



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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January 13, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, 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 (OPM) submits a request from the Arkansas Department of Finance and Administration (DFA), Employee Benefits Division (EBD) for your review. DFA is requesting continuation of salary for an employee who is transferring from the Arkansas Department of Health (ADH) due to a reduction in force.

JUSTIFICATION:

Ms. Cecilia M. Walker is currently classified as an ADH Nursing Program Coordinator, grade C123, with an annual salary of \$65,810.78. She will transfer to DFA's Employee Benefits Division to fill a Registered Nurse position, grade C120. Normally, this move would mean a 10% demotion. Although Ms. Walker is not formally on the RIF list, ADH is making an effort to place employees in new positions with similar duties and responsibilities due to the Home Health Section's pending closure. Since Ms. Walker's change in position is due to agency restructuring, DFA is requesting approval to keep Ms. Walker's current salary in a manner consistent with the RIF rules.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** approval of salary continuation for Ms. Cecilia Walker. Your approval of this request is greatly appreciated.

Sincerely,

Kay Barnhill
State Personnel Administrator

Chief Fiscal Officer of the State

1-4-2016

Date



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

EMPLOYEE BENEFITS DIVISION

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Little Rock, AR 72231-5610
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<http://www.arkansas.gov/dfa/ebd>

December 30, 2015

Ms. Kay Barnhill
State Personnel Administrator
Room 201, DFA Building
Little Rock, AR 72201

Dear Ms. Barnhill:

A handwritten signature in black ink, appearing to be "Haw", written over the name "Ms. Barnhill" in the salutation.

I am requesting consideration to continue the salary of an employee who is transferring from the Arkansas Department of Health, Home Health Section, to the Arkansas Department of Finance and Administration, Employee Benefits Division. The employee, Cecilia M. Walker, personnel number 32511, is presently employed as an L026C, ADH Nursing Program Coordinator, grade C123, at a rate of \$31.6398 hourly, \$65,810.78 annually; EBD has selected Ms. Walker as the most qualified candidate to fill an L038C, Registered Nurse, grade C120, position.

Normally, an employee processed as a demotion would receive a 10% reduction in pay, however, Ms. Walker is employed in the Home Health Section of the ADH, and it is common knowledge that the section is being phased out over a period of time. While Ms. Walker is not officially listed on the statewide Workforce Reduction (RIF) list, it is my understanding the ADH is attempting to relocate employees internally without a reduction in pay if the new position requirements are within the parameters of the employees' current job duties and responsibilities. Although this transaction would be between two state agencies and not internal to ADH, I am requesting that the RIF rules allowing for a request to maintain a current salary be considered.

At present, Ms. Walker has a differential applied to her salary and EBD is not requesting to continue the differential amount.

Your favorable review and that of the Personnel Committee of the Arkansas Legislative Council is greatly appreciated.

A handwritten signature in black ink, appearing to be "James Harrison", written over the name "James Harrison" in the typed signature block.
James Harrison
Interim EBD Executive Director