



STATE OF ARKANSAS
**Department of Finance
 and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
 www.dfa.arkansas.gov

June 12, 2018

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request for the continuation of all previously approved hazardous duty differentials for FY 2019 for the Arkansas Department of Correction, Department of Community Correction, Department of Human Services, Department of Agriculture, and the Military Department. The requested differentials for continuation are attached.

The Arkansas Department of Correction also requests continuation of the 6% Maximum Security Incentive Differential Pay approved in FY18 for other hazardous duty pay that an employee may be eligible for. This subsequent differential will only be paid while an employee continues to work in certain approved areas and has regular exposure of at least 85% of the work time with clear, direct, and unavoidable hazards from inmates who are in units classified as Maximum Security.

The following classifications are eligible for the Maximum Security Incentive Differential Pay:

TITLE	CLASS CODE	GRADE	PAY RANGE
ADC/DCC Food Preparation Manager	T059C	GS05	\$32,405- \$46,987
ADC/DCC Correctional Officer I	T083C	GS04	\$39,046- \$42,116
ADC/DCC Corporal	T075C	GS05	\$32,405- \$46,987
ADC/DCC Correctional Sergeant	T065C	GS06	\$36,155- \$52,424
ADC/DCC Food Preparation Supervisor	T070C	GS04	\$39,046- \$42,116
ADC/DCC Lieutenant	T054C	GS07	\$40,340- \$58,493
ADC/DCC Major	T033C	GS10	\$56,039- \$81,256
ADC/DCC Captain	T048C	GS09	\$50,222- \$72,821

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
June 12, 2018
Page 2 of 2

The total estimated cost of the hazardous duty differential in FY18 was \$7,781,007. After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved hazardous duty differentials for FY19. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 01 2018

Date

KB/sd:1-2

HAZARDOUS DUTY DIFFERENTIAL SPREADSHEET FY19

Agency	Class Code	Title	Pay Grade	Pay Range	Approved %	FY18 Cost	Positions Affected
Department of Correction	T059C	ADC/DCC Food Preparation Manager	GS05	\$32,405- \$46,987	10%	\$47,265	19
Department of Correction	T083C	ADC/DCC Correctional Officer I	GS04	\$29,046- \$42,116	10%	\$88,309	80
Department of Correction	T075C	ADC/DCC Corporal	GS05	\$32,405- \$46,987	10%	\$4,046,841	2606
Department of Correction	T065C	ADC/DCC Correctional Sergeant	GS06	\$36,155- \$52,424	10%	\$1,828,313	793
Department of Correction	T070C	ADC/DCC Food Preparation Supervisor	GS04	\$29,046- \$42,116	10%	\$150,109	85
Department of Correction	T054C	ADC/DCC Lieutenant	GS07	\$40,340- \$58,493	10%	\$497,057	182
Department of Correction	T048C	ADC/DCC Captain	GS09	\$50,222- \$72,821	10%	\$196,696	61
Department of Correction	T033C	ADC/DCC Major	GS10	\$56,039- \$81,256	10%	\$104,707	82
Department of Community Correction	T092C	DCC Parole/Probation Officer I	GS05	\$32,405- \$46,987	10%	\$1,944	1
Department of Community Correction	T093C	DCC Parole/Probation Officer II	GS06	\$36,155- \$52,424	10%	\$17,717	7
Department of Community Correction	T045C	DCC Parole/Probation Officer	GS07	\$40,340- \$58,493	10%	\$34,447	14
Department of Community Correction	X042C	DCC Parole/Probation Assistant Area Manager	GS08	\$45,010- \$65,264	10%	\$28,252	10
Department of Community Correction	G222C	ADC/DCC Internal Affairs Administrator	GS09	\$50,222- \$72,821	10%	\$3,951	1
Department of Community Correction	M059C	ADC/DCC Advisor	GS05	\$32,405- \$46,987	6%	\$18,125	9
Department of Community Correction	T075C	ADC/DCC Corporal	GS05	\$32,405- \$46,987	6%	\$71,588	39
Department of Community Correction	T083C	ADC/DCC Correctional Officer I	GS04	\$29,046- \$42,116	6%	\$40,563	23
Department of Community Correction	T065C	ADC/DCC Correctional Sergeant	GS06	\$36,155- \$52,424	6%	\$23,871	11
Department of Community Correction	T059C	ADC/DCC Food Preparation Manager	GS05	\$32,405- \$46,987	6%	\$1,944	1
Department of Community Correction	T054C	ADC/DCC Lieutenant	GS07	\$40,340- \$58,493	6%	\$10,142	4
Department of Community Correction	T033C	ADC/DCC Major	GS10	\$56,039- \$81,256	6%	\$3,103	1
Department of Community Correction	M046C	ADC/DCC Treatment Coordinator	GS07	\$40,340- \$58,493	6%	\$5,321	2
Department of Community Correction	M021C	DCC Treatment Supervisor	GS08	\$45,010- \$65,264	6%	\$2,701	1

Department of Community Correction	M048C	Substance Abuse Program Leader	GS06	\$36,155- \$52,424	6%	\$7,167	3
Department of Human Services	L038C	Registered Nurse	MP01	\$68,830- \$88,058	6%	\$389,208	510
Department of Agriculture	B088C	County Forest Ranger (Law Enforcement)	GS06	\$36,155- \$52,424	4%	\$14,123	9
Department of Agriculture	B088C	County Forest Ranger (Explosives)	GS06	\$36,155- \$52,424	4%	\$2,590	1
Department of Agriculture	B098C	Forest Ranger II (Explosives)	GS05	\$32,405- \$46,987	4%	\$1,958	1
Military Department	T043C	Military Deputy Fire Chief	GS07	\$40,340- \$58,493	10%	\$4,033	1
Military Department	T049C	Military Firefighter Shift Leader	GS06	\$36,155- \$52,424	10%	\$26,834	7
Military Department	T060C	Senior Military Firefighter	GS05	\$32,405- \$46,987	10%	\$62,564	20
Military Department	T066C	Military Firefighter	GS04	\$29,046- \$42,116	10%	\$49,564	17
TOTAL						\$7,781,007	4601

*For Cummins, EARU, MAX, & Varner Units ONLY



HUMAN RESOURCES
 2403 East Harding Ave.
 Pine Bluff, Arkansas 71601
 Phone: (870) 850-8510
 Fax: (870) 850-8538
 Job Line: 1-888-8ADC-JOBS
 www.state.ar.us/doc

Arkansas Department of Correction

May 1, 2018

Kay Barnhill, State Personnel Administrator
 Office of Personnel Management
 Department of Finance and Administration
 P. O. Box 3278
 Little Rock, AR 72203



Dear Ms. Barnhill:

The Arkansas Department of Correction is requesting to continue the hazardous duty pay of six percent (6%) and the maximum security pay of six percent (6%) for the following positions at all units except the Varner Unit, Varner Supermax, Cummins Unit, Maximum Security Unit, and the East Arkansas Regional Unit. Those units were previously approved for ten percent (10%) hazardous duty pay as well as six percent (6%) maximum security pay.

Hazardous Duty	ADC/DCC Food Preparation Supervisor, T070C, GS04	6%
Hazardous Duty	ADC/DCC Correctional Officer I, T083C, GS04	6%
Hazardous Duty	ADC/DCC Corporal, T075C, GS05	6%
Hazardous Duty	ADC/DCC Correctional Sergeant, T065C, GS06	6%
Hazardous Duty	ADC/DCC Food Preparation Manager, T059C, GS05	6%
Hazardous Duty	ADC/DCC Lieutenant, T054C, GS07	6%
Hazardous Duty	ADC/DCC Captain, T048C, GS09	6%
Hazardous Duty	ADC/DCC Major, T033C, GS10	6%

Upon approval of the continuation, employees in the above classifications who work at any of the units of our agency will be authorized to receive a hazardous duty differential of six percent (6%) and an additional six percent (6%) of maximum security incentive differential pay.

Sincerely,

Stacia Lenderman

Stacia Lenderman
 Human Resources Administrator

SL/jw

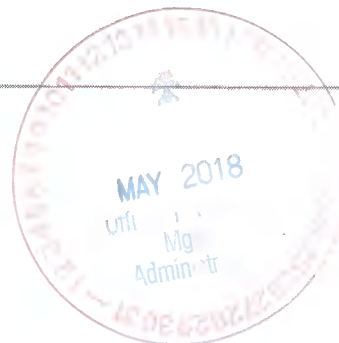


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Arkansas Department of Correction

May 1, 2018

Kay Barnhill, State Personnel Administrator
 Office of Personnel Management
 Department of Finance and Administration
 P. O. Box 3278
 Little Rock, AR 72203



Dear Ms. Barnhill:

The Arkansas Department of Correction is requesting to continue the hazardous duty pay of ten percent (10%), and the maximum security pay of six percent (6%) at the following units: Varner Unit, Varner Supermax, Cummins Unit, Maximum Security Unit, and the East Arkansas Regional Unit:

Hazardous Duty	ADC/DCC Food Preparation Supervisor, T070C, GS04	10%
Hazardous Duty	ADC/DCC Correctional Officer I, T083C, GS04	10%
Hazardous Duty	ADC/DCC Corporal, T075C, GS05	10%
Hazardous Duty	ADC/DCC Correctional Sergeant, T065C, GS06	10%
Hazardous Duty	ADC/DCC Food Preparation Manager, T059C, GS05	10%
Hazardous Duty	ADC/DCC Lieutenant, T054C, GS07	10%
Hazardous Duty	ADC/DCC Captain, T048C, GS09	10%
Hazardous Duty	ADC/DCC Major, T033C, GS10	10%

Upon approval of the continuation, employees in the above classifications who work at the Varner Unit, Varner Supermax, Cummins Unit, Maximum Security Unit, and the East Arkansas Regional Unit, and are assigned to maximum security lockup areas, i.e., administrative segregation, punitive isolation, and death row, will be authorized to receive hazardous duty pay differential of ten percent (10%) and an additional six percent (6%) of maximum security incentive differential pay. This will only be paid while the employee continues to work in those areas and have regular exposure of at least eighty-five percent (85%) of their work time to clear, direct, and unavoidable hazards from inmates who are in units that are classified as maximum security.

Sincerely,

Stacia Lenderman
 Stacia Lenderman
 Human Resources Administrator

SL/jw



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513

May 14, 2018

Ms. Kay Barnhill
State Personnel Administrator
1509 West 7th
Little Rock, AR 72203



Dear Ms. Barnhill:

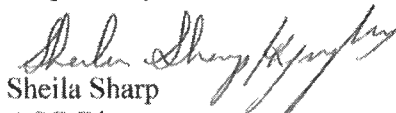
Arkansas Department of Community Correction (ACC) is requesting the continuation of the previously approved Hazardous Duty Differential with modification pursuant to Act 365 of 2017 for employees who are exposed to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and occupies one of the following classifications located in the Omega Supervision Sanction Center:

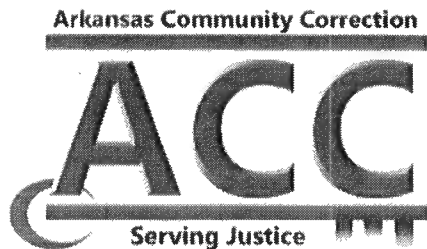
<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>%</u>
M059C	ADC/DCC Advisor	GS05	6%
T075C	ADC/DCC Corporal	GS05	6%
T083C	ADC/DCC Correctional Officer I	GS04	6%
T065C	ADC/DCC Correctional Sergeant	GS06	6%
T059C	ADC/DCC Food Preparation Manager	GS05	6%
T070C	ADC/DCC Food Preparation Supervisor	GS04	6%
T054C	ADC/DCC Lieutenant	GS07	6%
T033C	ADC/DCC Major	GS09	6%
M046C	ADC/DCC Treatment Coordinator	GS07	6%
M021C	DCC Treatment Supervisor	GS08	6%
M048C	Substance Abuse Program Leader	GS06	6%

Employees in these classifications are in direct contact with offenders at least eighty five percent (85%) of the work time which requires these positions to be exposed to increased risk of personal injury.

Hazardous duty differential pay will only be paid while the employee continues to work in one of the approved positions. Thank you in advance for your consideration.

Respectfully,


Sheila Sharp
ACC Director



Arkansas Community Correction

Two Union Nation Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
(501) 682-9510 (501) 682-9513



May 14, 2018

Ms. Kay Barnhill
State Personnel Administrator
1509 West 7th
Little Rock, AR 72203

Dear Ms. Barnhill:

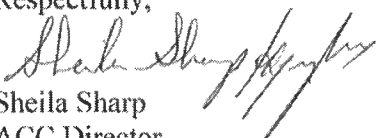
Arkansas Department of Community Correction (ACC) is requesting the continuation of the previously approved Hazardous Duty Differential with modification pursuant to Act 365 of 2017 for employees who are exposed to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and occupies one of the following classifications:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>%</u>
T092C	DCC Parole/Probation Officer I	GS05	up to 10%
T093C	DCC Parole/Probation Officer II	GS06	up to 10%
T045C	DCC Parole/Probation Officer	GS07	up to 10%
X042C	DCC Parole/Probation Asst. Area Manager	GS08	up to 10%
G222C	ADC/DCC Internal Affairs Administrator	GS09	up to 10%

Employees in these classifications are in direct contact with offenders at least eighty five percent (85%) of the work time which requires these positions to be exposed to increased risk of personal injury.

Hazardous duty differential pay will only be paid while the employee continues to work in one of the approved positions. Thank you in advance for your consideration.

Respectfully,


Sheila Sharp
ACC Director



ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

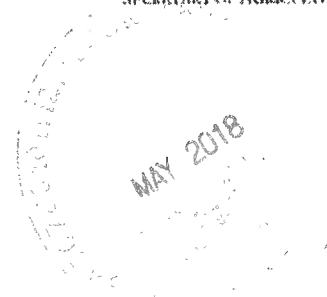
1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72203 | (501) 225-1598 | AAD.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

May 14, 2018

Ms. Kay Barnhill, Administrator
Office of Personnel Management
P. O. Box 3278
Little Rock, Arkansas 72203



Re: Request for continuation of certification and hazardous duty differential for two PSSF employees-Arkansas Forestry Commission (AFC)

Please accept our request to maintain certification and hazardous duty differential for two employees of the Arkansas Agriculture Department/Forestry Commission's (AFC) Poison Springs State Forest (PSSF) for Fiscal Year 2019. The approval has enabled the AFC to retain employment of qualified individuals that are licensed in explosives and maintain a Transportation Security Administration endorsement on their Arkansas Commercial Driver's License.

The employees have a 4% certification compensation differential and a 6% compensation hazardous duty differential. The 6% is authorized for the increased risk of personal physical injury for the identified high risk position of handling explosives. The additional percentage is paid when the employees, who for safety reasons work as a pair, blast debris placed by beavers out of culverts. If the debris is not removed, roads wash out. PSSF roads must be maintained for timber harvest and public hunting which are two of the most important objectives in the PSSF management plan. PSSF is comprised of over 23,000 acres in Ouachita and Nevada Counties.

The AFC did not request additional funding for the hazardous duty differential when previously approved and implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Respectfully,

Wesley W. Ward
Secretary of Agriculture
State of Arkansas





ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD

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WES WARD
SECRETARY OF AGRICULTURE

May 14, 2018

Ms. Kay Barnhill, Administrator
Office of Personnel Management
P. O. Box 3278
Little Rock, Arkansas 72203



Re: Request for continuation of 4% hazardous duty and 4% certification differential for District Law Enforcement Officers-Arkansas Forestry Commission (AFC)

Please accept our request to maintain the hazardous duty differential for District Law Enforcement Officers for Fiscal Year 2019. The approval has enabled the AFC to retain employment of qualified individuals.

Previously the Personnel Committee of the Arkansas Legislative Council approved the 4% hazardous duty, and 4% certification compensation for District Law Enforcement Officers employed with the Arkansas Agriculture Department, Forestry Commission (AFC).

The AFC has a total of 11 positions allocated to District Law Enforcement Officers which could include any position numbers within the classifications of B098C, Forest Ranger II or B088C, County Forest Ranger.

While position numbers may change the number of District Law Enforcement Officers remains at 9. District Law Enforcement Officers work not only in their assigned county, but all counties within their district.

These positions must be law enforcement certified and have additional law enforcement duties/training in addition to that of County Forest Rangers that are law enforcement certified:

- 30-40 more hours of annual training that includes
 - Weapons training and qualifications
 - Investigation procedures
 - Arrest procedures
- District wide fire arson investigations
- District wide timber theft investigations
- District wide illegal dumping on forestland investigations



OPM Administrator

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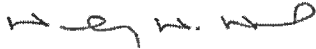
May 14, 2018

The 11 District Law Enforcement Officers are issued weapons, badges, and pepper spray in compliance with their additional required Law Enforcement duties/training.

The AFC did not request additional funding for the hazardous duty differential when implemented in 2009 and will not ask for additional funding for continuation of the differential.

Please advise if you need any additional information.

Respectfully,

A handwritten signature in black ink, appearing to read "Wesley W. Ward". The signature is written in a cursive style with a horizontal line through the middle.

Wesley W. Ward
Secretary of Agriculture
State of Arkansas



Directorate of State Resources
 Bldg. 4201, Camp Robinson
 North Little Rock, Arkansas 72199-9600

ASA HUTCHINSON
 Governor

Abbi Bruno
 Human Resources Administrator

May 9, 2018

Kay Barnhill, State Personnel Administrator
 Office of Personnel Management
 Department of Finance and Administration
 P. O. Box 3278
 Little Rock, AR 72203

Dear Ms. Barnhill,

The Arkansas Military Department respectfully requests to continue hazardous duty differentials in accordance Ark. Code Ann. §21-5-221, up to 10%, for the following classifications:

<u>Class Code</u>	<u>Classification</u>	<u>Grade</u>
T043C	Military Deputy Fire Chief	GS07
T049C	Military Firefighter Shift Leader	GS06
T060C	Senior Military Firefighter	GS05
T066C	Military Firefighter	GS04

The agency is requesting this hazardous duty differential due to the dangerous tasks the above classifications are required to perform including extinguishing fires and providing emergency medical and rescue services. These classifications are also subjected to frequent exposure to dangerous situations and the use of protective clothing is required.

Your approval of the continuation of the State Military Department hazardous duty differential plan would be greatly appreciated.

Thank you for your consideration.

Sincerely,

Abbi Bruno
 HR Administrator

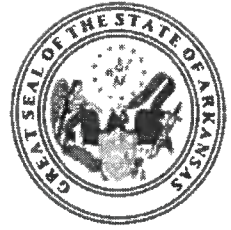


Division of Administrative Services

Office of Finance Administration

Human Resources/Personnel

P.O. Box 1437, Slot WG-1- Little Rock, AR 72203-1437
501-682-6455 Fax: 501-683-4351



May 15, 2018

Mr. Larry W. Walther, Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203



RE: Continuation of Hazardous Duty Differential for FY 2019

Mr. Walther:

In accordance with Act 365 of the 2018 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the grandfathered Hazardous Duty pay differential. We are not requesting any changes to our current utilization procedures.

Hazardous duty pay continuance is for the same classifications at the Arkansas Health Center, the Arkansas State Hospital, Office of Long Term Care and at DDS Human Development Centers pursuant to ACA 21-5-221 (c) (1) which states:

Hazardous duty differential of up to ten percent (10%) may be authorized for the increased risk of personal physical injury for an employee occupying a certain identified high risk position if the:

- (A) Position classification is determined to be physically hazardous due to location, facility, services provided, or other factors directly related to the duty assignment of the positions; and*
- (B) Employee's regularly assigned work schedule exposes him or her to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and the employee is not compensated for the hazardous exposure.*

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

Sincerely,

A handwritten signature in black ink that reads "Damian Hicks".

Damian Hicks
DHS Chief Human Resources Officer



Division of Administrative Services

Office of Finance Administration

Human Resources/Personnel

P.O. Box 1437, Slot WG-1· Little Rock, AR 72203-1437
501-682-6455 Fax: 501-683-4351



May 15, 2018

Mr. Larry W. Walther, Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203



RE: Continuation of Hazardous Duty Differential for FY 2019

Mr. Walther:

In accordance with Act 365 of the 2018 Regular session, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Hazardous Duty pay differential. We are not requesting any changes to our current utilization procedures.

Hazardous duty pay continuance is for the same classifications at the Arkansas Health Center and the Arkansas State Hospital pursuant to ACA 21-5-221 (c) (1) which states:

Hazardous duty differential of up to ten percent (10%) may be authorized for the increased risk of personal physical injury for an employee occupying a certain identified high risk position if the:

- (A) *Position classification is determined to be physically hazardous due to location, facility, services provided, or other factors directly related to the duty assignment of the positions; and*
- (B) *Employee's regularly assigned work schedule exposes him or her to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and the employee is not compensated for the hazardous exposure.*

The Arkansas State Hospital is asking to pay ten percent (10%) for staff who is working on the Adolescent Acute unit. They shall not receive the differential when they are not working on this unit. The Arkansas Health Center is asking to continue to pay six (6%) hazardous for any staff member who works on the Aspen, Cedar, Elm, and Willow acute units. Just like the State Hospital, staff only receives this differential when they physically work in these units only.

Should further information be required, please contact me at 320-6250. Statistical injury reports are attached for your review.

Sincerely,

Damian Hicks
DHS Chief Human Resources Officer