



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

EXHIBIT H.9
OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
 1509 West Seventh Street, Suite 201
 Post Office Box 3278
 Little Rock, Arkansas 72203-3278
 Phone: (501) 682-1823
 www.dfa.arkansas.gov

June 13, 2017

Senator John Cooper, Co-Chairperson
 Representative Les Eaves, Co-Chairperson
 Uniform Personnel Classification and
 Compensation Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

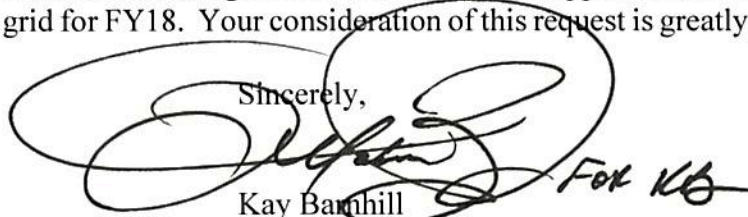
The Office of Personnel Management submits a request for the continuation of a previously approved salary administration grid for FY18 from Northwest Technical Institute (NTI).

NTI has offered a training program for their vocational instructors that do not hold an Arkansas teaching license. This Performance Based Teacher Education (PBTE) program has proved to be an excellent training program for those employees with strong vocational skills but in need of formal instructional training and experience. These achievements and their corresponding pay adjustments are only applicable for the following classifications: Career & Technical Faculty (E027C), Nurse Instructor (L036C), and Specialized Technical Faculty (E018C). NTI's salary administration grid allows for adjustments to be made to those individuals that complete following levels of the continuing education program:

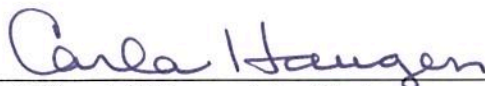
<u>Teacher Training Achievement</u>	<u>Pay Adjustment</u>
Senior Instructor	3%
Master Instructor	3%

The cost of this salary administration grid during the past fiscal year was \$1,254. After review of NTI's request, the Office of Personnel Management **recommends** the approval of the continuation of its salary administration grid for FY18. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Bannhill
 State Personnel Administrator



Chief Fiscal Officer of the State

JUN 02 2017

Date

Abby Simmons

From: Mike Hamley <mhamley@nwti.edu>
Sent: Thursday, June 01, 2017 2:09 PM
To: Abby Simmons
Subject: RE: Please Call Me 501-682-5198

Abby,

NTI had one employee that received the 3 per cent raise. The cost of that employee receiving the raise for Fiscal Year 2017 will be \$1,253.76. However, there are some years that we have more than one employee and some years there are not any.

Thanks,

Mike Hamley
V P Finance & Operations
Northwest Technical Institute
(479)751-8824 Ext 106

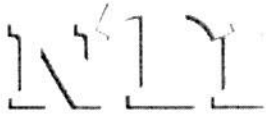
From: Abby Simmons [mailto:Abby.Simmons@dfa.arkansas.gov]
Sent: Thursday, June 01, 2017 1:50 PM
To: Don Raines (draines@nwti.edu); Mike Hamley
Subject: Please Call Me 501-682-5198

Good afternoon,

It is very urgent either one of you call me in regards to personnel committee action.

Your OPM Analyst,

Abby



NORTHWEST TECHNICAL INSTITUTE

PO Box 2060 • 709 North Osage Ave
Little Rock, AR 72203-2060
(501) 767-8022
Fax: (501) 767-7800

*June
Go forward*

Ms. Kay Barnhill,
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
5907 West 7th St., Suite 201
Post Office Box 3278
Little Rock, AR 72203-3278

May 1, 2017

Re: Salary Grid – Performance Based Teacher Education Program

Dear Ms. Barnhill,

A salary grid is currently in place for full-time instructors participation the Performance Based Teacher Education program (PBTE). Participation in the PBTE program is a requirement for Career & Technical Faculty, Specialized Technical Faculty or Nurse Instructor who at the time of hire, into a full time position, does not hold a current Arkansas teachers license. It is possible for instructors to obtain two 3% salary increases provided they meet the program requirements. We are requesting authorization to continue with the salary grid in fiscal year 2017/2018.

Thank you for your consideration of this request. Please feel free to contact me if you should have any questions or require additional information.

Respectfully,

Mike Hamley
Vice President Finance and Operations
Northwest Technical Institute

CC: File

MH/dr