



DENISE NORTHRUP
DIRECTOR

DANA WEBB
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 19-02

Date: January 10, 2019

To: All Appointing Authorities

From: Dana Webb, HCM Administrator

Re: Changes to Classification Manual and Action/Reason Guide

The Office of Management and Enterprise Services is responsible for approving personnel transactions for classified and unclassified positions within Merit System agencies. Additionally, OMES is responsible for tracking, monitoring and reporting on positions and employee transactions of executive branch agencies, excluding institutions of the System of Higher Education.

Our primary goal is to create a process that will make things more transparent and produce accurate data. It is becoming increasingly apparent our ability to provide data is insufficient. Explaining the purpose of particular codes or the reason some employees received increases in pay and others did not when the same code is used is already an arduous task, but it is made more difficult with the way the codes are currently set up and used. We want to make current practices cleaner and more transparent by creating clearer codes. **Effective Jan. 1, 2019, HCM has decided to make the following changes to the reason codes:**

The changes to the classification manual include, but are not limited to:

1. Added additional termination codes with definitions.
2. Updated the statute for A09.
3. Removed "and other" from C39.
4. Removed C45 "Unclassified," as this reason is only to be used for classified positions.
5. Removed reason code C13 "Extend Detail/Unclassified Temp Detail to Special Duty," as this reason code is no longer needed.
6. A few other small clarifications.

OMES believes the changes will produce more transparent data that is better for reporting. Additionally, an updated classification manual will be available soon, but for now you can use the attached Reason Code Quick Reference Guide.

If you have questions or concerns about the new changes, please contact your agency's OMES classification and compensation liaison or by calling 405-521-2177.

- [HCM Reason Code Quick Reference Guide.docx](#) |

