



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

OFFICE OF PERSONNEL MANAGEMENT  
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June 15, 2016

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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 submits an On-Call Duty Compensation Differential request from the Arkansas Department of Emergency Management (ADEM) in accordance with Ark. Code Ann. 21-5-221:

*(k) (1) On-call duty or standby duty differential may be authorized for an employee whose job requires him or her to provide services on nights, weekends, or holidays or other situations when the agency or institution does not have regularly scheduled staff coverage.*

*(2) On-call duty or standby duty differential is to be used for officially scheduled duty outside regular work hours during which an employee is required to be accessible by telephone, pager, or other means and must return to the designated work site upon notification of need within a specified time.*

*(3) (A) An employee who is required to be available for duty on nights, weekends, and holidays will be eligible to receive on-call or standby duty pay equivalent of an hourly rate not to exceed twenty percent (20%) of his or her base hourly pay rate for each on-call or standby hour for not more than forty-eight (48) hours during any seven-day work period.*

*(B) (i) Compensation shall not be paid to any employee required to be on-call and standby who fails to respond after the second notification that his or her services are needed.*

*(ii) If the equipment or paging device malfunctions, the penalty shall not apply.*

*(C) (i) An employee on on-call or standby duty who is called in to work shall be compensated for the actual hours worked at the appropriate rate of pay with a minimum of two (2) hours for each call back.*

*(ii) The employee shall not be paid on-call or standby pay for hours actually worked during a call back.*

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
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*(1) If granting additional compensation would have the effect of exceeding the maximum or the career 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.*

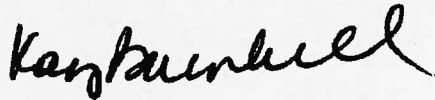
The Arkansas Department of Emergency Management requests approval to incorporate a 20% on-call duty compensation differential for all of the attached positions.

ADEM must be prepared to respond to a number of natural and man-made catastrophes at any given time. To guarantee staffing demands are met during these disastrous times, ADEM is on a 24-hour, 7 days a week work schedule. All employees must train in order to be prepared to respond immediately upon request to either the disaster site or the State Emergency Operations Center (SEOC) to offer assistance whenever and wherever needed. This is a condition of employment for all ADEM personnel.

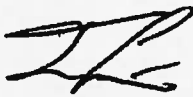
The Office of Personal Management has reviewed the submitted documentation by the ADEM and recommends approval of an on-call duty compensation differential at a rate of 20% for the attached positions.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator

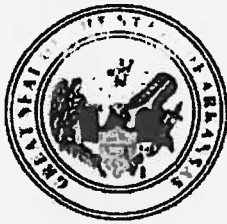


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Chief Fiscal Officer of the State

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Date

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**ASA HUTCHINSON**  
GOVERNOR

**STATE OF ARKANSAS**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**



**DAVID MAXWELL**  
DIRECTOR

June 8, 2016

Mrs. Kay Terry  
DFA Building  
1509 W 7<sup>th</sup> Street, Suite 201  
Little Rock, AR 72201

Dear Mrs. Terry:

We are requesting approval for the following On-Call Duty Differential Compensation Plan.

**Documented Need**

The Arkansas Department of Emergency Management (ADEM) is a 24 hour/7 day a week facility which must always be prepared to respond to a myriad of natural and man-made disasters and events which endanger the lives and property of the citizens of Arkansas. All employees of the agency train and exercise this response to be ready for these situations and must respond immediately when called on, either to the disaster site or to the State Emergency Operations Center (SEOC) to provide assistance to local jurisdictions when these events go beyond their response capabilities. To ensure staffing needs are met during times of anticipated threats, whether man made or natural, on-call teams are identified. On-call employees have restrictions put on their personal lives in order to be ready if called. This is not optional. When Inclement Weather is offered to most State employees, those identified on-call teams are considered critical personnel and are not offered this benefit. For some it is necessary to stay at ADEM overnight while on-call in lieu of risking their safety on icy roads. Restrictions are also imposed on staff in making choices on their personal time and in their ability to travel when identified as on call in preparation for potential activation of the SEOC.

A condition of employment at ADEM is the assignment of a position within this SEOC and/or the field. SEOC functions are completely separate from the functions of assigned classified positions worked during regular business hours. There are separate training requirements for SEOC positions as well. Since the mission of the SEOC supersedes the duties of their classified positions during times of disaster, these positions are assigned to all ADEM employees regardless of the FLSA status of the classified positions.

Mrs. Terry

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6/8/2016

**Eligibility Criteria**

It is a condition of employment at ADEM to be available to work assigned positions within the SEOC and/or the field. Each employee's availability and participation in these assigned SEOC positions is reflected on the annual performance evaluation. Employees are assigned to on-call teams when threat of severe weather is anticipated. Outside of extenuating circumstances, all ADEM staff is required to be available for on-call team assignment. The following restrictions on personal activities are mandatory during on-call:

- Respond as soon as possible, but not to exceed 90 minute response time
- Use of any impairing substance is prohibited
- Must make personal arrangements so that response time does not exceed 90 minutes
- Agency phone must be charged, ready, and monitored for phone calls, emails, or text messages during restricted on-call status

The position number and authorized titles for 20% differential that would be affected are enclosed.

Sincerely,



David Maxwell  
Director and State Homeland Security Advisor

DM:lbm

**Classifications and Positions Affected for 20% Differential Request**

	<b>Position #</b>	<b>Authorized Title</b>
1	22077005	MAINTENANCE ASSISTANT
2	22077006	SURPLUS PROPERTY AGENT
3	22077007	SURPLUS PROPERTY AGENT
4	22077008	SURPLUS PROPERTY SPECIALIST
5	22079762	GRANTS ANALYST
6	22079764	ADEM AREA COORDINATOR
7	22079765	GRANTS ANALYST
8	22079767	EXECUTIVE ASSISTANT TO THE DIRECTOR
9	22079768	INFORMATION SYSTEMS ANALYST
10	22079770	ADMINISTRATIVE SPECIALIST III
11	22079771	ADMINISTRATIVE SPECIALIST III
12	22080267	SURPLUS PROPERTY AGENT
13	22080269	INTERSTATE TRUCK DRIVER
14	22080270	ADMINISTRATIVE SPECIALIST II
15	22080271	FISCAL SUPPORT ANALYST
16	22080272	INTERSTATE TRUCK DRIVER
17	22080273	INTERSTATE TRUCK DRIVER
18	22080274	GRANTS SPECIALIST
19	22080275	FISCAL SUPPORT SPECIALIST
20	22080276	FISCAL SUPPORT ANALYST
21	22080277	FEDERAL SURPLUS PROPERTY SUPERVISOR
22	22080278	FEDERAL SURPLUS PROPERTY MANAGER
23	22080335	EDUCATION & INSTRUCTION COORDINATOR
24	22088806	ADMINISTRATIVE SPECIALIST III
25	22088807	ADEM PROGRAM COORDINATOR
26	22088808	PURCHASING SPECIALIST
27	22088809	FISCAL SUPPORT ANALYST
28	22088810	GRANTS ANALYST
29	22088811	ADEM AREA COORDINATOR
30	22088812	ADEM AREA COORDINATOR
31	22088814	HUMAN RESOURCES SPECIALIST
32	22088815	ADEM PROGRAM MANAGER
33	22088816	ADEM E.M. DUTY OFFICER
34	22088817	ADMINISTRATIVE SPECIALIST III
35	22088818	EMERGENCY PLANNER
36	22088819	ACCOUNTANT I
37	22088821	ADEM PROGRAM MANAGER
38	22088823	ADMINISTRATIVE SPECIALIST III

39	22088824	EMERGENCY PLANNER
40	22088825	EMERGENCY PLANNER
41	22088826	EMERGENCY PLANNER
42	22088827	ADEM PROGRAM MANAGER
43	22088828	ADEM PROGRAM COORDINATOR
44	22088829	ADEM PROGRAM MANAGER
45	22088830	ADEM PROGRAM MANAGER
46	22088831	ADEM PROGRAM COORDINATOR
47	22088832	ADEM PROGRAM COORDINATOR
48	22088833	GRANTS ANALYST
49	22088835	TELECOMMUNICATIONS SUPERVISOR
50	22088836	ADEM PROGRAM COORDINATOR
51	22088837	ADEM PROGRAM MANAGER
52	22088840	ADMINISTRATIVE SPECIALIST III
53	22088842	EMERGENCY PLANNER
54	22088843	ADEM PROGRAM COORDINATOR
55	22088845	MAINTENANCE ASSISTANT
56	22088846	ADMINISTRATIVE SPECIALIST II
57	22088847	ADMINISTRATIVE SPECIALIST II
58	22088848	PLANNING SPECIALIST
59	22088849	POLICY DEVELOPMENT COORDINATOR
60	22088851	TELECOMMUNICATIONS SPECIALIST
61	22088854	ADMINISTRATIVE SPECIALIST III
62	22088855	CENTRAL WAREHOUSE OPERATIONS MGR
63	22088856	TRAINING INSTRUCTOR
64	22088857	ADEM AREA COORDINATOR
65	22088858	ADEM PROGRAM COORDINATOR
66	22088859	INFORMATION SYSTEMS ANALYST
67	22088860	PUBLIC INFORMATION COORDINATOR
68	22088862	TRAINING INSTRUCTOR
69	22088863	GRANTS ANALYST
70	22088864	FISCAL SUPPORT SPECIALIST
71	22088865	ADEM PROGRAM MANAGER
72	22088866	ADEM PROGRAM MANAGER
73	22088867	PERSONNEL MANAGER
74	22088868	ADEM PROGRAM MANAGER
75	22088869	ADEM PROGRAM MANAGER
76	22088870	ADEM DEPUTY DIRECTOR
77	22130597	ADEM ADMINISTRATION DIVISION DIRECTOR
78	22133051	BUYER
79	22133052	ADEM DISASTER MGMT DIV DIR
80	22133053	ADEM INFO TECHNOLOGY DIVISION DIRECTOR

81	22133054	ADEM PREPAREDNESS DIVISION DIRECTOR
82	22133055	ADEM PROGRAM MANAGER
83	22137171	ADEM E.M. DUTY OFFICER
84	22137172	ADEM E.M. DUTY OFFICER
85	22137173	ADEM E.M. DUTY OFFICER
86	22137174	ADEM E.M. DUTY OFFICER
87	22137175	ADEM E.M. DUTY OFFICER
88	22137176	ADEM E.M. DUTY OFFICER
89	22137545	FINANCIAL ANALYST I
90	22143560	ADEM E.M. DUTY OFFICER
91	22143561	ASSISTANT PERSONNEL MANAGER
92	22143562	ADEM PROGRAM COORDINATOR
93	22143563	ADEM PROGRAM MANAGER
94	22151205	SENIOR IA
95	22151206	SENIOR IA
96	22158626	SURPLUS PROPERTY AGENT
97	22158627	MAINTENANCE SPECIALIST
98	22158628	GRANTS ANALYST
99	22158629	PLANNING SPECIALIST
100	22163550	GRANTS ANALYST
101	22163551	MAINTENANCE TECHNICIAN
102	22163552	MAINTENANCE TECHNICIAN
103	22163553	ADEM PROGRAM MANAGER