



State of Oklahoma
Office of Management and Enterprise Services

HCM 13-05

DATE: May 21, 2013

TO: All Appointing Authorities

FROM: Michelle R. Day, Administrator, Division of Capital Assets Management/OMES
Lucinda Meltabarger, Administrator, Human Capital Management Division/OMES

SUBJECT: Low Water Pressure Forcing Closing of Certain Buildings in the State Capitol Complex

While so many are facing challenges even greater than ours as a result of the tornado, it has impacted our water supply and ability to keep restrooms open. We anticipate it will be another 6 to 8 hours before the supply will be restored and it will take some time beyond that for the pressure to build to proper operating levels. Therefore, as per the direction of Secretary Doerflinger, the below buildings are being immediately closed for the health and safety of employees and the general public and to preserve as much water pressure as we can for emergency response services.

Please note: personnel essential to maintain response services and agency specific essential personnel are requested to continue to provide services.

Affected Buildings:

Jim Thorpe
Department of Transportation
Sequoyah
Connors
Hodge
Will Rogers
Judicial Center
Denver Davison
Agricultural Building and Lab
Attorney General's Office
Department of Libraries
LEED
Banking Commission

Pursuant to Merit Rule 530:10-15-71, agencies in the Capitol complex affected by this situation shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. Agencies may call employees to return to their normal duties or respond to the demands of the situation as necessary.

The granting of administrative leave applies only to employees scheduled to work during the time period of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary employees, shall not be granted administrative leave in this circumstance.