

Uniform Personnel Standards	1
I. Personnel Administration Rules and Civil Service and Human Capital Modernization Rules of Employment	1
II. Equitable Administration	1
III. Code of Conduct.....	1
IV. Benefit and Compensation Administration	2
V. References.....	2
VI. Action	2

Section-11 Human Resources	P-110100	Page: 1	Effective Date: 06/01/2022
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		Signature on File	

Uniform Personnel Standards

The Oklahoma Department of Corrections (ODOC) creates and administers procedures to ensure the agency’s human resources practices comply with all applicable state and federal laws. These procedures establish a professional and ethical standard for the recruitment, selection, retention, promotion of qualified individuals, and guide the appropriate management of employee services, benefits, and relations. (2-CO-1C-01, 2-CO-1C-24)

I. Personnel Administration Rules and Civil Service and Human Capital Modernization Rules of Employment

The agency’s human resources procedures and practices adhere to the Oklahoma Personnel Act, Personnel Administration Rules, and Civil Service and Human Capital Modernization Rules pertinent to the rights and responsibilities of employees, supervisors, and applicants for employment. (2-CO-1A-29, 2-CO-1C-03, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-13, 2-CO-1C-14)

II. Equitable Administration

The agency equitably administers and enforces procedures, ensuring they are practiced with consistency and support a non-discriminatory work environment and equal employment opportunity. The agency employs and promotes qualified staff based on merit, ability, and capacity. In addition, the agency ensures that employees can access the State Employee Dispute Resolution Program consistent with applicable law and rules. (2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-09, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-14)

III. Code of Conduct

The agency adheres to professional and ethical standards that will govern its relationships with the public, employees, and inmates/offenders; promotes a safe and humane work environment; affords courteous and respectful treatment; requires diligent performance; and responsible use of state resources. The agency

establishes and enforces rules consistent with such standards. (2-CO-1A-29, 2-CO-1C-04, 2-CO-1C-14, 2-CO-1C-24)

IV. Benefit and Compensation Administration

The agency adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule. (2-CO-1B-11, 2-CO-1C-05)

V. References

74 O.S. § 840 et seq.

Oklahoma Personnel Act

Personnel Administration Rules and Civil Service and Human Capital Modernization Rules

VI. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement P-110100 entitled "Uniform Personnel Standards" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website