

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

May 14, 2025

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Les Warren, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315

Dear Senator Davis and Representative Warren:

The Office of Personnel Management (OPM) respectfully submits a department revision for administering special compensation awards and recruitment incentives. Ark. Code Ann. § 21-5-227 and § 21-5-228 authorizes a department to develop their plan and submit it for OPM review and legislative approval.

The Department of Public Safety (DPS), Division of Arkansas State Crime Lab, has submitted their revised plan, and OPM is requesting approval of this plan. This revision addresses an oversight in the previously approved plan which will allow employees receiving the award to pay the award monies back on a pro rata basis within 180 days of separation. DPS requests this to be retroactive to when their plan was originally approved so that all employees will be treated equally. This program is set to be discontinued effective June 21, 2025, within DPS.

Your approval of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Kay Barnhill".

Kay Barnhill, Director  
Office of Personnel Management

KB:sd 1



**COL. MIKE A. HAGAR**  
Secretary

**State of Arkansas**  
**Governor Sarah Huckabee Sanders**

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**DEPARTMENT OF PUBLIC SAFETY**

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 618-8235

12 May 2025

Kay Barnhill  
State Personnel Administrator  
501 Woodlane, Suite 205C  
Little Rock, AR 72201

RE: Special Compensation Plan for DPS

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), division of Arkansas State Crime Lab (ASCL) would like to request establishment of a special compensation plan to be utilized for forensic positions within DPS. The compensation plan will be used as a recruitment tool for new employees and as a reward for existing employees to stop the turnover that has been happening at the Crime Lab. In the past year, the lab has lost 25 science employees. The cost to train these employees is \$100,000 on average and can take up to 18 months. The \$5,000 lumps sums will be given to defray some of the training costs by retaining already trained employees.

**Eligibility:**

All full-time employees who have scored as a "meets expectations" or higher on the performance evaluation and is in one of the below listed classifications will be eligible for the \$5,000 lump sum payments. New hires into the below classifications will be eligible for their \$5,000 bonus upon completion of their probationary period, which can range from 6 months to 18 months depending on discipline.

Class Code	Title	Grade
B019C	Forensic Administrator	GS11
B053C	Forensic Scientist	GS08
B052C	Forensic Specialist	GS07
B073C	Forensic Technician Supervisor	GS06
B094C	Forensic Technician	GS05
B111C	Laboratory Technician	GS04

**Criteria:**

Any employee receiving a lump sum payment will remain employed with the department for a term on one year after receipt of the bonus payment. If the employee resigns or is terminated prior to the year of service, the bonus award must be paid back to the department at a pro rata amount within 180 days of separation. This was an oversight that was missed in the original request and DPS is requesting that it be retroactively applied to the original approval date. If the sum is not repaid in that timeframe, the department may pursue a setoff of any refunds due the employee from their state taxes pursuant to A.C.A. 26-36-301 et seq. Each employee in the above classifications is eligible for one special compensation award. This program will be discontinued effective 21 June 2025.

**Cost:**

The special compensation awards will be paid with existing agency funding and will bear an initial cost of \$210,000.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

*Col. M. Hagar #125*

Colonel Mike Hagar  
Secretary  
Arkansas Department of Public Safety