



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
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June 15, 2016

O

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 from the Arkansas Department of Correction (ADC) for your review.

SALARY ADMINISTRATION GRID

The Arkansas Department of Correction (ADC) has requested a modification to its currently approved salary administration grid for uniformed correctional staff, as established by Ark. Code Ann. §21-5-222(a), which states:

- (1) *A state agency or institution may request that a salary administration grid be approved for specific classifications of positions assigned to the career service compensation plan if the:*
 - (A) *State agency or institution has documented the need for a salary administration grid for specified positions or classifications;*
 - (B) *Terms and conditions of the grid proposed by the agency or institution address the needs of the targeted positions;*
 - (C) *Cost of implementing and maintaining a salary administration grid is within the agency's or institution's existing appropriation and implementation does not use funds specifically set aside for other programs within the agency or institution; and*
 - (D) *Salary administration grid has been approved by the Chief Fiscal Officer of the State after review by the Personnel Committee.*
- (2)(A) *Special salary rates may be authorized up to the maximum pay level authorized for the grade assigned to the classification of a career service position for specific classifications only:*
 - (B) *An approved salary administration grid shall be used for establishing a starting salary for an employee in an individual position.*
 - (C) *A person hired above the entry pay level shall meet or exceed the minimum qualifications for the job classification.*
 - (D) *Subsequent salary determinations within a salary administration grid shall be based on the employee's qualifications, relevant competitive compensation rates, professional or education achievements, and internal equity within the agency or institution.*

- (E) A plan of implementation and salary progression must be approved by the office on a biennial basis.*
- (3) An approved grid may be amended only upon approval by the office after review by the Personnel Committee.*
- (4) Compensation differentials that are included in an agency or institution's grid plan may not exceed rates provided in §21-5-221.*

A modification of the current correctional staff tier plan for the following classifications is listed below:

<u>CLASS CODE</u>	<u>TITLE</u>	<u>GRADE</u>	<u>REQUESTED RATE</u>
T083C	ADC/DCC Correctional Officer I	C112	Tier 1: \$26,824
T083C	ADC/DCC Correctional Officer I	C112	Tier 2: \$28,031
T083C	ADC/DCC Correctional Officer I	C112	Tier 3: \$29,292
T083C	ADC/DCC Correctional Officer I	C112	Tier 4: \$30,135
T075C	ADC/DCC Corporal	C113	Tier 1: \$29,507
T075C	ADC/DCC Corporal	C113	Tier 2: \$30,834
T075C	ADC/DCC Corporal	C113	Tier 3: \$32,222
T075C	ADC/DCC Corporal	C113	Tier 4: \$33,149
T065C	ADC/DCC Correctional Sergeant	C115	Tier 1: \$32,457
T065C	ADC/DCC Correctional Sergeant	C115	Tier 2: \$33,918
T065C	ADC/DCC Correctional Sergeant	C115	Tier 3: \$35,444
T065C	ADC/DCC Correctional Sergeant	C115	Tier 4: \$36,463
T054C	ADC/DCC Lieutenant	C117	Tier 1: \$37,845
T054C	ADC/DCC Lieutenant	C117	Tier 2: \$39,548
T054C	ADC/DCC Lieutenant	C117	Tier 3: \$41,328
T054C	ADC/DCC Lieutenant	C117	Tier 4: \$42,516
T048C	ADC/DCC Captain	C118	Tier 1: \$41,629
T048C	ADC/DCC Captain	C118	Tier 2: \$43,502
T048C	ADC/DCC Captain	C118	Tier 3: \$45,460
T048C	ADC/DCC Captain	C118	Tier 4: \$46,767
T033C	ADC/DCC Major	C120	Tier 1: \$45,793
T033C	ADC/DCC Major	C120	Tier 2: \$47,853
T033C	ADC/DCC Major	C120	Tier 3: \$50,006
T033C	ADC/DCC Major	C120	Tier 4: \$51,444

The tiers in the plan are based upon the type of facility operated by ADC and the complexity of correctional duty associated with each. Tier 1 facilities are facilities considered by ADC to be minimum security facilities; Tier 4 facilities house ADC's inmates requiring the maximum level of security ADC provides. Employees moving between tiers will have pay adjusted according to the terms of the grid. The facilities associated with each tier are as follows:

Tier 1 Facilities	Benton Unit
	Central Office
	Administration Annex East
	Arkansas Correctional Industries
	Mississippi County Work Release
	Northwest Arkansas Work Release
	Texarkana Regional Correctional Unit
	ADC Farm
Tier 2 Facilities	ADC Construction Unit
	Hawkins
	Delta
	Ester
	Randall L. Williams
	North Central
	Tucker
	Wrightsville
	Grimes
	McPherson
	Ouachita River Correctional Unit
	ADC Medical/Transportation Units
Tier 3 Facilities	Boot Camp
	Cummins
	East Arkansas
	Maximum Security Unit
Tier 4 Facilities	Varner
	Varner Supremax

The Arkansas Department of Correction requests this modification to maintain competitiveness in the recruitment and retention of qualified individuals in challenging work environments. Turnover in these classifications ranged from a low of 2.2% (ADC Captain) to a high of 38.1% (ADC Correctional Officer I) for the last fiscal year. The proposed plan permits ADC to make adjustments in the above classifications based on tier location. Due to the increase in minimum wage and job opportunities with higher salary and benefits for workers in law enforcement and security, ADC has determined that it is necessary to adjust its pay structure for correctional staff classifications.

Upon implementation of this grid, current incumbents with at least five (5) years of service since their latest hire dates with ADC will be eligible for either the revised base rate of pay based on the tiers above, or a longevity increase, whichever is greater. Implementation of longevity pay will help retain current staff and avoid salary compression. The following longevity increases will be available under this plan:

<u>Years of Service</u>	<u>Longevity Increase</u>
5 to 9 Years	1%
10 to 14 Years	2%
15 to 19 Years	3%
20 to 24 Years	4%
25+ Years	5%

Employees will be eligible for either longevity movement or movement to the revised base rate, but not both. The anticipated cost of this grid is \$1,783,550. ADC states that current funding levels are sufficient to implement this grid.

The Office of Personnel Management (OPM) has reviewed ADC's request and recommends the proposed modifications to ADC's salary administration grid for uniformed correctional classifications.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

JUN 18 2016

Date

Tier Change Requests

		<u>TIER1 BASE</u>	<u>TIER2 BASE</u>	<u>TIER3 BASE</u>	<u>TIER4 BASE</u>
Correctional Officer I	Annual	\$26,824.10	\$28,031.12	\$29,292.43	\$30,135.04
	Hourly	12.8962	13.4765	14.0829	\$14.4880
Corporal	Annual	\$29,506.51	\$30,834.23	\$32,221.68	\$33,148.54
	Hourly	\$14.1858	\$14.8242	\$15.4912	\$15.9368
Sergeant	Annual	\$32,457.16	\$33,917.66	\$35,443.84	\$36,463.40
	Hourly	\$15.8044	\$16.3066	\$17.0403	\$17.5305
Lieutenant	Annual	\$37,845.04	\$39,547.99	\$41,327.52	\$42,516.00
	Hourly	\$18.1947	\$19.0135	\$19.8690	\$20.4404
Captain	Annual	\$41,629.55	\$43,502.79	\$45,460.27	\$46,767.60
	Hourly	\$20.0142	\$20.9148	\$21.8559	\$22.4844
Major	Annual	\$45,792.50	\$47,853.07	\$50,006.30	\$51,444.36
	Hourly	\$22.0156	\$23.0063	\$24.0415	\$24.7329
Tier 1			Tier 2		
CR01 Central Office			CR04 Construction / Maint Security		
CR02 Admin Annex East			CR06 Hawkins		
CR05 Benton Unit			CR10 Delta Unit		
CR07 - Industry or unit assigned			CR11 Ester		
CR15 Mississippi County Work Release			CR13 Randall L Williams		
CR17 Northwest Arkansas Work Release			CR16 North Central Unit		
CR21 Texarkana Regional Correctional			CR20 Pine Bluff Unit		
CR29 Farm			CR23 Tucker Unit		
Tier 3			CR25 Wrightsville		
CR09 Cummins Unit			CR27 Grimes Unit		
CR12 East Arkansas Regional Unit			CR28 McPherson Unit		
CR14 Maximum Security Unit			CR30 Ouachita River Correctional Unit		
CR24 Varner Unit			CR32 Medical/Transportation		
Tier 4			CR33 Boot Camp		
CR31 Varner Supermax			Industry Warehouse (CDL Drivers)		
			Commodity Warehouse (CDL Drivers)		



Arkansas Department of Correction

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

March 31, 2016

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

Dear Ms. Terry:

The Department of Corrections is requesting modification on our Tier Grid for our Correctional Staff. The increase consists of a (4.5) five percent salary increase between each tier, and also we have changed the tier of two of the facilities due to changes in the security risk at those particular units. We received a labor market approval from OPM to have ADC/DCC Correctional Officer I salaries for Tier 1 moved to base salary (\$ 26,824) of a Grade C112 on February 24, 2016. This request would increase the Tier Grid for Tier 2 and Tier 3. Tier 4 will remain the same.

The change in the units, is moving Wrightsville Unit and Hawkins Unit from Tier 3 to Tier 2.

We are also requesting to do a longevity adjustment to our current security staff that have been employed in Correctional Security for five years or more, **before** the tier adjustments are implemented for the modified tier grid. This is to ensure that we do not cause any salary inequities and to prevent any morale issues.

The Longevity pay increase would be based on the employees latest hire date:

- 5 to 9 years would receive one (1) percent
- 10 to 14 years would receive two (2) percent
- 15 to 19 years would receive three (3) percent
- 20 to 24 years would receive four (4) percent
- 25 years and above would receive five (5) percent

There are 3032 total filled security positions, with this proposal, 1,777 would receive an increase.

Attached is the spreadsheet of the employees and the cost, also the new proposed tier sheet. The total cost would be \$1, 617,886.68.

This request would be funded with our current salary savings we have from the vacancies our agency has at this time.

I want to thank you for the meeting we had, and thank you in advance for your consideration in this matter.

If you have any questions feel free to contact me at 870-850-8524.

Sincerely,

A handwritten signature in cursive script that reads "Stacia Lenderman".

Stacia Lenderman
Human Resources Administrator

SL/jw

Proposal for Security Staff Increase

March 31, 2016

We started with the Longevity First – This is based on **Latest Hire Date**.

5 to 9 years received one (1) percent.

10 to 14 years received two (2) percent.

15 to 19 years received three (3) percent.

20 to 24 years received four (4) percent.

25 years and above received five (5) percent.

There are 3,032 total security employees. 1,777 will receive increases.

We increased the Entry Salary to Base Salary \$12.8962 per hour.

We added 4.5 percent between the tiers. We moved Wrightsville/Hawkins to tier 2.

There was no change made to tier 4.

Tier 1 - from \$12.14 to \$12.8962

Tier 2 - from \$12.89 to \$13.4765

Tier 3 - from \$13.83 to \$14.0829

Tier 4 - \$14.4880 – no change

This consists of the longevity, then making adjustments to the staff to the proposed tier increase.

Cost: 1,477,792.00

Matching: 140,094.68

\$1,617,886.68