



Division of Higher Education

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Johnny Key
Secretary

Maria Markham, Ph.D.
Director

January 29, 2019

The Honorable David Wallace, Chair
The Honorable Jim Wooten, Chair
Arkansas Legislative council-Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

The Division of Higher Education (DHE) submits a request from North Arkansas College (NAC) for your review. NAC has requested the education differential to provide differential pay for employees who will complete degrees while employed with the institution. The differential pay request is based upon ACA §21-5-1412 which states:

"(e) An education differential of up to ten percent (10%) for job-related education for individual positions or for specific classifications within an institution may be authorized if:

(1) Attainment of additional education is from an accredited institution of higher education, documented by official transcript, certificate, or degree award, and directly related to the predominant purpose and use of the position or classification; and

(2) The education to be compensated is not included as a special requirement or minimum qualification established for the classification by the official class specification."

The proposed differential amounts are within the 10% limit per Act 763 of 2019, the Higher Education Uniform Classification and Compensation Act. The institution has submitted the following differential pay plan for this request based on four degree levels:

Associate's degree	0.5%
Bachelor's degree	1.0%
Master's degree	1.5%
Doctorate	2.0%

As required, the degree must be obtained from an accredited higher education institution, documented by an official transcript. The proposed degree is not included as a special requirement or minimum qualification established for the classification or position. The degree must be related to the predominant purpose and use of the employee's current position or classification.

JUSTIFICATION:

North Arkansas College has requested a differential of 0.5% to 2% for the following classified positions:

D022C	Systems Specialist	C124		Payroll Services Specialist	C115	A090C
D039C	Network Support Specialist	C123		Skilled Tradesman	C115	S031C
D054C	Computer Support Coordinator	C121		Fiscal Support Analyst	C115	A091C
S004C	Maintenance Manager	C121				
T030C	HE Public Safety Commander I	C120		Student Accounts Officer	C115	C025C
V007C	Procurement Coordinator	C119		Human Resources Program Representative	C115	R032C
D062C	Database Analyst	C119		Maintenance Technician	C113	S046C
A074C	Fiscal Support Supervisor	C118		Administrative Specialist III	C112	C056C
D065C	Network Support Analyst	C118		Payroll Technician	C112	A097C
D064C	Website Developer	C118		Purchasing Technician	C112	V022C
A082C	Accountant II	C117		Bookstore Office Manager	C110	C064C
A089C	Accountant I	C116		Administrative Specialist II	C109	C073C
G195C	HEI Program Coordinator	C116		Library Technician	C109	C069C
P031C	Media Specialist	C116		Maintenance Assistant	C108	S065C
T051C	HE Public Safety Supervisor	C117		Administrative Specialist I	C106	C087C

C035C	Assistant Registrar	C115		Institutional Services Supervisor	C104	S084C
D079C	Computer Support Technician	C115		Institutional Services Assistant	C103	S087C
G207C	Financial Aid Analyst	C115		Landscape Specialist	C110	S057C
S033C	Maintenance Supervisor	C115		Fiscal Support Specialist	C112	A098C
				Accounting Technician	C110	A101C

The institution currently offers a policy for a base salary increase for education attainment for their full-time, non-classified employees. The institution seeks to include full-time classified staff in the proposed policy in order to recruit and retain employees. Based on the institutions experience, the estimated annual cost of this request is \$350 per candidate, or \$1,400 annually. (The estimated annual cost is based on four(4) classified candidates, making an average of \$35,000, and completing a bachelor's level degree plan(1% increase.) North Ark's Executive President's Cabinet has reviewed and approved this request.

RECOMMENDATION:

The Division of Higher Education has reviewed the submitted documentation by North Arkansas College and recommends the institution's request for approval of the education differential plan for the above mentioned positions and grades.

Your consideration of this request is appreciated.

Sincerely,



Maria Markham
Director



1515 Pioneer Drive
Harrison, AR 72601
January 31, 2020

Arkansas Department of Higher Education
Maria Markham, Director
423 Main Street, Ste 400
Little Rock, AR 72201-3818

Dear Director Markham,

North Arkansas College (Northark) submits a request for your review. Northark has requested a salary compensation differential of up to 2% of annual base salary for current, full-time classified employees for the attainment of additional education as established by ACA 21-5-1402 which states:

SECTION 7. Arkansas Code § 21-5-1412 is amended to read as follows: 25 21-5-1412. Compensation differentials.

(a) To address specific employee compensation needs not otherwise provided for in this subchapter, an institution of higher education may pay additional compensation for current employees in specific positions or for classifications of positions assigned to a compensation plan authorized by the General Assembly for one (1) or more compensation differentials.

(b)(1) Authorization for one (1) or more compensation differentials may be approved if the: (e) An education differential of up to ten percent (10%) for job related education for individual positions or for specific classifications within an institution may be authorized if:

(1) Attainment of additional education is from an accredited institution of higher education, documented by official transcript, certificate, or degree award, and directly related to the predominant purpose and use of the position or classification; and

(2) The education to be compensated is not included as a special requirement or minimum qualification established for the classification by the official class specification.

(i) If granting additional compensation would have the effect of exceeding the maximum 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.

(j) Other compensation differentials may be administered by the department after:

(1) Approval by the director; and

(2) Review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.

A Comprehensive Community College
1515 PIONEER DRIVE HARRISON, ARKANSAS 72601 (870) 743-3000

Northark currently offers a policy for a base salary increase for education attainment for our full-time, non-classified employees. We seek to include full-time classified staff in our proposed policy in order to recruit and retain classified employees. Over the past 12 months, Northark has experienced 38% in turnover of classified staff. Based on our experience, the estimated annual cost of this request is \$350 per candidate, or \$1,400 annually. (The estimated annual cost is based on four (4) classified candidates, making an average of \$35,000, and competing a bachelor's level degree plan (1% increase.) Northark's Executive President's Cabinet has reviewed and approved this request.

The following guidelines are included in our proposed policy:

1. Additional education is defined as the successful completion of a post-secondary degree of the level of Associate's, Bachelor's, Master's or Doctorate from an accredited higher education institution, documented by an official transcript.
2. The proposed degree is not included as a special requirement or minimum qualification established for the classification or position.
3. The degree must be related to the predominant purpose and use of the employee's current position or classification.
4. An Educational Advancement Plan must be completed, and approved by the Supervisor, Executive President Cabinet member, and the Human Resources Director prior to starting the degree.
5. College officials will ensure the differential is appropriately budgeted prior to completion.
6. The proposed differential amounts are within the 10% limit per the Higher Education Uniform Classification and Compensation Act. Associate's degree - .5%, Bachelor's degree - 1%, Master's degree - 1.5%, Doctorate - 2% (First time achievement of level of degree only.) No increase awarded as a result of the salary increase shall exceed the maximum salary level authorized for the respective grade.
7. Employee must be a Northark full-time employee for at least 12 months prior to the completion of the degree.

The individual positions/specific classifications affected are listed below:

Systems Specialist	C124		Payroll Services Specialist	C115
Network Support Specialist	C123		Skilled Tradesman	C115
Computer Support Coordinator	C121		Fiscal Support Analyst	C115
Maintenance Manager	C121			
HEI Public Safety Commander I	C120		Student Accounts Officer	C115
Procurement Coordinator	C119		Human Resources Program Rep	C115
Database Analyst	C119		Maintenance Tech	C113
Computer Support Spec	C119		Admin Specialist III	C112
Fiscal Support Supervisor	C118		Fiscal Support Specialist	C112

Website Developer	C118	Payroll Technician	C112
Network Support Analyst	C118	Purchasing Technician	C112
Accountant II	C117	Bookstore Office Manager	C110
Accountant I	C116	Administrative Specialist II	C109
Media Specialist	C116	Library Technician	C109
HEI Program Coordinator	C116	Accounting Technician	C110
Public Safety Supervisor	C117	Landscape Specialist	C110
Computer Support Tech	C115	Maintenance Asst.	C108
Assistant Registrar	C115	Administrative Specialist I	C106
Financial Aid Analyst	C115	Institutional Services Supervisor	C104
Maintenance Supervisor	C115	Institutional Services Asst.	C103

Your consideration of our request is appreciated.

Sincerely,

Kris Greening, Director Human Resources

Enclosure: North Arkansas College Proposed Educational Raise Policy Guidelines

North Arkansas College

Educational Raise Policy

North Arkansas College believes, when possible, in an effort to encourage employees to further their education and to that end, according to written guidelines, offers financial incentives for successful completion of a post-secondary educational degree of Associate's, Bachelor's, Master's, or Doctorate.

Educational Raise Guidelines: The Northark salary increase guidelines for a classified or non-classified employee who is currently at or above their minimum degree requirement for their current position will be awarded a base salary increase of current salary based on the chart below upon completion of the following levels of education (*first time achievement of level of degree only*) provided that he or she meets all eligibility requirements:

- a. The Associate's degree - .5%
- b. The Bachelor's degree – 1%
- c. The Master's degree – 1.5%
- d. The Doctorate – 2%

Employees must meet eligibility requirements as listed below.

Verification of the attainment, via an official transcript, must be provided prior to the period in which additional educational compensation is expected.

When degree attainment and verification occurs prior to July 1, the resulting raise will go into effect July 1. When degree attainment and verification occurs between July 1 and the following January 1, the resulting raise will go into effect on the following January 1.

Educational Raise Eligibility and Procedures

Eligibility requirements:

- Classified or non-classified employee, *at or above minimum degree required for current position*
- Must be a full-time Northark employee for at least 12 months prior to the completion of the degree.
- Degree plan must closely relate to the predominant purpose of the current position or classification held at North Arkansas College (reviewed by Senior Administration for approval).
- Has an Educational Advancement Plan from a regionally accredited institution approved by their area supervisor and President's Executive Cabinet representative Human Resources Director, and exist on file in the Human Resource (HR) Office.
- Status changes that occur during the process of degree completion may affect continued eligibility of candidate. (i.e. employment status or degree completion time-frame changes)

Education Advancement Plan

Employee Name: _____

Position Title: _____ Department: _____

Name of College/University: _____

Degree/major you are seeking: _____

Timeline to start: _____

Anticipated timeline to complete: _____

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Exec Cabinet member signature of approval: _____ Date: _____

HR Office: Approved Plan Received – Date: _____

-----HR office only-----

Verification of attainment (official transcripts) received – date:

Effective date of increase: _____ Amount of increase: _____

Contract completed: _____ Notification to payroll: _____
