



**Ex.D1-D2**

**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fisk

June 18, 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 department plans for administering recruitment incentives effective beginning FY26. Arkansas Code Annotated § 21-5-228 authorizes a department to develop their plan and submit it for OPM review and legislative approval. The Department of Human Services and the Department of Veterans Affairs have submitted their plans, and OPM is requesting approval of these plans.

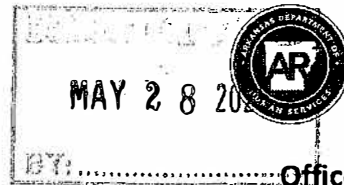
Your approval of this request is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kay Barnhill', is written over a horizontal line.

Kay Barnhill, Director  
Office of Personnel Management

2467



Office of Human Resources

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

P: 501.682.6499 F: 501.682.6569

May 28, 2025

Kay Barnhill, State Personnel Director  
 Department of Finance and Administration  
 Office of Personnel Management  
 501 Woodlane, Suite 201  
 Little Rock, Arkansas 72201

RE: Continuation of DHS Special Direct Care Compensation Award Program for FY 2026

Ms. Barnhill:

The Department of Human Services (DHS) is requesting continuation of the approved DHS Special Direct Care Compensation Award Program. This policy is designed to alleviate the extensive use of expensive contract nursing staff to deliver direct care to clients at DHS facilities through improved staff retention and attracting new nursing staff into direct care roles.

Below are the updated classifications eligible for this special compensation:

GRADE	TITLE	CLASS CODE
MED08	Nurse Practitioner	MNU04P
MED08	Nursing Administrator	MNU05C
MED07	Registered Nurse Manager	MNU07C
MED06	Nurse Instructor	MNU03P
MED06	Registered Nurse Supervisor/Expert	MNU08P
MED05	Registered Nurse	MNU06P
MED02	LPN	MNU01P
MED03	LPN Supervisor/Expert	MNU02P

DHS also included an updated policy to include the updated classifications, as well as, removing the one-time, lump sum compensation to existing, qualifying employees. The total number of new hires utilized through FY25 is 22 at a total cost for the fiscal year of \$66,000. This cost can be absorbed within the existing appropriation and will not be funded with monies specifically allotted for other programs within the agency.

Should further information be required, please contact me at (501) 320-6250.

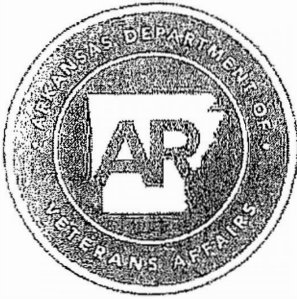
Sincerely,

Damian Hicks  
 DHS Chief Human Resources Officer

**Ex. D2**

2477

MAY 29 2025



**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**

501 Woodlane Street, Suite 401N  
Little Rock, AR 72201

SARAH HUCKABEE SANDERS  
GOVERNOR

ROBERT A. ATOR II  
SECRETARY

May 27, 2025

Kay Barnhill, State Personnel Director  
Department of Finance and Administration  
Office of Personnel Management  
501 Woodlane Street, Suite 201  
Little Rock, Arkansas 72203

RE: Special Compensation Award Incentive Programs

Dear Ms. Barnhill:

The Arkansas Department of Veterans Affairs (ADVA) is requesting the establishment of two Special Compensation Award Incentive Programs for the following classifications:

**Maintenance: TMA04P – Maintenance Supervisor/Expert (SGS06) and TMA05P – Maintenance Technician (SGS04)**

**Nursing: MNU05C – Nursing Administrator (MED08), MNU04P Nurse Practitioner (MED08), MNU08P Registered Nurse Supervisor/Expert (MED06), MNU06P Registered Nurse (MED05), MNU02P Licensed Practical Nurse Supervisor, and MNU01P Licensed Practical Nurse (MED02).**

The purpose of the Special Compensation plans is to significantly reduce the reliance on contract agency staffing and increase successful recruiting for our Arkansas State Veterans Homes and the Arkansas State Veterans Cemeteries. The proposed policies are attached.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert A. Ator II', is written over a circular stamp.

Robert A. Ator II  
Col (USAF Ret)  
Secretary

**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS  
Nursing Special Compensation Award Incentive Program  
(Nursing Award Program)**

**I. PURPOSE**

Pursuant to Arkansas Code § 21-5-227 and § 21-5-228, this policy establishes the Arkansas Department of Veterans Affairs (ADVA) Nursing Special Compensation Award Program (Nursing Award Program). The Award Program is designed to significantly reduce the reliance on contract nursing staff and increase successful recruiting at Arkansas State Veterans Homes (ASVH) by providing a one-time special compensation award.

**II. SCOPE**

This policy applies to:

Newly hired direct care nursing employees hired into regular positions on a full-time basis at an ASVH.

**III. AWARD PROGRAM ADMINISTRATION**

The Award Program will be administered without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status.

**Eligibility:**

New hires into full-time nursing positions at an ASVH will be eligible to receive a one-time award to serve as a recruitment incentive for new employees in eligible positions.

Positions eligible to receive a special award are listed in Appendix 1.

**Criteria:**

All new full-time employees meeting the above eligibility requirement will automatically meet the criteria required to receive the five-thousand-dollar (\$5000) special compensation award.

Newly hired employees into eligible positions will receive their five-thousand-dollar (\$5000) special compensation over time as detailed below.

Newly hired employees may receive only one award (i.e. if a qualifying employee resigns and later returns or is promoted into another eligible position, they would not be eligible to receive a second special award).

## **Appendix 1 – Positions Eligible for Special Compensation Awards**

<b>Classification</b>	<b>Title</b>	<b>Grade</b>
MNU05C	Nursing Administrator	MED08
MNU04P	Nurse Practitioner	MED08
MNU08P	Registered Nurse Supervisor/Expert	MED06
MNU06P	Registered Nurse	MED05
MNU02P	Licensed Practical Nurse Supervisor	MED03
MNU01P	Licensed Practical Nurse	MED02

**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**  
**Maintenance Position Special Compensation Award Incentive Program**  
**(Maintenance Award Program)**

**I. PURPOSE**

Pursuant to Arkansas Code § 21-5-227 and § 21-5-228, this policy establishes the Arkansas Department of Veterans Affairs (ADVA) Maintenance Position Special Compensation Award Program (Maintenance Award Program). The Maintenance Award Program is designed to significantly reduce the reliance on temporary staffing agencies and to increase successful recruiting of current eligible employees at Arkansas State Veterans Cemeteries (ASVC) and Arkansas State Veterans Homes (ASVH) by providing a one-time special compensation award.

**II. SCOPE**

This policy applies to:

Newly hired maintenance employees hired into regular positions on a full-time basis at an ASVC or ASVH.

**III. AWARD PROGRAM ADMINISTRATION**

The Maintenance Position Award Program will be administered without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status.

**Eligibility:**

New hires into full-time maintenance positions at an ASVC or ASVH will be eligible to receive a one-time award to serve as a recruitment incentive for new employees in eligible positions.

Positions eligible to receive a special award are listed in Appendix 1.

**Criteria:**

All current full-time employees meeting the above eligibility requirement will automatically meet the criteria required to receive the three-thousand-dollar (\$3,000) special compensation award.

Newly hired employees in eligible positions will receive their three-thousand-dollar (\$3,000) special compensation over time as detailed below.

Newly hired employees may receive only one award (i.e. if a qualifying employee resigns and later returns or is promoted into another eligible position, they would not be eligible to receive a second special award).

**Procedures:**

A newly hired employee into a qualifying position will receive one-half of the award on the first pay period following OPM approval. The second half of the award will be paid out on the first pay period following the employee's one-year career service date. If the employee voluntarily resigns or is terminated from employment prior to completion of the required period of employment the following shall apply:

- Will repay ADVA any installment payments received before the date that the employee resigns or is terminated from employment; and
- Will not receive the value of any installment payments scheduled on or after the date of resignation or termination.

If the employee fails to repay within one hundred eighty (180) days from the date of resignation or termination, the Revenue Division of the Department of Finance and Administration may offset any refunds due the employee from the division by the sum certified by the Office of Personnel Management as due and owing under § 26-36-301 et. seq.

**Miscellaneous:**

The following terms apply to the Maintenance Award Program:

1. An employee shall not receive more than one (1) special compensation award type per qualifying event.
2. A lump-sum special compensation award payment is subject to withholding of all state and federal taxes.
3. A lump-sum special compensation award payment is included by retirement systems in determining retirement benefits.
4. A special compensation award may allow an employee's salary to exceed the maximum pay level.
5. An employee may receive a special compensation award, and a merit increase in the same fiscal year, if the employee is otherwise eligible for a merit increase.
6. Existing department funding will be used to cover the costs associated with any special compensation award.

## **Appendix 1 – Positions Eligible for Special Compensation Awards**

<b>Classification</b>	<b>Title</b>	<b>Grade</b>
TMA04P	Maintenance Supervisor/Expert	SGS06
TMA05P	Maintenance Technician	SGS03