



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

OFFICE OF PERSONNEL MANAGEMENT
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September 12, 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 (OPM) submits a request from the Arkansas Department of Career Education, Arkansas Rehabilitation Services (ARS), for your review.

ARS is requesting authorization to utilize the 20% on-call duty differential established by Ark. Code Ann. §21-5-221(3)(A) which states:

(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 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.

The on-call duty differential is requested for the following classifications:

<u>CLASSIFICATION TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
Public Safety Security Officer	T084C	GS03
Skilled Tradesman Supervisor	S022C	GS05

JUSTIFICATION:

The agency is requesting utilization of this differential at the Arkansas Career and Technical Institute (ACTI) located in Hot Springs. ACTI is a 24-hour facility that provides vocational training and services to students, some of which live at the facility. The agency requires availability of staff to provide maintenance and security services on nights, weekends, holidays, or other situations when the agency does not have regularly scheduled staff coverage. This differential will only be paid when an incumbent is actually in an on-call status.

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There are currently three employees among the classifications listed above that would be eligible to receive the on-call differential during Fiscal Year 2018. ARS estimates the cost of implementing this differential at \$4,780 annually.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** approval of ARS's request to utilize the on-call duty differential for the classifications listed above at the Arkansas Career and Technical Institute.

Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 01 2017

Date

KB/jd:1-2



Asa Hutchinson
Governor

Department of Career Education
Arkansas Rehabilitation Services
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.
Director

May 8, 2017

Kay Barnhill Terry, State Personnel Administrator
Office of Personnel Management, Suite 201
Arkansas Department of Finance and Administration
Post Office Box 3278
Little Rock, Arkansas 72203-3278



RE: Fiscal Year 2018 On-Call Duty Differentials Authorization

Dear Ms. Terry:

The purpose of this letter is to request permission to authorize use of the On-Call Duty Differential scale. The Department of Career Education, Arkansas Rehabilitation Services, proposes to apply on-call differentials to full-time positions as defined by Code § 21-5-221, Policy Number: 20.05.06. Considering that the employee is on call for 128 hours and the On-Call Duty Differential pay policy allows for the on-call employee compensation for 48 hours during a seven-day work period. On-Call Duty Differentials will be paid to incumbents in the classifications indicated herein only when assigned staff members work schedules that include on-call hours.

All positions eligible for On-Call Duty Differentials are located at Arkansas Career and Technical Institute (ACTI), which is a round-the-clock facility. The rate to be paid to incumbents in the following classifications working the on-call listed below is 20% of the hourly rate. Please find a list of all current and future affected positions attached.

Your support of this request is appreciated. Thank you.

Sincerely,

DeCarlia Smith, Human Resources Administrator

0520 Arkansas Rehab Services
 Career Education (ACTI)

On-Call Duty Costing FY 18

BA	Job	Pers.no.	Last name First name	Position	Job	Position Title	Grade	Hourly Rate	Annual salary	20%	Differential Pay
0520	22149715	00047924	WESTFALL JOHN	22081693	T084C	PUBLIC SAFETY SECURITY OFFICER	G503	12.5163	\$26,033.90	\$2.50	\$1,301.70
0520	22148937	00021166	WARBROUCK LANCE	22081794	S022C	SKILLED TRADES SUPERVISOR	G505	17.8679	\$37,165.23	\$3.57	\$1,858.26
0520	22148937	00099758	HUNT DOUGLAS	22081793	S022C	SKILLED TRADES SUPERVISOR	G505	15.5793	\$32,404.94	\$3.12	\$1,620.25
						TOTAL COST					4,780.20