



**Department of Transformation and Shared Services**

Governor Asa Hutchinson  
 Secretary Amy Fecher  
 Director Kay Barnhill

December 15, 2021

The Honorable David Wallace, Co-Chairperson  
 The Honorable David Hillman, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Joint Budget Committee  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from the Department of Corrections for your review.

The Arkansas Department of Corrections (DOC), requests to eliminate the five-thousand-dollar (\$5000) annual cap for grid salary increase, and to allow incumbents to gain the full salary in the first year of implementing the Salary Administration Grid for grades GS04-GS05 approved by the Arkansas Legislative Council. The class codes, titles, and grades requested to eliminate the five-thousand-dollar (\$5000) cap are listed below:

<b>CLASSIFICATIONS REQUESTING TO ELIMINATE GRID SALARY CAP</b>		
<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>
T083C	DOC Correctional Officer I	GS04
T093C	DOC Corporal	GS05

**JUSTIFICATION**

The Arkansas Department of Corrections (DOC) expresses their concern with a specific clause that the GS01-GS05 Salary Administration Grid states which is, "if the salary increase is greater than five thousand dollars (\$5,000), the increase is capped at \$5,000 per year." Because of the cap, the incumbent employees in these positions would not receive all their raise at once. DOC shares that this action would create an inequity in an area they are already suffering from which is tremendous staffing shortages. Therefore, to prevent newly hired DOC Correctional Officer's (GS04) and DOC Corporal's (GS05) from earning more than an incumbent in these positions, DOC is requesting an exception to the per year salary cap only for GS04 DOC Correctional Officer I (COI), Class Code T083C and GS05 DOC Corporal Class Code T075C.

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**RECCOMENDATION**

The Office of Personnel Management has reviewed the request from the Department of Corrections to eliminate the five-thousand-dollar (\$5000) cap, and to allow incumbents to gain the full salary in the first year of implementing the Salary Administration Grid for GS04 DOC Correctional Officer I (COI), Class Code T083C and GS05 DOC Corporal Class Code T075C. The estimated cost of this request will be an additional \$1,919,795 (without \$5000 cap) to the GS01-GS05 year one (1) salary grid implementation. The DOC Salary Administration Grid for GS01-GS05 is estimated to cost 16,514,632. The total cost of both requests is estimated at \$18,434,427. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

*Amy Fisher*

*12/2/2021*

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SECRETARY OF TRANSFORMATION & SHARED SERVICES

DATE

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**OFFICE OF THE SECRETARY**

1302 Pike Avenue, Suite C  
North Little Rock, Arkansas 72114  
Phone: (501) 683-3309 | Fax: (501) 537-3958

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November 17, 2021

Ms. Kay Barnhill  
Director, Office of Personnel Management, TSS  
501 Woodlane Street, Suite 205  
Little Rock, AR 72201

Dear Ms. Barnhill,

In June of 2021, Arkansas Legislative Council passed an updated salary grid for GS01-GS05 classifications. The Department of Corrections (DOC) is implementing the salary grid for all GS01-GS05 positions. The memo from OPM has a clause that states if the salary increase is greater than \$5,000, the increase is capped at \$5,000 per year. The DOC is requesting an exception to the per year salary cap only for GS04 DOC Correctional Officer I (COI), Class Code T083C and GS05 DOC Corporal Class Code T075C. Currently, the DOC has over 1,300 vacancies in these classifications. Because of the cap, the incumbent employee in these positions would not receive all of their raise at one time. This which would create an inequity in an area we are already suffering from tremendous staffing deficits. In order to prevent newly hired COIs and Corporals from earning more than incumbent employee in these positions we are asking that we be granted an exception that these incumbent employees be allowed to gain the full salary in the first year. The DOC has sufficient salary savings to fund this request within the first year.

Your consideration of this request is appreciated.

  
Solomon Graves, Secretary of Corrections