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## HCM 19-04

Merit Rule 260:25-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 260:25-17, Part 9, **Mandatory Supervisory Training. The worksheet is for the period Jan. 1, 2018, through Dec. 31, 2018.**

Please complete the worksheet and return it by **April 1, 2019**, to [candis.ross@omes.ok.gov](mailto:candis.ross@omes.ok.gov).

If needed, Merit Rule 260:25-17-91 defines supervisory training.

Please use the worksheet to indicate primary reasons employees may not have met the training requirements. We use your responses to plan ways OMES Human Capital Management can help your supervisors meet these training requirements in the future.

**PLEASE NOTE:** Effective Nov. 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to **12 hours**, or **two days**, of supervisory-related training. However, new supervisors are required to obtain **24 hours**, or **four days**, of supervisory-related training within the first **12 months** of their appointment.

For assistance, please call Candis at 405-521-6330.

Please select the hyperlink below to access the worksheet:

[\*\*MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET\*\*](#)

Please email your responses by **April 1, 2019**, to [candis.ross@omes.ok.gov](mailto:candis.ross@omes.ok.gov).

### **Part 9. Mandatory Supervisory Training**

#### **260:25-17-95. Definitions**

The following words and terms, when used in this Part shall have the following meaning, unless the context clearly indicates otherwise:

**“Supervisory training”** means courses or training related to the effective performance of an agency manager or supervisor [74:840 3.1].

**“Twelve hours of training”** means the equivalent of two training days that include at least six hours of instruction a day. Twelve hours of training are also equivalent to 1.2 continuing education units (CEUs).

**“Twenty-four hours of training”** means the equivalent of four days that include at least six hours of instruction a day. Twenty-four hours of training are also equivalent to 2.4 continuing education units (CEUs).

#### **260:25-17-93. Supervisory training requirements**

(a) Beginning November 1, 1999, all supervisors shall complete 12 hours of supervisory training according to this Part each calendar year [74:840 3.1].

(b) Persons appointed to supervisory positions after November 1, 1999, shall complete 24 hours of supervisory training according to this Part within 12 months before or after assuming a supervisory position [74:840 3.1]. Supervisors shall complete training courses in the State of Oklahoma Performance Management Process and progressive discipline within the first 12 months of being appointed to a supervisory position.

(c) The appointing authority of each agency shall make sure each supervisory employee is notified and scheduled to attend required supervisory training and shall make time available for each supervisory employee to complete the training [74:840 3.1].

(d) Training courses conducted by employing agencies, public and private schools, and colleges and universities may count toward supervisory training requirements if the coursework meets the definition for supervisory training in 530:10 17 91.

#### **260:25-17-95. Supervisory training reporting requirements**

Employing agencies shall keep records of the training of all supervisory employees and shall submit reports of supervisory training to the Office of Personnel Management at the request of the Administrator.

#### **260:25-17-97. Reporting of training compliance**

Each spring, the Administrator will notify agencies of the method for reporting their level of compliance with these requirements for the previous calendar year. The Administrator shall provide a summary of the reports to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate.