

**Department of Rehabilitation Services  
Summary of Proposed Internal Policy Revisions**

**Chapter 3. Management Services Division  
Subchapter 3. Human Resources Unit  
Part 5. Department of Rehabilitation Services - Employee Mediation**

**DRS:3-3-71. Definitions. [AMENDED]** Revised internal definitions to remove the language of “permanent classified” and placing with “state” when referencing employees of the state of Oklahoma.

**DRS:3-3-72. Purpose and scope. [AMENDED]** Removed language relating to the MPC Merit Rules, language relating to classification and exempt status regarding state employees. Revised section (d) to include appropriate disciplinary action against any employee, supervisor for attempts relating to coercion, intimidation or reprisal and retaliation against anyone who participates in a DRS civil rights investigation.

**DRS:3-3-74. First phase Step One - informal discipline [AMENDED]** Revised Section (a) (6) revising language clarifying the informal discipline process laying out the steps when the informal discipline may be utilized to correct infractions.

**DRS:3-3-75. Second phase Step two - formal discipline [AMENDED]** Removal of MPC rules language and outlined the process DRS will follow when handling disciplinary actions.

**DRS:3-3-92. Purpose and scope. [AMENDED]** Removed language of Oklahoma Merit Protection and the Oklahoma Human Rights Commission and replacing with the Oklahoma Office of the Attorney General, Office of Civil Rights Enforcement.

**DRS:3-3-93. Employee eligibility [AMENDED]** Removed employee classification language.

**DRS:3-3-94. Grievable and non-grievable issues [AMENDED]** Removed language of the Oklahoma Human Capital Management and Merit Protection Commission. Replace “merit rule” with “Personnel Administration Rule”.

**DRS:3-3-95. Types of grievances [AMENDED]** Removed Merit Protection language from policy. Section (c) Discipline is removed.

**DRS:3-3-96. General Grievance Provisions [AMENDED]** Removed classification language.

**DRS:3-3-97. Time limits [AMENDED]** Section (c) revised allowing the grievance manager or assistant to extend the resolution time for up to an additional 45 days.

**DRS:3-3-98. Special Grievances [AMENDED]** Removed language relating to MPC and Merit Rules. Added new forms DRS-A-114 for Internal Agency Grievance Resolution and DRS-A-112 Classification Dispute Review Request.

**DRS:3-3-99. Grievance Resolution Process. [AMENDED]** Added language to advise staff of new internal grievance forms and procedures.

**DRS:3-3-100. Mediation during grievance process (~~classified employees~~)**  
**[AMENDED]** Remove language regarding the Merit Protection Commission and classification.

**DRS:3-3-101. Discrimination and harassment complaint policy and procedure**  
**[AMENDED]** Removed MPC language.