



OKLAHOMA
Office of Management
& Enterprise Services

AAA MEMO: HCM 21-03

Date: March 30, 2021

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**. This [mandatory supervisory training worksheet](#) is for the period Jan. 1, 2020, through Dec. 31, 2020.

Please complete [the worksheet](#) and return it by **April 30, 2021**, to:

Human Capital Management
Office of Management and Enterprise Services
Attention: Candis Ross
Email: slstraining@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 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** of supervisory-related training. However, new supervisors are required to obtain **24 hours** of supervisory-related training within the first **12 months** of their appointment.

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

Title 260. Office of Management and Enterprise Services

Chapter 25. Merit System of Personnel Administration Rules

Subchapter 17- Performance Evaluation and Career Enhancement Programs

Part 9. Mandatory Supervisory Training

260:25-17-91. Definitions

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

"One hour of training" means one (1) hour of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction, assignments, or assessments that support the stated learning outcome. The Administrator shall develop a standard for assessing and assigning hours to learning content.

"Online learning format" means any live or self-paced learning content delivered remotely using online technology.

"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 twelve (12) hours of learner interaction with no more than six (6) hours spent on online learning formats. Twelve hours (12) of training are also equivalent to 1.2 continuing education units (CEUs).

"Twenty-four hours of training" means twenty-four (24) hours of learner interaction with no more than twelve (12) hours spent on online learning formats. Twenty-four (24) 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 260:25-17-91.

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 Human Capital Management Division at the request of the Administrator of the Human Capital Management Division.

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.