



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

**EXHIBIT H**  
**OFFICE OF PERSONNEL MANAGEMENT**  
**Administrator's Office**  
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January 16, 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 submits a request from the Arkansas Department of Community Correction (DCC) for hazardous duty compensation differential in accordance with Ark. Code Ann. §21-5-221.

DCC is requesting a hazardous duty differential up to 6% to be established for the following classifications located in the Omega Supervision Sanction Center:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>	<u>Salary Range</u>
T033C	ADC/DCC Major	GS09	\$50,222 - \$72,821
M021C	DCC Treatment Supervisor	GS08	\$45,010 - \$65,264
T054C	ADC/DCC Lieutenant	GS07	\$40,340 - \$58,493
M046C	ADC/DCC Treatment Coordinator	GS07	\$40,340 - \$58,493
T065C	ADC/DCC Correctional Sergeant	GS06	\$36,155 - \$52,424
M048C	Substance Abuse Program Leader	GS06	\$36,155 - \$52,424
T059C	ADC/DCC Food Preparation Manager	GS05	\$32,405 - \$46,987
M059C	ADC/DCC Advisor	GS05	\$32,405 - \$46,987
T075C	ADC/DCC Corporal	GS05	\$32,405 - \$46,987
T070C	ADC/DCC Food Preparation Supervisor	GS04	\$29,046 - \$42,116
T083C	ADC/DCC Correctional Officer I	GS04	\$29,046 - \$42,116

The Omega Supervision Sanction Center houses a total of 301 felony technical and serious technical violation offenders. Violators sanctioned to the Omega Center may include those with prior violent crimes and sexual types of offenses. The recent passage of Act 423 of 2017 adjusted the length of stay for technical and more serious probation or parole violations and time served may be reduced up to 50% if the violator completes program requirements.

Omega operates 24 hours, 7 days a week and covers three (3) daily shifts. The facility has encountered increased turnover due to location and competition with another institutional facility located nearby resulting in an increased workload of current staff who are supervising these offenders. In order to qualify for hazardous duty pay, employees must be exposed to hazardous conditions at least fifty percent (50%) of the work time in a classification that does not already compensate for the hazardous exposure.

Approximately 72 incumbents would be eligible for this differential in the classifications listed above at the Omega Supervision Sanction Center. OPM estimates the cost of DCC's request to establish the hazardous duty differential for current incumbents in the above classifications for the remainder of the fiscal year to be \$144,576.52. The agency would cover the cost for the differential through salary savings.

The Office of Personnel Management **recommends** DCC's request to establish hazardous duty compensation differentials for the remainder of Fiscal Year 2018.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

JAN 03 2018

Date



## Arkansas Community Correction Human Resources

105 W. Capitol, Ste. 3  
Little Rock, AR 72201  
501-682-9560 (Office) 501-682-9590 (Fax)

December 6, 2017

Ms. 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 Community Correction (ACC) is requesting a Hazardous Duty Differential for the following classifications located in our 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%

Omega is a male unit that houses a total of 301 felony technical and serious technical violation offenders. Violators that can be sanctioned to the Omega Center may include those with prior violent crimes and sexual types of offenses. Act 423 of 2017 became effective October 1, 2017 and adjusted the length of stay for technical and more serious probation or parole violations to 45/90 which may be reduced by up to 50% if the violator successfully completes program requirements. Consequently, the Omega Center population will be accepting and releasing offenders at an accelerated rate making it even more critical to retain experienced officers and counselors.

ACC Policy dictates that all institutional employees attend a four (4) week Basic Training Academy which allows them to assist in security shifts when needed. Omega operates 24/7 and must cover a total of three (3) daily shifts; however, our employees constantly have to cover extra shifts due to staff shortages. Over time, this creates a morale and burnout issue which leaves the other employees with an increased workload while supervising offenders.

Another reason we experience turnover at this unit is that Omega is situated adjacent to the Arkansas Department of Correction's (ADC) Ouachita River Correctional Unit. ADC sought and received a significantly higher entry rate for staff at ORCU that supervise and provide treatment programs to a very similar inmate population. Various recruiting and retention efforts specific to the Center have been attempted with minimal success. We have held job fairs and advertised in the local newspaper for five (5) surrounding cities (Malvern, Hot Springs, Arkadelphia, Benton, and Little Rock). It's critical that we address the turnover issue before the turnover gets to the point that other staff start leaving because their safety in an institution that is short staffed could be an issue.

Over the course of Fiscal Year 2017, ACC has requested and was not approved for a Labor Market increase and a Tier Plan for Omega due to turnover. This request is for a total of 72 positions that would be eligible for the 6% Hazardous Duty Differential. The cost for the 6% differential is approximately \$176,789.60 which would be covered from salary savings.

According to AASIS, the following table provides the FY16, FY17, and FY18 turnover for the applicable classifications at the Omega Facility.

	COI	Corporal	Sergeant	Lieutenant	Major	Advisor	SAPL	Treatment Supervisor	Treatment Coordinator	Food Service
FY2016	35.71%	20.00%	16.67%	0.00%	0.00%	27.27%	0.00%	0.00%	0.00%	50.00%
FY2017	55.20%	31.00%	15.40%	25.00%	100.00%	75.00%	33.30%	50.00%	0.00%	60.00%
FY2018	23.00%	5.20%	0.00%	50.00%	0.00%	37.50%	0.00%	0.00%	0.00%	20.00%

This facility cannot continue to operate at such a continual rate of turnover. In order for ACC to stabilize this increasing problem, the approval of the requested Hazardous Duty Differential would provide new and existing employees with an incentive to continue working within ACC. Your favorable review and consideration of this request is appreciated.

Respectfully,  
  
Sheila Sharp  
Director



**Department of Finance & Administration  
Office of Budget**

**FORM PACERT**

**CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS**

Agencies must complete this form for personnel actions involving pool requests or director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Type of Action Requested:			
2. Employee Name:			
3. Employee Personnel Number (if any):			
4. Job Title:			
5. Class Code:		6. Grade:	
7. Current Salary:			
8. Increase in Salary:		\$ 143,556.38	
9. Increase in Personal Services Match:		\$ 33,233.29	
10. Total Budgetary Impact (Boxes 8 & 9):		\$ 176,789.67	
11. Fund Center:		510	
12. Cost Center:		346764	
13. Funding Source:		GENERAL REVENUE FUND	
14. Current Budget for Appropriation:		\$2,569,394.86	
15. Certified Funding for Appropriation:		\$2,569,394.86	

Justification:

The employees with the Omega center work directly with offenders who have committed more violent crimes. This is also an effort to assist with recruiting and retention.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.

  
Agency Director

12-11-17

Date