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OFFICE OF
PERSONNEL MANAGEMENT

State of Arkansas
DEPARTMENT OF FINANCE AND ADMINISTRATION
P.O. Box 3278
LITTLE ROCK, ARKANSAS 72203-3278

FILED
REGISTER DIV.
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PHONE (501) 682-1823
FAX (501) 682-5094

SHADON PRIEST
SECRETARY OF STATE
STATE OF ARKANSAS

MEMORANDUM

TO: ALL STATE AGENCY DIRECTORS, PRESIDENTS/CHANCELLORS OF STATE SUPPORTED INSTITUTIONS OF HIGHER EDUCATION, BOARDS, COMMISSIONS AND PERSONNEL REPRESENTATIVES

FROM: Artee Williams, State Personnel Administrator *Artee Williams*

SUBJECT: Arkansas Human Resource Management System (AHRMS) Policy Manual Updates

DATE: July 15, 1997

Due to recent changes in state and federal law that affect personnel administration, the Office of Personnel Management has completed the attached Policy Manual updates.

The most significant changes made in the manual are listed below:

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FORMS - Please replace Performance Evaluation Plan Rating Form with the new form enclosed.			98

PLEASE DELETE FROM YOUR POLICY MANUAL:

Section 300 - State Employees Insurance
Section 500 - Arkansas State Merit System

Please insert these changes in your Policy Manuals.

If you have questions, please contact Pat Jones at 682-5081.

Attachments

CA/pj

Manual Update Memo

105	0.0	UNIFORM ATTENDANCE AND LEAVE POLICY ACT (SUBCHAPTER 2 OF CHAPTER 4 OF TITLE 21 OF THE ARKANSAS CODE)
	1.0	EMPLOYEE LEAVE POLICY
	1.1	<p>This leave policy applies to all State employees except emergency, hourly, intermittent, extra help, per diem employees, and those employed by the following agencies:</p> <ul style="list-style-type: none"> A. The elected constitutional officers of the State and their employees. B. The General Assembly and its employees, including employees of the Bureau of Legislative Research of the Arkansas Legislative Council and the Division of Legislative Audit. C. Members of the Arkansas Supreme Court, Circuit and Chancery Courts, Prosecuting Attorneys, and the Administrative Office of the Courts. D. State Highway Department. E. All administrative, academic, or other non-classified employees of the state supported institutions of higher education.
	1.2	<p>The establishment of leave records and internal procedures are the responsibility of each agency and institution. Policy and procedures such as requesting leave, approving authority or leave use may be covered. All employees should be informed of statewide policy as well as any internal policy and procedure.</p>
	1.3	<p>When an officer or employee of a state office or agency excluded from the provisions of the Uniform Attendance and Leave Policy Act by the definition of "state agencies" in Arkansas Code 21-4-203(1) leaves employment of the excluded office or agency and becomes employed by an agency or institution which is subject to the Uniform Attendance and Leave Policy Act, the period of employment with the excluded office or agency shall be included as state employee service for the purpose of determining the rate at which the employee earns paid annual leave.</p>

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2.0 ANNUAL LEAVE POLICY

2.1 Any employee who works a minimum of 1000 hours per year in a regular salary position shall accrue annual leave. Full time employees accrue leave at the rates shown in the timetable listed below. Employees who work less than full time but more than 1000 hours per year accrue annual leave in the same proportion as time worked. For example, employees who work half time would receive half of the annual leave accrual shown on the timetable.

2.2 Annual Leave Accrual Timetable

<u>Years of Employment</u>	<u>Monthly</u>	<u>Annually</u>
Through 3 Years	1 Day	12 Days
4 Through 5 Years	1 Day 2 Hours	15 Days
6 Through 12 Years	1 Day 4 Hours	18 Days
13 Through 20 Years	1 Day 6 Hours	21 Days
Over 20 Years	1 Day 7 Hours	22.5 Days

- A. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.
- B. 4 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year.
- C. 6 through 12 years: Employees must have completed five (5) full years of employment and be starting their sixth (6th) year.
- D. 13 through 20 years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13th) year.
- E. Over 20 years: Employees must have completed twenty (20) full years of employment and be starting their twenty-first (21st) year.

Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate.

2.3 All Annual Leave is cumulative; however, no employee shall have over 30 days accumulated on December 31st of each year. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 will be forfeited if not used by December 31st of each year.

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- 2.4 Years of employment may be continuous state employment or an accumulation of years of service when the employee was out of State service for a time. Effective July 1, 1975, prior service is established in completed years of service only. Service prior to July 1, 1975, will be established in completed years and months of service.
- 2.5 An employee may not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month.
- 2.6 An employee may request to use accrued annual leave at any time. The Agency Director or Institution Head may grant the leave request at such time that will least interfere with the efficient operation of the agency.
- 2.7 Annual leave is granted on the basis of work days, not calendar days. Non-work days, such as holidays and weekends, are not charged as annual leave.
- 2.8 Annual leave must be earned before it can be used. Employees will accrue half their monthly accrual of annual leave if employed on the first (1st) working day of the month and work through the 15th of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first (1st) working day, thereafter.)
- Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees.
- 2.9 The minimum annual leave amount an employee can use is fifteen (15) minutes. No smaller amounts shall be authorized or used.
- 2.10 Employees continue to earn annual leave at their normal accrual rate when on annual or sick leave.
- 2.11 All compensatory time may be used before the use of annual leave.
- 2.12 Employees transferring without a break in service, between State agencies and/or State supported institutions of higher education which are covered by these policies shall retain all accumulated annual leave.

105	3.10	The minimum sick leave amount an employee can use is fifteen (15) minutes. No smaller amount shall be authorized or used.
	3.11	Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave; (2) earned annual leave; (3) leave without pay. (See Section 105, 5.0-1)
	3.12	Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. An agency or institution which has a written procedure to identify patterns of sick leave usage may require an employee to furnish a certificate from an attending physician for any use of sick leave. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a physician's certificate.
	3.13	Accrued sick leave will be restored to an employee's credit if he returns to State employment within six (6) months of termination. This provision shall apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.
	3.14	Requests to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc. should be made in advance.
	3.15	Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor.
	3.16	Application for sick leave is to be filed within two (2) days after the employee's return to work.
	3.17	If an employee fails to make proper notification for use of sick leave as provided herein, such absences shall be charged to annual leave or leave without pay. Such determination shall be made at the Agency Director's or Institution Head's discretion.
	3.18	Employees transferring without a break in service between State agencies and/or State supported institutions of higher education which are covered by these policies shall retain all accumulated sick leave.
	3.19	School teachers or other certified personnel employed by a school district who transfer to another school district, an educational cooperative, or a position requiring certification approved by the Department of Education in a state agency shall be granted credit in the new position for up to ninety (90) days unused sick leave accumulated in the former position.
	3.20	See Section 108, Sub-Section 1.0, Catastrophic Leave.

E. The approving agency director or institution head may require that the employee obtain subsequent recertification on a reasonable basis, but not more often than every thirty (30) days.

F. Medical information gathered as a result of the serious health condition is considered confidential.

6.4

EMPLOYMENT AND BENEFITS PROTECTION

A. Upon return from Family and Medical Leave an employee shall be entitled to be restored to (a) the position formerly occupied or (b) an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

B. Apart from the paid leave actually used during the Family or Medical Leave period, the taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

C. The agency/institution shall maintain benefits coverage for the employee under its group health plan at the same level and under the conditions coverage would have been provided if the employee had continued in employment. The agency/institution shall continue to pay the "employer matching" portion of the health insurance premium and the employee will pay the employee's portion if such was the arrangement prior to leave. If the agency/institution paid the full premium it must continue to do so.

An employee may choose not to retain health coverage during leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

The agency/institution's obligation to maintain health insurance coverage ceases under FMLA if an employee's premium payment is more than 30 days late. Written notice to the employee that the payment has not been received must be mailed at least 15 days before coverage is to cease.

The agency/institution may recover any payments made by the agency/institution to cover the employee's share of the premium once the employee returns to work. An employer may recover its share of health plan premiums paid during unpaid

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11.8

This reinstatement right shall be valid only if the employee seeks re-employment, by application, within 90 days of his/her release from active duty; except in the case of an employee ordered to an initial period of active duty in a branch of the military reserves for training of not less than three (3) consecutive months. These returning Reservists are entitled to reinstatement rights for a period of 31 days after release from active duty, subject to the same terms and conditions as returning veterans. In both cases, this eligibility for re-employment rights may be extended by provisions stated in the Veterans' Re-employment Rights Statute.

11.9

The reinstated employee will not lose any seniority rights with respect to leave accrual rates, salary increases, Reduction-in-Force policies, or other benefits and privileges of employment.

11.10

Former employees returning to State service after military service, but who extended their enlistment or re-enlisted for additional military service beyond the initial period for more than a period of four (4) years (or five (5), when re-enlistment was at the request of the military) will lose all reinstatement rights and will be considered a rehire.

11.11

Permanent, full-time state employees who are called to active duty in emergency situations (and in situations covered by 10 United States Code Section 12304) as declared by the Governor or President shall be granted leave with pay. The period of leave with pay will not exceed thirty (30) working days. Periods beyond the thirty (30) day limit may be charged to annual leave at the employee's option and, if necessary, to leave without pay.

11.12

Military leave for emergency situations is granted in addition to annual military leave for training purposes and normal vacation time.

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12.0

TRANSFER OF LEAVE BETWEEN STATE AGENCIES AND/OR INSTITUTION OF HIGHER EDUCATION

12.1

When an employee transfers between State agencies and/or institutions of higher education which are covered by these policies, the unused portion of his/her annual and sick leave will also be transferred. (See Section 105, Sub-Section 3.19 concerning certified public school employees.)

12.2

The amount of leave to be transferred shall not exceed the accrual limits established in this Policy. (See Section 105, Sub-Sections 2.12 and 3.18.)

12.3

The receiving agency will be responsible for verifying the employee's accrued leave with the relinquishing agency.

12.4

When an officer or employee of a state office or agency excluded from the provisions of the Uniform Attendance and Leave Policy Act by the definition of "state agencies" in Arkansas Code 21/4/203(1) leaves employment of the excluded office or agency and becomes employed by an agency or institution which is subject to the Uniform Attendance and Leave Policy Act, the period of employment with the excluded office or agency shall be included as state employee service for the purpose of determining the rate at which the employee earns paid annual leave.

Section	Sub-Section	AHRMS POLICY STATEMENT	Page 30
105	13.0	LEAVE AND ATTENDANCE RECORDKEEPING REQUIREMENTS	
	13.1	Each agency/institution of higher education shall establish and maintain leave and attendance records to account for:	
		<ul style="list-style-type: none"> A. Actual hours worked for all non-exempt employees. B. Compensatory time and/or overtime earned and paid/taken for all non-exempt employees. C. Holidays worked and not worked for all employees. D. Leave accounting records to record both leave accrued and leave taken for all employees. 	
	13.2	Agencies/institutions should also establish recordkeeping procedures which provide for:	
		<ul style="list-style-type: none"> A. Opening and closing of records on an annual basis. B. Internal audit of all time and attendance records on an annual basis. C. Records retention procedures for transferred or terminated employees. 	
	13.3	The agency/institution may establish their own records provided the above requirements are met. The following forms are suggested for use:	
		<ul style="list-style-type: none"> A. Employee Time and Attendance Sheet B. Employee Leave Request Form C. Employee Leave Record Form D. Proof of Prior Service Form 	
		Suggested formats for these forms may be found at the end of Section 100, State and Federal Legislative Policies.	
105	14.0	DISASTER SERVICE VOLUNTEER LEAVE	
	14.1	An employee of a state agency, not including state-supported institutions of higher education, who is trained and certified as a disaster service volunteer by the American Red Cross, whose specialized disaster relief services are requested by the Red Cross in connection with a disaster, (as defined in A.C.A. 12-75-103(2)) and who requests Disaster Service Volunteer Leave and obtains consent from his/her state agency director, may be granted leave from work with pay for not more than fifteen (15) working days in any twelve-month calendar year	

105

14.1

period to participate in specialized disaster relief, without loss of seniority, pay, annual leave, sick leave, compensatory time, offset time, or overtime wages.

14.2

An employee shall be granted leave under this section at the employee's regular rate of pay for those regularly scheduled work hours during which the employee is absent from work.

14.3

Leave under this act shall be granted only for disaster relief services occurring within the State of Arkansas or for disaster relief services occurring within states contiguous to the State of Arkansas.

14.4

An employee deemed to be on leave under this section shall not be deemed to be an employee of the State for purposes of workers' compensation.

14.5

A list of certified employees, not to exceed one hundred (100) participants at any one time shall be maintained by the American Red Cross with pertinent information provided to the state agency of each disaster service volunteer.

Section	Sub-Section	AHRMS POLICY STATEMENT	Page 48-A
160	0.0	COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT	
	1.0	State agency employers must verify that every person hired after July 31, 1997, has registered, unless exempt by law, with the selective service system in accordance with the Military Selective Service Act, 50 U.S.C. Appx. 451 et seq..	
	1.1	Every applicant for employment with the State must file a Statement of Selective Service Status form, sworn under penalty of perjury, that:	
		A. The person filing the statement is registered with the selective service system in accordance with the Military Selective Act, 50 U.S.C. Appx. 451 et seq.; or	
		B. The person filing the statement is not required to register with the selective service system because the person is:	
		<ul style="list-style-type: none"> (1) Under eighteen (18) years of age; (2) In the armed forces of the United States on active duty, other than in a reserve or national guard unit; (3) An alien lawfully admitted to the United States as a non-immigrant under Section 101(A)(15) of the Immigration and Nationality Act, 8 U.S.C. 1101, for so long as he continues to maintain a lawful non-immigrant status in the United States. (4) A permanent resident of the trust territory of the Pacific Islands or the Northern Mariana Islands; or (5) Excused from registration for other reason provided by federal law and that reason is included in the statement. 	
	1.2	The state agency must keep the Statement of Selective Service Status form in the personnel file of each employee.	

STATE OF ARKANSAS
STATEMENT OF SELECTIVE SERVICE STATUS
IN COMPLIANCE WITH ACT 228 OF THE 1997 ACTS OF THE ARKANSAS
GENERAL ASSEMBLY

I understand that to be eligible for employment with the State of Arkansas I must register, or be exempt from registration, with the Selective Service System in accordance with the Military Selective Service Act, 50 U.S.C. Appx §451 et seq., as specified in Act 228 of the 1997 Acts of the Arkansas General Assembly. I therefore swear or affirm under penalty of perjury that I have registered with the Selective Service System, or I am exempted from such registration because of the following provision(s) of the Military Selective Service Act or Act 228 of the 1997 Acts of the Arkansas General Assembly. I am a female, I am a current member of the armed forces on active duty, I am under 18 years of age, I am 26 years of age or over, I am an exempted resident alien, other, specify below.

Name (Please Print)

Signature

Date

/selserv

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0.0

STAR PROGRAM - EXECUTIVE ORDER 94-09

1.0

State Temporaries Active in Retirement (STAR) is a special program designed to assist agencies/institutions with their temporary employment needs by utilizing retirees from State government. Under the direction of the Office of Personnel Management (OPM), the STAR program provides eligible state retirees the opportunity to return to state service in temporary assignments.

1.2

OPM maintains a file of qualified STAR participants for referral to agencies/institutions requesting a temporary employee. Each agency/institution utilizing the STAR program pays the temporary employee from extra help positions or regular salary positions. STAR participants hired in regular salary positions are eligible for rates of pay consistent with those authorized in the Uniform Classification and Compensation Plan, including exceptionally well qualified and prevailing Labor Market special entry rates. Those participants hired in extra-help positions are eligible for rates of pay consistent with the class/grade for their assigned position, not to exceed level IV of that class/grade or the maximum salary authorized.

1.3

While working on temporary assignments, STAR employees are expected to comply with all policies established by the employing agency/institution. STAR employees may not accrue vacation or sick days and may not be paid for holidays unless they actually work the last scheduled work day before and at least one hour the first scheduled work day following the holiday. The employing agency/institution is responsible for all payroll documents, payroll taxes and timekeeping records.

1.4

You may contact the OPM STAR referral service at 682-1823.

2. Once an agency director has determined that the goods or services meet this criteria, the sales representative will be allowed to post a notice on a designated bulletin board within the agency specifying the nature of the goods and service to be solicited and stating that on a given day a representative will be present (either before or after working hours) to make the presentation. Beyond the posting of the notice on the designated bulletin board, there will be no announcements, letters, or bulletins issued by the sales representative or anyone employed in the agency. It is the responsibility of each agency director to see that an appropriate bulletin board is obtained and used for this purpose as well as the posting of other notices of interest to employees.
3. The agency director is responsible for security of the office before and/or after hours when solicitations are made and for securing the premises after the presentation.
4. Under certain conditions, agency directors may authorize informational sessions and/or sign-up opportunities during working hours. These include cafeteria benefit plans and officially-sanctioned deferred compensation plans and group insurance products approved by the State Employees/Public School Personnel Board. Additionally, AR Code 19-4-1602 provides that agencies on the AHRMS Payroll System may allow companies that had a payroll slot prior to 1985 the right to continue selling and servicing their product. Questions concerning these deviations may be addressed to the agency payroll office or the Department of Finance and Administration, Office of Administrative Services, State and Public School Insurance Office.

2.11

TRAVEL REIMBURSEMENT - GPD #6

All requests for travel reimbursement shall be reasonable, true and accurate. Managers shall be responsible for review and initial approval of proposed work-travel plans of all subordinates as well as final approval of their travel reimbursement vouchers. Any violation of this policy statement may be cause for dismissal.

All advanced travel funds shall be properly vouchered or repaid within thirty calendar days maximum after completion of travel.

Approval authority for out-of-state travel may be delegated by department directors to subordinate levels of management. Heads of independent agencies may approve such travel for themselves and employees of their agency.

The minimum of out-of-state travel commensurate with effective and efficient operation is the goal. Specific justification and cost estimates should be used in evaluating each request.

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2.12

INCLEMENT WEATHER POLICY - GPD #7

This Directive outlines the general policies which will govern office and staffing procedures during inclement weather.

The general policy regarding inclement weather is that State government does not normally close its offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the State must be balanced with the risk of danger to State employees. It is, therefore, appropriate that guidelines which reflect the needs of our citizens' and employees' safety be established.

In the Little Rock metropolitan area:

1. In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether this inclement weather policy will be placed into effect and will announce its implementation before 6:30 a.m. if at all possible. The announcement will include the affected counties. On days declared to be covered by the inclement weather policy, all employees should be at their work stations by 10:00 a.m.. Employees arriving by 10:00 a.m. will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence. Agencies which have approved flex time schedules will develop an inclement weather policy consistent with the guidelines and the policy must be approved by the Department of Finance and Administration, Office of Personnel Management.
2. When severe inclement weather occurs during office hours, department directors and agency administrators will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day. Employees who were on the job and who were allowed to leave early, will not be charged leave for that time.
3. Department directors and agency administrators shall designate critical personnel, who will be required to reach their work stations by the time of regular office opening regardless of weather related conditions to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.

200

4.0

EMPLOYEE ASSISTANCE PROGRAM (EAP)

4.1

The Employee Assistance Program is designed to provide assistance to those employees who have personal problems affecting job performance. For information call 686-2588 or 1-800-542-6021. The Arkansas Highway and Transportation Department and institutions of higher education are not covered by ths program.

Section	Sub- Section	AHRMS POLICY STATEMENT	Page 60
205	2.13	CLASS UPGRADE: A legislative action to change the grade of a classification to a higher grade without changing the title, duties, or responsibilities of the class.	
	2.14	CLASS DOWNGRADE: A legislative action to change the grade of a classification to a lower grade without changing the title, duties, or responsibilities of the class.	
	2.15	LEGISLATIVELY ENACTED SALARY GRADE CHANGE: The enactment of legislation which has the effect of raising or lowering the salary grade level assigned to a specific classification.	
	2.16	PROMOTION: The change in duty assignment of an employee from a position in one classification to a position in another classification of a higher salary grade requiring higher qualifications, such as greater skill and longer experience and involving a higher level of responsibility. A promotion, for purposes of salary determination, shall be classified as "minor" if the change in duty assignment is to a classification of one (1) grade higher or "major" if to a classification of two (2) or more grades higher than the employee's grade at the time of promotion.	
	2.17	DEMOTION: The change in duty assignment of an employee from a position in one classification to a position in another classification of a lower salary grade requiring fewer qualifications such as lower skill requirements, less job-related experience, and a lower level of responsibility.	
	2.18	RECLASSIFICATION: The change in the assignment of a position from one classification title to another classification title of either a higher, lower, or same grade when material and permanent changes in the duties and responsibilities of the position being recommended for reclassification have occurred.	
	2.19	INCREASE ELIGIBILITY DATE (also called "anniversary date"): The date an employee is eligible for a merit increase in salary.	
	2.20	PAY PERIOD: For purposes of rehire and transfer, two pay periods are composed of twenty consecutive working days for State agencies and institutions of higher education.	
	2.21	PAY LEVEL: A single rate of pay in a grade including the entrance, intermediate rates, and the maximum rate of pay.	
	2.22	WORKING TITLE: A descriptive title, which may be assigned by the agency/institution, that shows the duties and responsibilities performed in order to readily identify a position. A working title consists of a procedural description written by the agency/institution of the duties and responsibilities of a position.	

215.	0.0	QUALIFICATIONS OF APPLICANTS	
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215	1.0	POLICIES	
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	1.1	<p>Agency Directors and Institution Heads shall certify that the qualifications of persons appointed or promoted to positions within an agency or institution meet or exceed the minimum qualifications as stated on the class specification.</p>	
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Applicants for vacant positions will be required to meet the minimum qualifications as stated on the class specification for the class they are to be assigned, unless a substitution of qualifications has been approved. Substitutions of an applicant's education and/or experience for the minimum qualifications may be authorized by the Office of Personnel Management.

215	2.0	PROCEDURES	
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	2.1	<p>To request a review of an applicant's qualifications for possible substitution for the minimum qualifications as stated on the class specification, the agency/institution should include the following information with each request:</p>	
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- A. A written narrative detailing the position duties and responsibilities. **Please do not substitute a class specification for this requirement.**
- B. A statement describing the applicant's education and experience as it relates to the vacant position.
- C. A completed Office of Personnel Management Form 020.
- D. A copy of the application of the applicant seeking employment. A resume is optional but desirable. A transcript may be requested.

Section	Sub-Section	AHRMS POLICY STATEMENT	Page 69
220	8.0	DEMOTIONS	
	8.1	<p>An employee who is demoted for cause or voluntarily solicits a demotion of one grade will receive a six percent (6%) salary reduction. An employee who is demoted for cause or voluntarily solicits a demotion of two or more pay grades will receive an eight percent (8%) salary reduction.</p> <p>If the new rate of pay is above Pay Level IV for the new grade, the employee's rate of pay shall be adjusted to Pay Level IV.</p> <p>If the new rate of pay is below Pay Level I for the new grade, the employee's rate of pay shall be adjusted to Pay Level I.</p>	
	8.2	<p>A new increase eligibility date IS NOT established upon demotion.</p>	
220	9.0	EXPIRATION OF POSITIONS	
	9.1	<p>Employees placed in a lower graded position because the original position expired due to lack of funding, program changes, or withdrawal of federal funds may continue to be paid at the same rate. If that rate exceeds Pay Level IV in the new, lower grade, prior approval of the Office of Personnel Management with the review of the Arkansas Legislative Council is required to maintain that rate of pay.</p>	
220	10.0	RECLASSIFICATION	
	10.1	<p>The change in the assignment of a position from one classification title to another classification title of either a higher, lower, or same grade when material and permanent changes in the duties and responsibilities of the position being recommended for reclassification have occurred.</p>	
220	11.0	RECLASSIFICATION TO A HIGHER, LOWER, OR SAME GRADED POSITION	
	11.1	<p>An employee whose position has been reclassified to a lower or same graded position shall maintain his current rate of pay.</p>	
	11.2	<p>An employee whose position has been reclassified to a higher graded position shall be eligible for an additional six percent (6%) increase in his maximum annual salary. If this rate of pay falls below Pay Level I of the new grade, the employee's rate of pay shall be adjusted to Pay Level I.</p>	
220	12.0	CLASS UPGRADES	
	12.1	<p>The enactment of legislation which has the effect of raising the grade level assigned to a specific classification.</p>	

Section	Sub-Section	AHRMS POLICY STATEMENT	Page 70
	12.2	The employee shall be eligible for an additional six (6%) percent increase in his maximum annual salary. If this rate of pay falls below Pay Level I of the new grade, the employee's rate of pay shall be adjusted to Pay Level I.	
220	13.0	CLASS DOWNGRADE	
	13.1	The enactment of legislation which has the effect of lowering the grade level assigned to a specific classification.	
	13.2	An employee's rate of pay shall not change upon a class downgrade. If the employee's rate of pay in the higher grade falls above Pay Level IV in the lower grade, the employee will continue to receive the same rate of pay as that in the higher grade.	
220	14.0	PAY PLAN IMPLEMENTATION	
	14.1	The maximum rate of compensation for which an employee shall be eligible on July 1, 1997, shall be determined by increasing the employee's June 30th salary by two and eight tenths percent (2.8%). An employee whose salary falls below Pay Level I for the grade assigned to his classification may be adjusted to Pay Level I. All other employees shall be adjusted to the appropriate pay range for the grade assigned to their classification but may not exceed the maximum rate provided for that grade.	
220	15.0	SPECIAL RATES OF PAY	
	15.1	Special rates of pay are provided to attract employees to state service where it has been demonstrated that market conditions make it difficult to recruit at the normal entry rate, or where the applicant has exceptional qualifications.	
220	16.0	EXCEPTIONALLY WELL-QUALIFIED - SPECIAL ENTRY RATES	
	16.1	In those instances where an applicant's background and experience qualifies him/her to perform the job with very little or substantially less orientation and training than other qualified applicants, the Office of Personnel Management may recommend and the Chief Fiscal Officer of the State may approve special entry rates up to Pay Level IIM. The Office of Personnel Management, with the review of the Arkansas Legislative Council, may approve special entry rates up to Pay Level IV. However, requests may be approved only after an agency provides documentation that no current employee could have been promoted as an equivalent alternative to the exceptionally well-qualified applicant. Agencies and institutions must follow the procedures established by the Office of Personnel Management in requesting special entry rates for exceptionally well-qualified applicants. Current employees	

Section	Sub-Section	AHRMS POLICY STATEMENT	Page 73
220	21.0	EXTRA HELP	
	21.1	<p>An extra-help employee must be assigned a current classification by the agency or institution since rates of pay for such employees must not exceed those provided in the Uniform Classification and Compensation Act, or its successor, for the appropriate classification. An employee transferring from an extra-help to a regular position must be placed at the minimum rate of pay for the assigned classification with the following exceptions:</p> <ul style="list-style-type: none"> A. The classification has a current labor market special entry rate. B. The applicant has been approved for an exceptionally well-qualified special entry rate. C. The applicant's adjustment is based on prior state service in a regular position. D. The Office of Personnel Management has granted an exemption due to special circumstances. 	
220	22.0	REEMPLOYMENT OF RETIREES BY STATE AGENCIES	
	22.1	Former employees who retired from state government pursuant to Act 187 of 1987 (the Early Retirement Incentive Program) may not be reemployed by a state agency, institution, board or commission.	
	22.2	Any former employee who retired from a state agency, institution board, or commission and is rehired shall be paid the current entry rate for the classification in which they are hired unless the rehiring agency requests: (1) a special entry rate based on Labor Market Conditions, or (2) an exceptionally well-qualified special entry rate. A retiree who is rehired and placed in a <u>regular</u> position may be rehired at his/her exit salary. The retiree shall be considered a new hire and ineligible for benefits (insurance, sick leave, annual leave, career service bonus, etc.) except the employee shall be eligible to receive holiday pay if in pay status on the last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.	
	22.3	This policy is consistent with the compensation and benefit program available to retirees who participate in the State Temporaries Active in Retirement (STAR) program.	

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		<p>3. No employee having their Increase Eligibility Date moved forward according to these provisions shall be eligible for retroactive pay.</p> <p>4. Requests must be reviewed and approved by the Office of Personnel Management.</p>	
225	11.0	CONCURRENT EMPLOYMENT BY TWO STATE AGENCIES OR INSTITUTIONS	
	11.1	An employee may work for two agencies or institutions concurrently, provided that a request is made by agency or institution head(s) to the Chief Fiscal Officer of the State and provided that the combined salary payments from the agencies or institutions do not exceed the larger maximum annual salary of the line item position authorized for either agency or institution from which the employee is being paid. Subject to approval of the Chief Fiscal Officer of the State, an employee may be concurrently employed by the same agency or institution. See Section 245, Sub-Section 8.0, "Drawing salaries from two state agencies or institutions."	
	11.2	State employees may teach temporarily at state supported institutions of higher education even though their combined salaries will exceed the line item maximum (Arkansas Code 19-4-1604). <u>Subject to the approval of the Chief Fiscal Officer of the State.</u>	
228	0.0	JOB SHARING	
228	1.1	Arkansas Code 21-5-203 has been amended to allow job sharing, a form of employment in which the hours of work of two persons are arranged in such a way as to cover a single regular full-time salary position in agencies/institutions.	
	1.2	The number of hours worked between the two part-time employees cannot exceed the number of hours a full-time employee would work in the same position.	
	1.3	Any regular full-time salary position may be job shared. This includes miscellaneous federal grant, supplemental, unclassified and vo-tech instructor positions. <u>Extra help positions may NOT be job shared.</u>	
	1.4	Both employees in a job share position must be part-time. The total number of hours worked for both employees for a given bi-weekly payperiod may not exceed eighty (80) hours.	
	1.5	Each employee in a job share position must use the position in the same way. For example, if the position is classified as a secretary both employees must perform secretarial duties.	
	1.6	Requests must be reviewed and approved by the Office of Personnel Management.	

230	0.0	INCENTIVE PAY PROGRAM
230	1.0	POLICY STATEMENT
	1.1	Effective July 1, 1997, during any fiscal year in which the Governor determines sufficient funds are available, employees as defined by Arkansas Code 21-5-203 shall have their job performance evaluated using an instrument approved by the Office of Personnel Management, Department of Finance and Administration or a similar system approved by the Office of Personnel Management with the review of the Arkansas Legislative Council.
230	2.0	INCENTIVE PAY PROGRAM PROCEDURES
	2.1	Each state agency, board, commission and institution of higher education shall evaluate the performance of eligible employees annually. Employees evaluated who exceed standards in the performance of their duties shall be eligible for incentive pay awards. All such awards shall be in the form of a bonus and shall be subject to all applicable state and federal taxes. Incentive pay awards shall not be added to the employee's base pay for retirement credit purposes nor for the calculation of any other salary adjustments. Such awards shall not be construed as exceeding the employee's maximum allowable annual salary.
	2.2	<p>The following uniform performance evaluation categories shall be used in determining incentive pay award eligibility:</p> <p>(1) "<u>Unsatisfactory</u>". "Unsatisfactory" shall mean an overall performance of duties that is consistently unacceptable in quality, accuracy and timeliness.</p> <p>(2) "<u>Satisfactory</u>". "Satisfactory" shall mean an overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job.</p> <p>(3) "<u>Exceeds Standards</u>". "Exceeds standards" shall mean an overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level exceeding that of a satisfactory evaluation.</p>
	2.3	During any fiscal year in which the Governor determines sufficient funds are available, eligible employees achieving an overall rating of "exceeds standards" shall be eligible for incentive pay awards ranging from zero percent (0%) to five and one-half percent (5.5%) of their salary at the time of evaluation. An employee may not receive more than one (1) incentive pay award in any twelve (12) month period.
	2.4	Any agency, board, commission or institution of higher education may revise or develop an evaluation process suited

to the mission of the agency/board/commission/institution provided the evaluation process identifies performance which is "unsatisfactory", "satisfactory" and "exceeds standards" and provided the evaluation system is approved by the Office of Personnel Management. The agency/board/commission/institution may implement the performance evaluation system after review by the Arkansas Legislative Council.

2.5 Management or supervisory personnel who fail to complete an annual evaluation of employees under their administrative control shall not be eligible for incentive pay awards themselves.

2.6 No agency, board, commission, institution or constitutional office shall expend more than one and one-half percent (1.5%) of their total regular salary appropriation for incentive pay awards in any fiscal year. The Department of Finance and Administration shall oversee the incentive pay awards for each agency, board, commission and institution and will monitor the distribution of the incentive funds to insure compliance with the legislative intent of fair and equitable incentive pay awards.

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3.0 PROMOTED, DEMOTED, OR TRANSFERRED EMPLOYEES

3.1 When an employee is promoted, demoted, or transferred during the evaluation period, the following should apply:

- A. If the employee is promoted, demoted, or transferred within the first 90 days of the rating period, the next supervisor will evaluate the employee on the established performance standards for the new position and the former supervisor need not complete an evaluation.
- B. If the employee is promoted, demoted, or transferred after the first 90 days of the rating period, a formal evaluation should be completed by the former supervisor. The new supervisor has final authority to establish the performance evaluation plan and determine the overall performance category.
- C. Use OPM Form 7-86 to request transmittal of evaluation from other agencies/institutions.
- D. If a rating supervisor is transferred to another section or terminates employment, evaluations should be completed for those employees whose most recent evaluation was completed more than 90 days prior to the supervisor's termination date.

STATE OF ARKANSAS
PERFORMANCE EVALUATION PLAN RATING FORM

Agency/Institution _____ Position Number _____

Activity Code _____ Section Code _____

Employee Data:

Employee's Name _____ Employee's Soc. Sec. No. _____

Employee's Classification _____ Date of Evaluation _____

Rater Data:

Rater's Name _____ Rater's Soc. Sec. No. _____

Rater's Classification _____ Telephone No. _____

Rating Period From _____ TO _____

Performance Categories

U-Unsatisfactory: an overall performance of duties that is unacceptable in quality, accuracy, and timeliness

S-Satisfactory: an overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job

E-Exceeds Standards: an overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level exceeding that of a satisfactory evaluation

In the appropriate columns below, list Standard Numbers, Standard Statements, and Performance Categories from Attachment A and the Worksheet (use separate sheet if necessary).

STANDARD NUMBER	STANDARD STATEMENTS	PERFORMANCE CATEGORY

OVERALL PERFORMANCE EVALUATION

Employee's Name _____ Employee's Soc. Sec. No. _____

This section is to be completed when Standards are established at beginning of rating period.

These standards were established in consultation with the employee named above.

Supervisor's Signature

Date

I have reviewed these standards and understand my performance will be measured against them.

Employee's Signature

Date

I have reviewed these standards and agree that they are appropriate for the position.

Reviewing Official

Date

This section is to be completed at conclusion of the rating period.

My supervisor and I have reviewed my performance evaluation. My comments on the evaluation are as follows: (Additional pages may be attached if necessary.)

Employee's Signature
(NOTE: Signature does not necessarily mean agreement)

Date

My employee and I have reviewed the employee's evaluation and all attachments:

Supervisor's Signature

Date

I have reviewed the employee's performance evaluation and all attachments.

Reviewing Official

Date

PERFORMANCE EVALUATION RATING FORM
TANDARD DEFINITION WORK SHEET

STAN- DARD NUMBER	TASKS ASSIGNED	DUTY AREA	PERFORMANCE INDICATOR