



Arkansas Department of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Asa Hutchinson
Governor

Maria Markham, Ph.D.
Director

November 30, 2017

The Honorable John Cooper, Chair
The Honorable Les Eaves, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Cooper and Representative Eaves:

The Arkansas Department of Higher Education (ADHE) submits a request from the University of Arkansas for Medical Sciences (UAMS) for your review. UAMS has requested salary administration grids as established by ACA §21-5-1413 which states:

- (1) *An institution of higher education may request that a salary administration grid be approved for specific classifications of positions assigned to the career service compensation plan if the:*
 - (A) *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 institution address the needs of the targeted positions;*
 - (C) *Cost of implementing and maintaining a salary administration grid is within the institution's existing appropriation and the implementation does not use funds specifically set aside for other programs within the institution; and*
 - (D) *Salary administration grid has been approved by the Director of Higher Education after review by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.*
- (2)
 - (A) *Special rates of pay may be authorized up to the highest pay level authorized for the grade assigned the classification of a career service position for specific classifications only.*
 - (B) *An approved salary administration grid shall be used for establishing entry pay level for an employee in a 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 educational achievements, and internal equity within the institution.*
 - (E) *A plan of implementation and salary progression shall be approved by the Department of Higher Education on a biennial basis.*
- (3) *An approved salary administration grid may be amended only upon approval by the department after review by the by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee.*

(4) Compensation differentials that are included in an institution's grid plan shall not exceed rates provided in § 21-5-1412.

The following classifications are included in the salary administration grids:

Public Safety:

T055C	Public Safety Officer	C116
T051C	HE Public Safety Supervisor	C117
T023C	HE Public Safety Commander II	C121

Physical Plant:

S081C	Apprentice Tradesman	C105
S031C	Skilled Tradesman	C115

Nutrition Services:

S089C	Food Preparation Technician	C102
S086C	Cook	C104

Telecommunications:

D063C	Computer Support Specialist	C119
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Research:

B113C	Research Technician	C109
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The Arkansas Department of Higher Education (ADHE) has reviewed the submitted documentation by the University of Arkansas for Medical Sciences and recommends the institution's request for approval of the salary administration grids for the abovementioned classifications. The grid established labor market rates and step increases are based on education, experience, evaluations and certifications in order to recruit and retain employees. No increase awarded as a result of the salary administration grids shall exceed the maximum salary level authorized for the respective grade. The estimated cost of the salary administration grid for FY18 is \$392,000.

These salary administration grids were approved by OPM for FY17. Your consideration of this request is appreciated.

Sincerely,



Maria Markham
Director

UAMS SALARY ADMINISTRATION GRID PLANS

PUBLIC SAFETY SALARY ADMINISTRATION PLAN:

A Non-Certified Officer - new hire and current employee that meets the minimum requirements for the position

Entry Salary - \$32,000

After Completion of Police Academy -\$33,000 (\$1000 increase)

A Certified Officer - new hire and current employee that meets the minimum requirements for the position

Entry Salary - \$33,250

New hire that meets the minimum requirements for the position and 1 year of experience or current employee with 1 year of services

Sergeant - If the employee or applicant has at least two (2) years certified law enforcement experience and currently possesses a General Certificate from the Arkansas Commission on Law Enforcement Standards, he/she will be made a **Sergeant, Public Safety Officer**

Entry Salary - \$39,631 based on additional years of experience or 10% whichever is greater.

Lieutenant - If the employee has four (4) years of certified law enforcement experience, has a minimum of two (2) years supervisory experience, currently possesses a General Certificate from the Arkansas Commission on Law Enforcement Standards, and currently holds the rank of Sergeant, he/she is eligible to be promoted to a **Lieutenant, Public Safety Supervisor**

Entry Salary - \$43,693 based on additional years of Experience or 10% whichever is greater.

Captain - If the employee is currently a Lieutenant and has four (4) to five (5) years of certified law enforcement experience, has a minimum of two (2) years supervisory experience in a Lieutenant position, currently possesses a General Certificate from the Arkansas Commission on Law Enforcement Standards, he/she is eligible to be promoted to a **Captain, HE Public Safety Commander II**

Entry Salary - \$42,472 up to \$44,966 based on Experience

The criteria used for promotions of the Sergeant, Lieutenant and Captain positions are:

1. Written exam
2. Written test score
3. Years of service and experience in law enforcement
4. Annual evaluation scores
5. Commendations/letter of appreciation
6. Disciplinary actions (current within one (1) year)
7. Supervisory experience (when applicable)

A promotions committee of at least three (3) members, who are selected by the Executive Director of Campus Operations, will review the above criteria for all who meet the eligibility requirements. This committee will also conduct an oral interview of eligible candidates. Upon completion of all oral interviews and examination of required criteria documents, the committee submits to the Chief of Police and the Executive Director of Campus Operations their recommendation of the most qualified applicant for the vacancy.

In Addition – Certification Differential

Certification Pay

Based on Arkansas Commission on Law Enforcement Standards & Training (CLEAST) Guidelines:

REQUIREMENTS/GENERAL PROVISIONS

- a) To be eligible for the award of a certificate, each applicant must be a law enforcement officer appointed by a law enforcement unit located within the State of Arkansas. (Refer to Regulation 1001(9))
- b) Each applicant shall meet the Commission's prescribed minimum standards for employment established pursuant to Regulation 1002 except those full-time law enforcement officers who were employed before January 1, 1978. Those persons are "grandfathered" and exempt from meeting any selection or training requirements, provided they have been continually employed by the same agency since December 31, 1977.
- c) Each applicant should attest that he subscribes to the Law Enforcement Code of Ethics.
- d) All applications for an award of the Basic, General, Intermediate, Advanced or Senior Certificates shall be completed on the Form F-7, Application for Award of Law Enforcement Officer Certificate.
- e) In addition to the requirements set forth above for the award of a General, Intermediate, Advanced or Senior Certificate, each applicant shall have completed the designated education and training combined with the prescribed law enforcement experience.
- f) Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. Each training document must verify the number of classroom hours claimed.

Basic: Entry Level Salaries no additional pay

General: Entry Level Salaries no additional pay

Intermediate \$600 a year

In addition to the requirements/general provisions set forth in this specification, the following are required for the award of the Intermediate Certificate:

- a) Shall possess or be eligible to possess a General Certificate
- b) Shall have satisfactorily completed six (6) semester hours of college English or its equivalent from a college or university, approved in accordance with Specification S-8, paragraph (a) with at least a 2.0 grade average on a 4.0 point scale. (Note: Equivalency will be determined in writing from the English Department Head of the college or university granting credit for the course)
- c) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points And/or Training Points	30	45	60	75	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

Advanced \$1,800 a year

In addition to the requirements/general provisions set forth in this specification, the following are required for the award of the Advanced Certificate:

- a) Shall possess or be eligible to possess the Intermediate Certificate
- b) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	420	360	300	240	210	210
Years of Experience	16	14	12	10	8	6

Senior \$2,400 a year

In addition to the requirements/general provisions set forth in this specification, the following are required for the award of the Senior Certificate:

- a) Shall possess or be eligible to possess the Advanced Certificate
- b) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	30	45	Associate Degree	Bachelor's Degree	Master's Degree
Training Hours	720	600	480	360	240
Years of Experience	18	15	12	9	6

PHYSICAL PLANT SALARY ADMINISTRATION PLAN:

The Physical Plant plan includes a minimum salary of \$17,957 for all Apprentice Tradesman positions, S081C, Grade – C105. After successful completion of one year experience, including completion of approved exams (25%) and competency evaluation, employees receive an eight percent (8%) increase to \$19,394. With two years of experience and completion of approved exams (50%) and competency evaluation, employees receive an eight percent (8%) increase to \$20,945. After three years' experience and completion of approved exams (75%) and competency evaluation, employees receive an eight percent (8%) increase to \$22,621. Lastly, with four years of experience and successful completion of approved exams (100%) and competency evaluation, employees are promoted to S031C/Skilled Tradesman, Grade – C115.

NUTRITION SERVICES, TELECOMMUNICATIONS & RESEARCH SALARY ADMINISTRATION PLANS:

Nutrition Services, Telecommunications and Research salary plans include the following criteria, respectively for positions within the departments for both new hires and current employees.

NUTRITION SERVICES SALARY ADMINISTRATION PLANS:

S089C/Food Preparation Technician, Grade – C102

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$17,680	High School	6 months
\$17,680	High School	1 year
\$18,470	High School	2 years
\$19,469	High School	3-5 years
\$20,467	High School	6 years

S086C/Cook, Grade – C104

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$19,200	High School	6 months
\$20,196	High School	1 year
\$21,195	High School	2 years
\$22,194	High School	3-5 years
\$23,192	High School, completion of formal cooking school	5+ years
\$24,190	High School, completion of formal cooking school	5+ years as Head Cook

TELECOMMUNICATIONS SALARY ADMINISTRATION PLANS:

D063C/Computer Support Specialist, Grade – C119

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$35,554	Bachelor	2 years
\$38,398	Bachelor	1 year, plus 1 year Nortel Centrex DMS 100 programming & passing evaluation
\$41,470	Bachelor	2 years, plus 2 years Nortel Centrex DMS 100 programming & certification in Nortel Data Configuration
\$44,788	Bachelor	3 years, plus 3 years Nortel Centrex DMS 100 programming & certification In Nortel Data Configuration

RESEARCH SALARY ADMINISTRATION PLANS:

B011C/Research Technician, Grade – C109

<u>SALARY</u>	<u>EDUCATION</u>	<u>EXPERIENCE</u>
\$21,827	High School	2 years
\$25,227	High School	3 years of research or Associate's degree In science
\$28,627	High School	4 years of research or Bachelor's degree in science
\$32,027	High School	5 years of research or Bachelor's degree In science