



State of Oklahoma
Department of Central Services
Human Resources

HR Separation Report

A. Division: Facilities Management
 Name of Employee: [Redacted] Empl. ID: [Redacted]
 Position ID: [Redacted] Division Name: Office of Facilities Management
 Effective Date of Separation: 9-29-09
 Reason for Leaving: Resigned Discharged Retired Other
 Explain Reason: Breach of departmental policy.
 Last date of insurance coverage: _____
 Completed Performance Management Process (PMP) Date: _____
 Employee resigned in good standing (2 weeks notice) Yes No
 Person Completing Form: Esther Ward Date Form Completed: 9-29-09
 (All Group Health, Dental and Life Insurance coverage ceases the last day of the month in which you are physically on the job unless transferred to another state agency or you elect to continue coverage under the COBRA provision)

B. Property:

Action	Category	Yes	No	Date Returned/Completed
Completed by Division	Computer/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	
	Pager	<input type="checkbox"/>	<input type="checkbox"/>	
	Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	
	P/Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Phone Calling Cards	<input type="checkbox"/>	<input type="checkbox"/>	
	Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
	Keys/Security Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Remote Door Opener	<input type="checkbox"/>	<input type="checkbox"/>	
	Fuel Management Card	<input type="checkbox"/>	<input type="checkbox"/>	
	ID Badges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 Sep 09
	Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	
	Office Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Business Contact List	<input type="checkbox"/>	<input type="checkbox"/>	
	Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Completed by Human Resources	Information Systems Division	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	
	Payroll	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Ethics Liaison	<input type="checkbox"/>	<input type="checkbox"/>	
	Finance Department	<input type="checkbox"/>	<input type="checkbox"/>	
Audit Branch	<input type="checkbox"/>	<input type="checkbox"/>		

I certify that the items identified above represent all the Department of Central Services property entrusted to the above named employee and that said property has been returned.

[Signature]
Signature of Division Director

[Signature]
Signature of Supervisor

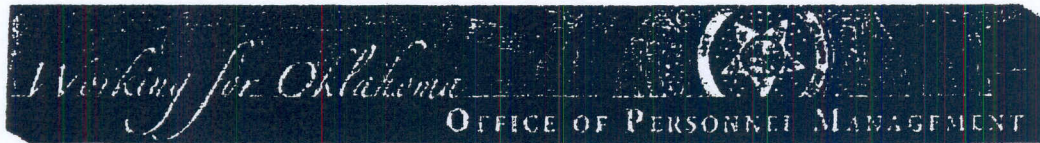
I certify that I have returned all the Department of Central Services property that was in my possession. I also acknowledge that I have received a copy of this form and that I understand that all group insurance benefits terminate on the date specified above unless transferred to another state agency or I elect to continue coverage under the COBRA provision.

[Signature]
Signature of Employee

29 Sep 09
Date

Signature of Human Resources

Date



Oklahoma Personnel Act
§74-840-5 through §74-840-5.24
Unofficial Compilation as of September 1, 2009

§74-840.5. Renumbered as § 840-2.12 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1. Unclassified service exempt from act except leave regulations.

Unless otherwise provided, offices and positions in the unclassified service are in no way subject to any of the provisions of this act or of the rules and regulations promulgated hereunder except leave regulations. Provided, offices and positions of the State Senate and House of Representatives shall not be subject to regulations of the Office of Personnel Management on involuntary leave without pay or furlough but shall be subject to any involuntary leave without pay or furlough plan adopted by the President Pro Tempore of the Senate or the Speaker of the House of Representatives. No person chosen by election or appointment to fill an elective office shall be subject to any leave plan or regulation or shall such person be eligible for accrual of any leave benefits.

Added by Laws 1982, c. 338, § 7, eff. July 1, 1982. Amended by Laws 1986, c. 244, § 2, emerg. eff. June 12, 1986. Renumbered from § 840.7 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1A. Unclassified service - Service at pleasure of appointing authority - Severance benefits.

A. Within state government, persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority. Appointing authorities shall not convey any right or expectation of continued employment to such unclassified employees. The appointing authority may separate such unclassified employees at any time with or without cause. No provision of the Oklahoma Personnel Act shall be construed as granting any property interest in employment to any unclassified service employee.

B. Nothing in this section is intended to change the status of any unclassified employee appointed to a position on or before June 30, 1996.

C. This section shall not apply to persons in positions in institutions under the jurisdiction of the Oklahoma State Regents for Higher Education or subject to the University Hospitals Authority Model Personnel System created pursuant to Section 3211 of Title 63 of the Oklahoma Statutes.

D. Agencies may provide severance benefits pursuant to Section 840-2.27D of this title to regular unclassified employees with one (1) year or more continuous state service who are separated from the state service for budgetary reasons. A plan providing for such benefits shall be submitted to the Director of the Office of State Finance who shall reject any plan that does not:

1. Demonstrate that funds are available to cover projected costs;
2. Contain an estimate of the number of affected employees likely to participate in the education voucher program established in Section 840-2.27D of this title; and

JOHN S. RICHARD
Director



BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

September 29, 2009

[REDACTED]
Job Code [REDACTED] Unclassified
Facilities Services Division
Department of Central Services

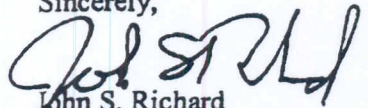
Dear [REDACTED]:

The purpose of this notice is to advise you of my intention to discontinue your unclassified appointment as a Executive Chef assigned to the Mansion with the Facilities Services Division

Pursuant to Title 74 § 840-5.1A(A), **Status of persons appointed to unclassified positions**, unclassified employees are not subject to the rules governing classified, permanent employees and are not afforded the same protection from the merit system. The statute states that persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority, and such unclassified employees may be separated at any time with or without cause. In conformity with that statute, your appointment will end at the close of business on September 29, 2009.

If you have any questions regarding this matter, please contact Gale Lawrence, Human Resources Director, at 521-2758.

Sincerely,


John S. Richard
Director of Central Services

Attachments: 74 § 840-5.1A

c: Mark Sauchuk
Human Resources
Payroll

"SERVICE, QUALITY, INTEGRITY"

Administration · Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 206 / P.O. Box 53218 · Oklahoma City, OK 73152-3218
Telephone: 405/521-2121 · Fax: 405/521-6403 · www.dcs.ok.gov

2009 SEP 29 PM 4:18
RECEIVED
DCS HUMAN RESOURCES



Oklahoma Personnel Act
§74-840-5 through §74-840-5.24
Unofficial Compilation as of September 1, 2009

§74-840.5. Renumbered as § 840-2.12 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1. Unclassified service exempt from act except leave regulations.

Unless otherwise provided, offices and positions in the unclassified service are in no way subject to any of the provisions of this act or of the rules and regulations promulgated hereunder except leave regulations. Provided, offices and positions of the State Senate and House of Representatives shall not be subject to regulations of the Office of Personnel Management on involuntary leave without pay or furlough but shall be subject to any involuntary leave without pay or furlough plan adopted by the President Pro Tempore of the Senate or the Speaker of the House of Representatives. No person chosen by election or appointment to fill an elective office shall be subject to any leave plan or regulation or shall such person be eligible for accrual of any leave benefits.

Added by Laws 1982, c. 338, § 7, eff. July 1, 1982. Amended by Laws 1986, c. 244, § 2, emerg. eff. June 12, 1986. Renumbered from § 840.7 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1A. Unclassified service - Service at pleasure of appointing authority - Severance benefits.

A. Within state government, persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority. Appointing authorities shall not convey any right or expectation of continued employment to such unclassified employees. The appointing authority may separate such unclassified employees at any time with or without cause. No provision of the Oklahoma Personnel Act shall be construed as granting any property interest in employment to any unclassified service employee.

B. Nothing in this section is intended to change the status of any unclassified employee appointed to a position on or before June 30, 1996.

C. This section shall not apply to persons in positions in institutions under the jurisdiction of the Oklahoma State Regents for Higher Education or subject to the University Hospitals Authority Model Personnel System created pursuant to Section 3211 of Title 63 of the Oklahoma Statutes.

D. Agencies may provide severance benefits pursuant to Section 840-2.27D of this title to regular unclassified employees with one (1) year or more continuous state service who are separated from the state service for budgetary reasons. A plan providing for such benefits shall be submitted to the Director of the Office of State Finance who shall reject any plan that does not:

1. Demonstrate that funds are available to cover projected costs;
2. Contain an estimate of the number of affected employees likely to participate in the education voucher program established in Section 840-2.27D of this title; and

JOHN S. RICHARD
Director



RECEIVED
DCS HUMAN RESOURCES

BRAD HENRY
Governor

2009 SEP 29 PM 1:18

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

September 29, 2009

[REDACTED]

Job Code 8618, Unclassified
Facilities Services
Department of Central Services

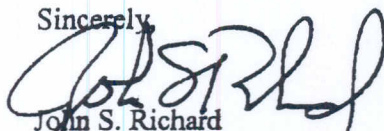
Dear [REDACTED]

The purpose of this notice is to advise you of my intention to discontinue your unclassified appointment as a Groundskeeper Supervisor assigned to the Facilities Services Division.

Pursuant to Title 74 § 840-5.1A(A), **Status of persons appointed to unclassified positions**, unclassified employees are not subject to the rules governing classified, permanent employees and are not afforded the same protection from the merit system. The statute states that persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority, and such unclassified employees may be separated at any time with or without cause. In conformity with that statute, your appointment will end at the end of business on September 29, 2009.

If you have any questions regarding this matter, please contact Gale Lawrence, Human Resources Director, at 521-2758.

Sincerely,


John S. Richard
Director of Central Services

Attachments: 74 § 840-5.1A

c: Mark Sauchuk
Human Resources
Payroll

"SERVICE, QUALITY, INTEGRITY"

Administration • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 206 / P.O. Box 53218 • Oklahoma City, OK 73152-3218
Telephone: 405/521-2121 • Fax: 405/521-6403 • www.dcs.ok.gov

JOHN S. RICHARD
Director



BRAD HENRY
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

September 29, 2009

[REDACTED] Executive Chef
Job Code #3106, Unclassified
Facilities Services Division
Department of Central Services

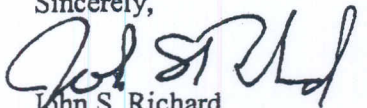
Dear [REDACTED]

The purpose of this notice is to advise you of my intention to discontinue your unclassified appointment as a Executive Chef assigned to the Mansion with the Facilities Services Division

Pursuant to Title 74 § 840-5.1A(A), **Status of persons appointed to unclassified positions**, unclassified employees are not subject to the rules governing classified, permanent employees and are not afforded the same protection from the merit system. The statute states that persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority, and such unclassified employees may be separated at any time with or without cause. In conformity with that statute, your appointment will end at the close of business on September 29, 2009.

If you have any questions regarding this matter, please contact Gale Lawrence, Human Resources Director, at 521-2758.

Sincerely,


John S. Richard
Director of Central Services

Attachments: 74 § 840-5.1A

c: Mark Sauchuk
Human Resources
Payroll

2009 SEP 29 PM 4:18
RECEIVED
DCS HUMAN RESOURCES

"SERVICE, QUALITY, INTEGRITY"

Administration · Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 206 / P.O. Box 53218 · Oklahoma City, OK 73152-3218
Telephone: 405/521-2121 · Fax: 405/521-6403 · www.dcs.ok.gov



Oklahoma Personnel Act
§74-840-5 through §74-840-5.24
Unofficial Compilation as of September 1, 2009

§74-840.5. Renumbered as § 840-2.12 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1. Unclassified service exempt from act except leave regulations.

Unless otherwise provided, offices and positions in the unclassified service are in no way subject to any of the provisions of this act or of the rules and regulations promulgated hereunder except leave regulations. Provided, offices and positions of the State Senate and House of Representatives shall not be subject to regulations of the Office of Personnel Management on involuntary leave without pay or furlough but shall be subject to any involuntary leave without pay or furlough plan adopted by the President Pro Tempore of the Senate or the Speaker of the House of Representatives. No person chosen by election or appointment to fill an elective office shall be subject to any leave plan or regulation or shall such person be eligible for accrual of any leave benefits.

Added by Laws 1982, c. 338, § 7, eff. July 1, 1982. Amended by Laws 1986, c. 244, § 2, emerg. eff. June 12, 1986. Renumbered from § 840.7 of this title by Laws 1994, c. 242, § 54.

§74-840-5.1A. Unclassified service - Service at pleasure of appointing authority - Severance benefits.

A. Within state government, persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority. Appointing authorities shall not convey any right or expectation of continued employment to such unclassified employees. The appointing authority may separate such unclassified employees at any time with or without cause. No provision of the Oklahoma Personnel Act shall be construed as granting any property interest in employment to any unclassified service employee.

B. Nothing in this section is intended to change the status of any unclassified employee appointed to a position on or before June 30, 1996.

C. This section shall not apply to persons in positions in institutions under the jurisdiction of the Oklahoma State Regents for Higher Education or subject to the University Hospitals Authority Model Personnel System created pursuant to Section 3211 of Title 63 of the Oklahoma Statutes.

D. Agencies may provide severance benefits pursuant to Section 840-2.27D of this title to regular unclassified employees with one (1) year or more continuous state service who are separated from the state service for budgetary reasons. A plan providing for such benefits shall be submitted to the Director of the Office of State Finance who shall reject any plan that does not:

1. Demonstrate that funds are available to cover projected costs;
2. Contain an estimate of the number of affected employees likely to participate in the education voucher program established in Section 840-2.27D of this title; and



State of Oklahoma
Department of Central Services
Human Resources

HR Separation Report

A. Division: Facilities Management
 Name of Employee: [REDACTED] Empl. ID: 3106
 Position ID: 58000509 Division Name: Office of Facilities Management
 Effective Date of Separation: 9-29-09
 Reason for Leaving: Resigned Discharged Retired Other
 Explain Reason: Breach of departmental policy.
 Last date of insurance coverage: _____
 Completed Performance Management Process (PMP) Date: _____
 Employee resigned in good standing (2 weeks notice) Yes No
 Person Completing Form: Esther Ward Date Form Completed: 9-29-09
 (All Group Health, Dental and Life Insurance coverage ceases the last day of the month in which you are physically on the job unless transferred to another state agency or you elect to continue coverage under the COBRA provision)

B. Property:

Action	Category	Yes	No	Date Returned/Completed
Completed by Division	Computer/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	
	Pager	<input type="checkbox"/>	<input type="checkbox"/>	
	Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	
	P/Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Phone Calling Cards	<input type="checkbox"/>	<input type="checkbox"/>	
	Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
	Keys/Security Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Remote Door Opener	<input type="checkbox"/>	<input type="checkbox"/>	
	Fuel Management Card	<input type="checkbox"/>	<input type="checkbox"/>	
	ID Badges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 Sep 09
	Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	
	Office Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Business Contact List	<input type="checkbox"/>	<input type="checkbox"/>	
	Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Completed by Human Resources	Information Systems Division	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	
	Payroll	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Ethics Liaison	<input type="checkbox"/>	<input type="checkbox"/>	
	Finance Department	<input type="checkbox"/>	<input type="checkbox"/>	
	Audit Branch	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the items identified above represent all the Department of Central Services property entrusted to the above named employee and that said property has been returned.

[Signature]
Signature of Division Director

[Signature]
Signature of Supervisor

I certify that I have returned all the Department of Central Services property that was in my possession. I also acknowledge that I have received a copy of this form and that I understand that all group insurance benefits terminate on the date specified above unless transferred to another state agency or I elect to continue coverage under the COBRA provision.

[Signature]
Signature of Employee

29 Sep 09
Date

Signature of Human Resources

Date

JOHN S. RICHARD
Director



RECEIVED
DCS HUMAN RESOURCES

BRAD HENRY
Governor

2009 SEP 29 PM 1:18

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

September 29, 2009

[REDACTED] Groundskeeper Supervisor,
Job Code 8618, Unclassified
Facilities Services
Department of Central Services

Dear [REDACTED]

The purpose of this notice is to advise you of my intention to discontinue your unclassified appointment as a Groundskeeper Supervisor assigned to the Facilities Services Division.

Pursuant to Title 74 § 840-5.1A(A), **Status of persons appointed to unclassified positions**, unclassified employees are not subject to the rules governing classified, permanent employees and are not afforded the same protection from the merit system. The statute states that persons appointed to a position in the unclassified service after June 30, 1996, shall serve at the pleasure of the appointing authority, and such unclassified employees may be separated at any time with or without cause. In conformity with that statute, your appointment will end at the end of business on September 29, 2009.

If you have any questions regarding this matter, please contact Gale Lawrence, Human Resources Director, at 521-2758.

Sincerely,

A handwritten signature in black ink, appearing to read "John S. Richard".
John S. Richard
Director of Central Services

Attachments: 74 § 840-5.1A

c: Mark Sauchuk
Human Resources
Payroll

"SERVICE, QUALITY, INTEGRITY"

Administration • Will Rogers Office Building (2401 N. Lincoln Boulevard), Suite 206 / P.O. Box 53218 • Oklahoma City, OK 73152-3218
Telephone: 405/521-2121 • Fax: 405/521-6403 • www.dcs.ok.gov



State of Oklahoma
Department of Central Services
Human Resources

HR Separation Report

A. Division: Facilities Management
 Name of Employee: [REDACTED] Empl. ID: 8618
 Position ID: 58000164 Division Name: Office of Facilities Management
 Effective Date of Separation: 9-29-09
 Reason for Leaving: Resigned Discharged Retired Other
 Explain Reason: Breach of departmental policy.
 Last date of insurance coverage: _____
 Completed Performance Management Process (PMP) Date: 2-25-09
 Employee resigned in good standing (2 weeks notice) Yes No
 Person Completing Form: Esther Ward Date Form Completed: 9-29-09
 (All Group Health, Dental and Life Insurance coverage ceases the last day of the month in which you are physically on the job unless transferred to another state agency or you elect to continue coverage under the COBRA provision)

B. Property:

Action	Category	Yes	No	Date Returned/Completed
Completed by Division	Computer/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	
	Pager	<input type="checkbox"/>	<input type="checkbox"/>	
	Cell Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 sep 09
	P/Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Phone Calling Cards	<input type="checkbox"/>	<input type="checkbox"/>	
	Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
	Keys/Security Card	<input type="checkbox"/>	<input type="checkbox"/>	
	Remote Door Opener	<input type="checkbox"/>	<input type="checkbox"/>	
	Fuel Management Card	<input type="checkbox"/>	<input type="checkbox"/>	
	ID Badges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29 sep 09
	Uniforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Office Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
	Business Contact List	<input type="checkbox"/>	<input type="checkbox"/>	
	Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	
Completed by Human Resources	Information Systems Division	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Receptionist	<input type="checkbox"/>	<input type="checkbox"/>	
	Payroll	<input type="checkbox"/>	<input type="checkbox"/>	
	Administration - Ethics Liaison	<input type="checkbox"/>	<input type="checkbox"/>	
	Finance Department	<input type="checkbox"/>	<input type="checkbox"/>	
	Audit Branch	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that the items identified above represent all the Department of Central Services property entrusted to the above named employee and that said property has been returned.

[Signature]
Signature of Division Director

[Signature]
Signature of Supervisor

I certify that I have returned all the Department of Central Services property that was in my possession. I also acknowledge that I have received a copy of this form and that I understand that all group insurance benefits terminate on the date specified above unless transferred to another state agency or I elect to continue coverage under the COBRA provision.

Signature of Employee Date Signature of Human Resources Date