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LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 16-04

Date: 3/4/2016

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Executive Order 2016-03, Signed February 24, 2016

This communication is provided to offer information and guidance to state agencies regarding Governor Mary Fallin's Executive Order 2016-03, which was signed and issued on February 24, 2016. This executive order will support the state's efforts in recruiting a qualified, diverse workforce. Furthermore, at a minimum, this order provides job applicants with a criminal history the opportunity to be considered during the initial application process "based upon their qualifications without the stigma of a conviction record."

Executive Order 2016-03 directs all state agencies to remove questions regarding convictions and criminal history from job applications; unless a felony conviction would automatically render an applicant not qualified or for sensitive governmental positions.

- This order does not prevent employers from inquiring of felony convictions during the interview process.
- This order does not prevent employers from conducting background checks into prospective employees.
 - Background checks may be conducted any time during the interview process.
- This order does not prevent employers from excluding convicted felons when required by law.
 - If your agency has a position that is required by law to exclude convicted felons, please provide documentation to your HCM Applicant Services liaison.

- This order shall not affect applications for sensitive governmental positions in which a criminal history would be an immediate disqualification and initial disclosure on such applications shall still be required.
 - If your agency has a position that is considered a “sensitive governmental position” and you would like to include questions regarding criminal history on the application, please provide a justification statement to your HCM liaison when requesting to open the position.

Note: All jobs opened by HCM after 2/24/2016 will be required to meet the provisions of Executive Order 2016-03.

Additionally, all jobs currently opened and online at <http://jobs.ok.gov/> will **NOT** need to be reopened to meet the requirements of Executive Order 2016-03.

If you have any questions or concerns, please contact the HCM Applicant Services staff. Patty Nelson: 405-522-3768, Melissa Jolly: 405-521-6310, or Alan Beall: 405-521-6306.

