



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

EXHIBIT N
 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 previously approved on-call differentials for FY19. The requested differentials for continuation are listed below.

AGENCY	TITLE	FY18 COST	POSITIONS AFFECTED
Emergency Management	ALL	\$2,983	35
Department of Human Services	ALL	\$51,429	4
Department of Agriculture	X058C, Agriculture Commodity Area Supervisor, GS07 (\$40,340- \$59,493)	\$5,244	2
Department of Agriculture	X132C, Agriculture Commodity Compliance Inspector, GS05 (\$32,405- \$46,987)	\$17,017	8
Military Department	T036C, Military Facilities Supervisor, GS06 (\$36,155- \$52,424)	\$0	0
Military Department	S022C, Skilled Trades Supervisor, GS05 (\$32,405- \$46,987)	\$10,519	2
Military Department	S031C, Skilled Tradesman, GS04 (\$29,046- \$42,116)	\$29,535	6

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
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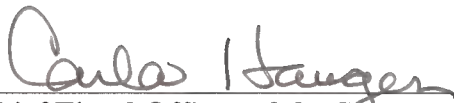
TOTAL	\$116,727	57
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After review of the requests, the Office of Personnel Management **recommends** the approval of the continuation of these previously approved on-call differentials for FY19. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator

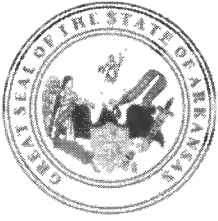


Chief Fiscal Officer of the State

MAY 31 2018

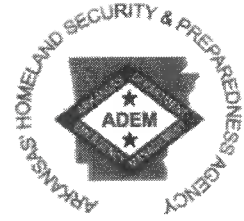
Date

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ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

May 3, 2018



Ms. Kay Barnhill Terry, OPM Administrator
DF&A Office of Personnel Mgmt.
P.O. Box 3278
Little Rock, AR 72203

Dear Ms. Terry,

The Arkansas Department of Emergency Management is requesting a continuance of the following approved On-Call Differential Compensation Plan. This will include the position listed in this letter as well as the new positions approved by the Personnel Committee.

Documented Need

The Arkansas Department of Emergency Management (ADEM) is a 24 hour/7 day a week facility which must always be prepared to respond to a myriad of natural and man-made disasters and events which endanger the lives and property of the citizens of Arkansas. All employees of the agency train and exercise this response to be ready for these situations and must respond immediately when called on to the State Emergency Operations Center (SEOC) to provide assistance to local jurisdictions when these events go beyond their response capabilities. To ensure staffing needs are met during times of anticipated threats, whether man made or natural, on-call teams are identified. While on-call employees have restrictions put on their personal lives in order to be ready if called. This is not optional. When Inclement Weather is offered to most State employees, those identified on-call teams are considered critical personnel and are not offered this benefit. For some it is necessary to stay at ADEM overnight while on-call in lieu of risking their safety on icy roads. Restrictions are also imposed on staff in making choices on their personal time and in their ability to travel when identified as on call in preparation for potential activation in the SEOC.

A condition of employment at ADEM is the assignment of a position within this SEOC. SEOC functions are completely separate from the functions of assigned classified positions worked during regular business hours. There are separate training requirements for SEOC positions as well. Since the mission of the SEOC supersedes the duties of their classified positions during times of disaster, these positions are assigned to all ADEM employees regardless of the FLSA status of the classified positions.

Eligibility Criteria

It is a condition of employment at ADEM to be available to work assigned positions within the SEOC. Each employee is graded on their level of availability and participation in these assigned SEOC positions. Employees are assigned to on-call teams when threat of severe weather is anticipated. Outside of extenuating circumstances, all ADEM staff is required to be available for on-call team assignment. When on-call there is a restriction of personal activities that may cause an inability to report upon notification for duty. The following restrictions are mandatory during on-call:

- Respond as soon as possible not to exceed 90 minute response time
- Prohibit the use of any impairing substance
- Must make personal arrangements so that response time does not exceed 90 minutes
- Agency phone must be charged, ready, and monitored for phone calls, emails, or text messages during restricted on-call status.

The position number and authorized titles for the 20% differential that would be affected are enclosed.

Sincerely,



A.J. Gary
Director and State Homeland Security Advisor

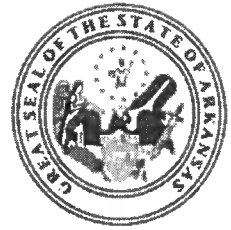


Division of Administrative Services

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 On-Call 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 On-Call pay differential for Pharmacists and Physicians. We are not requesting any changes to our current utilization procedures.

Pharmacists who are employed at the Arkansas State Hospital (ASH) are required to provide prompt attention and response to the emergency patient medical orders prescribed by the on-call physicians. On-Call for the pharmacists who are employed at ASH is pursuant to ACA 21-5-221 (k) (1) which states:

(k) (1) On-Call duty or standby-duty differential may be authorized for an employee whose job requires him or her to provide services on nights, weekends, or holidays or other situations when the agency does not have regularly scheduled staff coverage.

(2) On-call duty or standby-duty differential is to be used for officially scheduled duty outside regular work hours during which an employee is required to be accessible by telephone, pager, or other means and must return to the designated work site upon notification of need within a specified response time.

Physician On-Call pay continuance is pursuant to Act 840 of 2018, §1, authorizes Arkansas State Hospital to employ psychiatric specialists (L005N) at grade MP08 and general physicians (L013N) at grade MP06. Section 12 provides that “[p]ay rates for physicians ... within [DBHS] may include the special allowances available to UAMS physicians and professional faculty as described in the special language of the UAMS appropriation.”

Accordingly, we request continued approval to apply the special allowances provided in Act 512 of 2018, §46, to psychiatric specialists and general physicians employed by ASH who are undertaking the additional duty of on-call assignment. This became necessary when the psychiatric residents at the University of Arkansas Medical Sciences could no longer provide these services.

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

Sincerely,

Damian Hicks
DHS Chief Human Resources Officer



ASA HUTCHINSON
GOVERNOR

ARKANSAS AGRICULTURE DEPARTMENT

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

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 251-1998 | AAD.ARKANSAS.GOV



WES WARD
SECRETARY OF AGRICULTURE

May 14, 2018

Mr. Larry Walther, Director
Department of Finance and Administration
P O Box 3278
Little Rock, AR 72203



Dear Mr. Walther,

I respectfully request the continuation of "on call" status for FY 2018-19 for our Agriculture Commodity Compliance Inspectors and Agriculture Commodity Area Supervisors.

These Employees are on call 24/7 to provide service to the Arkansas Poultry and Egg Industries. Employees are expected to be available for relief duties at a moment's notice, state-wide, for agriculture Commodity Graders stationed in processing plants or for emergency situations with plants that do not keep grading staff full-time, such as returned shipments of product that cannot be off-loaded without an inspector present to break the seal on a truck and document the contents of the truck. These employees are expected to provide services at processing plant on any shift needed, nights, holidays (including Thanksgiving and Christmas), weekends, etc. Our agency must have personnel available when needed. We want to pay an additional 1% differential to the employee's in "on call" status, this is an increase from 5.5% to 6.5% from last year. This request is for a total of 10 employees.

These positions are funded entirely from Special Revenue and are 100% self-supported through the Egg & Poultry Industry.

Position	Class Code	Grade	Title	Number	Name
22077901	X058C	GS07	Agri. Commodity Area Supervisor	85605	Rogers
22094726	X132C	GS05	Agri. Commodity Compliance Inspector	69155	Caughron
22094710	X132C	GS05	Agri. Commodity Compliance Inspector	124913	Overton
22094724	X132C	GS05	Agri. Commodity Compliance Inspector	106273	Xayasa
22094731	X058C	GS07	Agri. Commodity Area Supervisor	37531	Gage
22150692	X132C	GS05	Agri. Commodity Compliance Inspector	106582	Causey
22094722	X132C	GS05	Agri. Commodity Compliance Inspector	116058	Miner
22094704	X132C	GS05	Agri. Commodity Compliance Inspector	126187	Britton
22087878	X132C	GS05	Plant Board Agri. Specialist (Agri. Commodity Compliance Inspector)	118383	Rios
22077899	X132C	GS05	Agri Commodity Compliance Inspector	61317	Perez

Please contact me if you have any questions or require more information.

Sincerely,

Wes 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 State Military Department (AMD) is requesting continuation of the 10% on call differential pay for the following classifications:

T036C Military Facilities Supervisor GS06
S022C Skilled Trades Supervisor GS05
S031C Skilled Tradesman, licensed Journeyman Electrician GS04
S031C Skilled Tradesman, licensed Journeyman Plumber GS04
S031C Skilled Tradesman, licensed HVAC Mechanic GS04

The On call duty or stand by duty plan remains as follows:

On call duty or stand by duty may be authorized for an employee whose job requires him or her to provide services nights, weekends, or holidays or other situations when the agency does not have regularly scheduled staff coverage.

On call duty or stand by duty differential is to be used for officially scheduled duty outside regular work hours during which an employee is required to be accessible by telephone, pager, or other means and must return to the designated work site upon notification of need within a specified response time.

An employee who is required to be available for duty on nights, weekends, holidays will be eligible to receive call duty or stand by duty pay equivalent of an hourly rate not to exceed 10% of his/her base hourly pay rate for each call duty or stand by duty hour for not more than 48 hours during any seven-day work period.

Compensation shall not be paid to any employee required to be on call duty or stand by duty who fails to respond after the second notification that his or her services are needed.

- If the equipment or paging device malfunctions the penalty shall not apply.



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

ASA HUTCHINSON
Governor

Abbi Bruno
Human Resources Administrator

- An employee on call duty or stand by duty who is called into work shall be compensated for the actual hours worked at the appropriate rate of pay with a minimum of two (2) hours for each call back.
- The employee shall not be paid call duty or stand by duty for hours actually worked during a call back.
- If granting additional compensation would have the effect of exceeding the maximum or the career pay level for the grade assigned to the employee's classification, the additional compensation shall not be considered as exceeding the maximum allowable rate for that grade.

Your approval of the continuation of the State Military Department call duty or stand by duty plan would be greatly appreciated.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Abbi Bruno".

Abbi Bruno
HR Administrator