



OKLAHOMA
Office of Management
& Enterprise Services

AAA Memo: HCM 2022-03

Date: Jan. 27, 2022

To: All Appointing Authorities

From: Jake Smith, HCM Administrator

Re: FAQs regarding executive order to allow state employees to substitute teach in Oklahoma schools

Gov. Kevin Stitt issued an executive order that challenged all agency directors to create mechanisms that allow employees to serve as substitute teachers in the pertinent public schools as needed and determined by the state secretary of education.

Employees paid with 100% federal funding are not eligible to volunteer. However, the Office of Management and Enterprise Services requests that employees with eligibility and capacity to volunteer sign up through [this online form](#). All employees must obtain prior supervisor approval before signing up.

[Please see these FAQs, which also include guidance on Earn/TRC.](#)

If you have questions about the content of this memo, please email jacob.smith@omes.ok.gov.