130-19-31, 130-19-32

Section 840 2.1 of the Oklahoma Personnel Act

#### XIV. Action

The facility/unit head is responsible for compliance with this procedure.

The chief administrator of Human Resources is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-110235 entitled "Hiring and Promotional Procedures" dated June 22, 2021

Deleted: OP-110235 Revision-01 dated July 21, 2021

Deleted: OP-110235 Revision-02 dated October 15, 2021

Distribution: Policy and Operations Manual  
Agency Website

| <u>Referenced Forms</u>     | <u>Title</u>                         | <u>Location</u> |
|-----------------------------|--------------------------------------|-----------------|
| <a href="#">DOC 110235A</a> | “Position Description Questionnaire” | Attached        |

| <u>Attachments</u>           | <u>Title</u>            | <u>Location</u> |
|------------------------------|-------------------------|-----------------|
| <a href="#">Attachment A</a> | “Applicant Information” | Attached        |

|                              |  |          |
|------------------------------|--|----------|
| <a href="#">Attachment C</a> | “Application for Career Progression Promotion Documentation of Minimum Requirements” | Attached |
|------------------------------|--|----------|

|                              |                                |          |
|------------------------------|--------------------------------|----------|
| <a href="#">Attachment D</a> | “Applicant Tracking Worksheet” | Attached |
|------------------------------|--------------------------------|----------|

|                              |                                    |          |
|------------------------------|------------------------------------|----------|
| <a href="#">Attachment E</a> | “Waiver of Trial Period Checklist” | Attached |
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|                              |                                 |          |
|------------------------------|---------------------------------|----------|
| <a href="#">Attachment I</a> | “Job Announcement Request Form” | Attached |
|------------------------------|---------------------------------|----------|

|                              |   |                           |
|------------------------------|---|---------------------------|
| <a href="#">Attachment B</a> | “Application for Employment Cover Letter” | <a href="#">OP-110210</a> |
|------------------------------|---|---------------------------|

|                              |                          |                           |
|------------------------------|--------------------------|---------------------------|
| <a href="#">Attachment A</a> | “Job Family Level Guide” | <a href="#">OP-110305</a> |
|------------------------------|--------------------------|---------------------------|