



Division of Higher Education

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

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 Southeast Arkansas College (SEAC). SEAC has requested the shift differential to provide differential pay for employees who will work the second and shift. The differential pay request is based upon ACA §21-5-1411 which states:

(1) Upon the approval of the Division of Higher Education, an employee whose working hours do not conform to normal state business hours shall be eligible for additional compensation up to twelve percent (12%) of the hourly rate for which he or she is eligible under this subchapter as a shift differential if:

(A) The institution of higher education routinely schedules more than one (1) work shift per day;

(B) The shift to which the employee is assigned is a full work shift; and

(C) The employee is regularly assigned to the late shift or is assigned to the shift on a regularly scheduled rotating basis.

(2) An employee assigned to an evening shift shall not receive additional compensation that exceeds six percent (6%) above that for which he or she is eligible under this subchapter.

(3) An employee assigned to a night shift shall not receive additional compensation that exceeds twelve percent (12%) above that for which he or she is eligible under this subchapter.

(4)

(A) An employee at or near the maximum authorized salary level for the grade assigned to his or her classification may be compensated at an additional rate not to exceed twelve percent (12%) of his or her eligible salary under this subchapter.

(B) When granting additional compensation has the effect of temporarily exceeding the highest pay level for the grade assigned to the employee's classification, the additional compensation shall not be construed as exceeding the highest pay level for that grade.

(b)

(1) A person employed in areas providing critical support, custody, and care to designated client service units at state-operated inpatient hospital facilities, at state-operated human development centers, and at maximum security units at correctional facilities during weekend hours is eligible to receive up to twenty percent (20%) of the hourly rate for which he or she is eligible under this subchapter paid as a shift or weekend differential.

(2) Designated weekend hours begin no earlier than 2:30 p.m. on Friday and end no later than 8:00 a.m. on the following Monday.

(c)

(1) If a facility uses shifts other than traditional eight-hour shifts, a shift differential may be paid for those shifts exceeding the normal day shift of the facility.

(2) If shift and weekend differentials are provided to an employee, the total compensation may exceed the highest pay level for the grade for those positions included in this subchapter.

(3)

(A) The institution shall identify the shifts, job classifications, and positions to be eligible for the shift differential and the differential percentage for which each classification is eligible within each shift.

(B) The shift schedule, classifications, positions, and the percentage of shift differential for which the class titles are eligible shall be submitted to the division for approval by the Director of the Division of Higher Education.

(C) Subsequent changes to the shift schedule, classifications, grades, positions, and shift differential percentages shall receive prior approval by the director.

The proposed differential amounts are within the 6% limit per Act 763 of 2019, the Higher Education Uniform Classification and Compensation Act. The institution has submitted the following differential schedule for this request:

Shift	Monday-Thursday	Lunch	Friday
First	07:30am-05:30pm	12pm-1pm	7:30am-11:30am
Second	1:30pm-10:30pm	6pm-7pm	10am-2pm

As required, the employee is assigned to a complete work shift and is regularly scheduled for the late shift or on a regularly scheduled rotating basis.

JUSTIFICATION:

Southeast Arkansas College requests a differential of 4.85% and 4.78% for the following classified positions:

Number of Positions	Class Code	Grade	Title	Current Salary	Proposed Salary	Shift Differential	Variance
3	S087C	C103	Institutional Services Assistant	\$21,453	\$22,493	4.85%	\$3,120
1	S084C	C104	Institutional Services Supervisor	\$21,780	\$22,820	4.78%	\$1,040

The institution is requesting this shift differential to facilitate efforts to keep the institution presentable and in good order for classroom instruction and other campus activities, as they expand the course offerings and service the campus community. The institution had received a bid from a vendor for a cost of \$8,463 (for one time one building) to perform the functions of stripping/waxing floors and cleaning carpets. This work was to be done in phases on weekends over a period of a month. The vendor also quoted a

cost of \$6,770 for performing reduced services (moping and rejuvenation with a special cleaning solution) as well as clean the carpet, over the weekend.

Currently, there are seven (7) full time institutional service positions and one (1) institutional services supervisor position and three (3) part time institutional services assistants. The Supervisor position was recently vacated and will be advertised to fill the evening shift, upon approval. The Director of the Physical Plant will supervise the day shift. Three existing full time institutional services assistants have volunteered to move to the second shift and the others will remain on the first or day shift. The total annual increase of this request is a cost of \$4,160. The annual increased salary would change from \$21,453 to \$22,493 for the institutional services assistants. The Supervisor salary would increase from \$21,780 to \$22,820.

RECOMMENDATION:

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

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Maria Markham".

Maria Markham
Director



Southeast Arkansas College

1900 Hazel St., Pine Bluff, AR 71603
Human Resources Office

Telephone & Fax (870) 543-5959 ♦ e-mail: personnel@seark.edu

A State Supported, Locally Controlled, Technical Community College Accredited by the Commission of Higher Education and is an AQIP participant.

January 28, 2020

Dr. Maria Markham, Director ADHE
423 Main Street, Suite 400
Little Rock, Arkansas 72201

Re: Second shift for Institutional Services Request

Dear Dr. Markham,

Southeast Arkansas College respectfully requests permission to begin utilizing a second shift, with pay differential, for our Institutional Services Department. In order to maintain a consistent level of cleanliness across campus, it is imperative that the College be approved to operate two shifts for institutional services. The current manner of operations is not conducive to maintaining the cleanliness and aesthetic appearance of campus throughout an instructional day which typically begins at 8:00 a.m. and ends at 9:30 p.m. Implementation of the second shift will allow SEARK College to maximize its human capital in institutional services department while maintaining a campus environment at the highest possible standards.

The College currently has seven (7) full time institutional service positions and one (1) institutional services supervisor position. The institutional services supervisor position was recently vacated and will be advertised and hired for the evening shift, upon receipt of approval. The existing Director of Physical Plant will supervise the three full time institutional services assistants and three part time institutional assistants on first shift. The college met with current institutional services staff to discuss the proposed second shift. Three existing fulltime institutional services assistants immediately volunteered to move to second shift. The College requests an effective date of March 1, 2020 for the second shift.

The charts below summarize the shift differentials requested. The 4.85 % shift differential for the three institutional services assistants plus the 4.78 % shift differential for the institutional services supervisor results in a total combined annual salary increase in the amount of \$4,160.

Number of Positions	Class Code	Grade	Title	Current Salary	Proposed Salary	Shift Differential	Variance
3	S087C	C103	Institutional Services Assistant	\$21,453	\$22,493	4.85%	\$3,120
1	S084C	C104	Institutional Services Supervisor	\$21,780	\$22,820	4.78%	1,040

Shift	Monday - Thursday	Lunch	Friday
First	7:30 am – 5:30 pm	12pm – 1 pm	7:30 am -11:30am
Second	1:30 pm – 10:30 pm	6pm – 7 pm	10 am – 2pm

The College secured a quote from a professional janitorial services vendor in the amount of \$8,463.00 to perform stripping and waxing of floors and cleaning of carpets for *one building, one time*. This vendor quote was for the work to be performed in phases on weekends over a period of a month. The vendor quoted \$6,770.00 for performing reduced services over one weekend. The cost of the second shift differential would be minimal compared to outsourcing these services for the entire campus.

If you have questions, please contact Debbie Wallace, Vice-President for Fiscal Affairs at (870) 543-5996.

Your consideration of this request is greatly appreciated.

Sincerely,



President Steven Bloomberg
Southeast Arkansas College

Empowering Students...Changing Lives



Professional Janitorial Service Proposal

Prepared for:

Southeast Arkansas Community College

Submitted By:

Beyond Clean Janitorial

P. O. Box 3036

Pine Bluff, Arkansas 71603

OFFICE BUILDINGS TO BE SERVICED

Southeast Arkansas Community College

1900 South Hazel

Pine Bluff, Arkansas 71603

January 14, 2020

SPECIAL SERVICES:

WDC/JATCC

1st Option Includes:

Moving Furniture

Striping and Waxing

Carpet Clean

TOTAL COST: (\$8463.00)

NOTE: Will take a month for entire job in phases of weekends. Also we are not responsible for unplugging and plugging office and classroom equipment such as: Computers, fax machine, copiers and etc. Please make sure that all personal items is remove from desktops.

2nd Option Includes:

Moving Furniture

Mopping and rejuvenating with special cleaning solution

Carpet Clean

TOTAL COST: (\$6770.40)

NOTE : Second option will be performed on the weekend (Friday, Saturday and Sunday). Also we are not responsible for unplugging and plugging office and classroom equipment such as: Computers, fax machine, copiers and etc. Please make sure that all personal items is remove from desktops.

Mrs. Debbie, I recommend that SEARK go with option 2 for right now because it will take a month to do the entire building the correct way. Trust me, Option 2 still will look great.