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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		
Frank X. Henke, IV, Chair Oklahoma Board of Corrections	Signature on File		

Uniform Personnel Standards

The Oklahoma Department of Corrections (ODOC) creates and administers procedures which 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 and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations. (2-CO-1C-01, 2-CO-1C-24)

I. Merit System of Employment

The agency’s human resources procedures and practices adhere to the principles and guidelines of the Oklahoma Personnel Act and the Merit Rules for Employment 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’s procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. The agency employs and promotes qualified staff on the basis of merit, ability, and capacity. The agency ensures that employees have access to an internal grievance process 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 the 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

Merit System of Personnel Administration Rules, 260:25-1-1 et seq.

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 Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-110100 entitled "Uniform Personnel Standards" dated October 4, 2017

Distribution: Policy and Operations Manual
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