

REPORT OF THE  
PERSONNEL SUBCOMMITTEE OF THE  
ARKANSAS LEGISLATIVE COUNCIL/JOINT BUDGET COMMITTEE

November 18, 2014

Co-Chairs:

The Personnel Subcommittee of the Arkansas Legislative Council/Joint Budget Committee met on November 6, 2014 at 7:30 a.m., and November 12, 2014 at 7:30 a.m. and November 13, 2014 at 1:30 p.m. in Room B of the MAC Building has reviewed the following agencies/institutions personnel-related items including personnel related special language and respectfully request that they be filed with the Arkansas Legislative Council/Joint Budget Committee as recommended by the Arkansas Higher Education Coordinating Board (AHECB) for Institutions of Higher Education, Executive Recommendation for state agencies, and Agency Request for Constitutional Officers with exceptions where noted:

1. Department of Higher Education
  - Including Special Language: "Emergency Grants and Extra Help Pool", "Higher Ed Central Pool Positions"
2. Arkansas Northeastern College
3. Black River Technical College
4. Rich Mountain Community College
5. Northwest Arkansas Community College
6. Southeast Arkansas College
7. Ozarka College
8. North Arkansas College
  - Including letter from the Department of Finance and Administration (**Attachment 1**)
9. Mid-South Community College
10. South Arkansas Community College
11. East Arkansas Community College
12. U of A Cossatot Community College
13. Arkansas State University-Mt. Home
14. Phillips Community College of the U of A
15. Southern Arkansas University-Tech
16. University of Arkansas Community College-Batesville
17. University of Arkansas Community College-Hope
18. Arkansas State University-Newport
19. University of Arkansas Community College-Morrilton
20. Arkansas State University-Beebe
21. College of the Ouachitas
22. National Park Community College
23. Pulaski Technical College
24. University of Arkansas – Fund
  - University of Arkansas System Office
  - UA - Main Campus/Fayetteville – **with exception of the increase over 3% for the Associate Vice Provost.**
  - UA - Division of Agriculture
  - UA - Cooperative Extension Service
  - UA - Criminal Justice Institute
  - UA – Archeological Survey
  - UA – Math, Sciences & Arts School
  - UA – Clinton School

- UA – Garvan Gardens
- UA – ARE-ON
- Including Special Language: “Positions”, “Special Allowances”, Additional Payments Authorized”, “Apprentice Program Wages”, “School for Mathematics, Sciences, and the Arts Summer School Employees”, “School for Mathematics, Sciences and the Arts Teacher Grant Related Funding Provision”, “Employee Development Incentives”
- 25. University of Arkansas – Fort Smith
- 26. Arkansas State University-Jonesboro
  - Including Special Language: “Positions”, “Employee Development Incentives”
- 27. Southern Arkansas University
  - Including Special Language: “Tuition Reimbursement”, “Special Allowances”
- 28. University of Arkansas–Monticello
- 29. Arkansas Tech University
  - Including Special Language: “Food Service”, “Special Allowances”
- 30. Henderson State University
- 31. Including Special Language: “Special Allowances”
- 32. University of Central Arkansas
  - Including Special Language: “Food Service, “Special Allowance”, “Tuition Reimbursement”
- 33. University of Arkansas–Pine Bluff
  - Including Special Language: “Special Allowances”
- 34. University of Arkansas-Little Rock
  - Including Special Language: “Special Allowances”
- 35. University of Arkansas Medical Sciences
  - Including Special Language: “Positions”, “Extra Help-University Hospital PRN Pool”, “Extra Help-UAMS Temps”, “Special Allowances –Patient Care & Research Faculty”, “Special Provisions for Unclassified Patient Care Personnel”, “Chaplain Housing Allowance”, “Establishment of a “Growth Pool”, “Clinical Expansion and Research Pool”, “On-Call Compensation”
- 36. Governor, Office of the
  - Including Special Language: “Salaries”
- 37. Lieutenant Governor, Office of the
- 38. Treasurer of State
- 39. Attorney General, Office of the
- 40. Court of Appeals
- 41. Office of the Prosecutor Coordinator
- 42. Governor’s Mansion Commission
- 43. Bureau of Legislative Research
  - Including Special Language: “Cost of Living Increases”
- 44. Parks and Tourism
  - Including letter from the Department of Finance and Administration (**Attachment 2**)
  - Including Special Language: “Employee Contracts”
- 45. Parks and Tourism-History Commission

46. Highway and Transportation Department
47. DFA-Revenue Division
  - Including Special Language: "Extra Help Positions", "Authority to Employ Certified Law Enforcement Officers", "Contingent Positions"
48. Game and Fish Commission
  - Including letter from the Department of Finance and Administration (**Attachment 3**)
  - Including Special Language: "Extra Help Restriction", "Payment of Accrued Leave"
49. Legislative Audit
  - Including Special Language: "Salaries"
50. Lands, Commissioner of State
51. Secretary of State
52. Supreme Court
53. Auditor of State - **with the exception of moving Trial Court Assistants and Court Reporters over to the Administrative Office of the Courts and the withdrawal of the agency's request to remove 58 reclassifications of Trial Court Assistants.**  
Including Special Language: "Special Rates of Pay", "Rate of Pay", "Certification", "Employment", "Transcripts"
54. Administrative Office of the Courts – **with the exception of receiving appropriation of positions Trial Court Assistants and Court Reporters from Auditor of State.**
  - Including Special Language: "Legal Research Specialists New Hire Requirement"
55. Moving Trial Court Assistants and Court Reporters to Administrative Office of the Courts. – **The Personnel Committee is recommending the transfer of 122 Trial Court Assistants and 122 Court Reporters from Auditor of State to Administrative Office of the Courts.**
  - a. WLC001 – **The Personnel Committee is recommending the Draft Bill for Trial Court Administrative Assistants and Court Reporters Appropriation for Administrative Office of the Courts (Attachment 4)**
  - b. DLP010 - **The Personnel Committee is recommending the Draft Bill to amend Arkansas Code for Trial Court Administrative Assistants and Court Reporters (Attachment 5)**

Respectfully Submitted,

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Senator Uvalde Lindsey, Co-Chair

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Representative Lane Jean, Co-Chair



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

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1753  
FAX: (501) 682-5104

November 3, 2014

Senator Uvalde Lindsey, Chairman  
Representative Lane Jean, Chairman  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Joint Budget Committee  
Big Mac Building, Room B  
Little Rock, Arkansas 72201

Dear Sirs:

The Office of Personnel Management is submitting a revised recommendation on a position reclassification request from North Arkansas College. OPM had not approved the request submitted to reclassify the Landscape Specialist to a Landscape Supervisor.

Since the budget recommendations were submitted, OPM personnel traveled to Harrison and conducted a thorough audit on this position. It was then determined that the appropriate classification was the Landscape Supervisor, grade C113, rather than the Landscape Specialist, grade C110.

Your consideration of this recommendation is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Kay B. Terry".

Kay B. Terry  
State Personnel Administrator

KBT



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

1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1753  
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November 6, 2014

Senator Uvalde Lindsey, Chairman  
Representative Lane Jean, Chairman  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Joint Budget Committee  
Big Mac Building, Room B  
Little Rock, Arkansas 72201

Dear Sirs:

Due to recent changes at the Arkansas Department of Parks and Tourism (ADPT), the executive recommendation for the FY15/FY17 has been revised since the budget manual was printed.

The following changes are being made to ADPT:

- ADPT requested to upgrade the Park Interpreter II, grade C116 to a C118. Upon further analysis, the agency changed their request to a C117. This is better fit for their organizational hierarchy.
- ADPT also has revised their request for the assigned grade for a Park Office Manager I, which is currently a C112. OPM originally recommended a C114, and upon further analysis, the agency changed to request to the new title of ADPT Office Manager I at a grade C113.
- One position, 22125457, is currently classified as a Supervisor of Interpretive Programs, grade C116. OPM is recommending that this position be upgraded to C118 to better fit the organizational structure.
- Position 22151571 was originally requested as an ADPT Research Project Manager, grade C122, and was initially recommended as an ADPT Research Project Coordinator, grade C120. Based on further analysis of the program duties and responsibilities of this position by OPM, the recommendation is changed to a grade C122 as requested.

This will update the final executive recommendation for the Arkansas Department of Parks and Tourism.

I will be happy to respond to any questions.

Sincerely,

A handwritten signature in black ink that reads "Kay B. Terry".

Kay B. Terry  
State Personnel Administrator



STATE OF ARKANSAS  
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and Administration**

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November 3, 2014

Senator Uvalde Lindsey, Chairman  
Representative Lane Jean, Chairman  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Joint Budget Committee  
Big Mac Building, Room B  
Little Rock, Arkansas 72201

Dear Sirs:

The Arkansas Game and Fish Commission has submitted a request to streamline and restructure the upper management of the agency. This request was presented after the budget manual had been printed and after Arkansas Game and Fish appeared before the Joint Budget Committee.

The requested changes are:

- Retitle position number 22095845 from AGFC Deputy Director to AGFC Chief of Staff. This position has a recommended salary of \$108,064.
- Reclassify two positions 22096327 and 22142720, of the above title and salary, to a new title of AGFC Assistant Deputy Director at a grade N908. This grade has a salary range of \$84,536 to \$106,919.
- Reclassify one position, 22096318 from Information Systems Manager, grade C128, with a salary range of \$55,156 to \$89,796, to the new title of AGFC Assistant Deputy Director at the grade N908.

The three AGFC Assistant Deputy Directors would supervise the three major organization units of the Arkansas Game and Fish Commission while reducing upper level personnel costs and improving both the communication and administrative operations of the agency.

The Office of Personnel Management recommends the agency request.

I will be happy to respond to any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kay B. Terry".

Kay B. Terry  
State Personnel Administrator

Stricken language will be deleted and underlined language will be added.

1 State of Arkansas

2 90th General Assembly

3 Regular Session, 2015

# A Bill

DRAFT WLC/WLC

SENATE BILL

5 By: Senator <NA>

## For An Act To Be Entitled

8 AN ACT TO MAKE AN APPROPRIATION FOR THE TRIAL COURT  
9 ADMINISTRATORS AND THE OFFICIAL COURT REPORTERS OF  
10 THE CIRCUIT COURTS FOR THE FISCAL YEAR ENDING JUNE  
11 30, 2016; AND FOR OTHER PURPOSES.

## Subtitle

15 AN ACT FOR THE ADMINISTRATIVE OFFICE OF  
16 THE COURTS - TRIAL COURT ADMINISTRATORS  
17 AND THE OFFICIAL COURT REPORTERS  
18 APPROPRIATION FOR THE 2015-2016 FISCAL  
19 YEAR.

22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

24 SECTION 1. REGULAR SALARIES - TRIAL COURT ADMINISTRATORS. There is  
25 hereby established for the Administrative Office of the Courts - Trial Court  
26 Administrators for the 2015-2016 fiscal year, the following maximum number of  
27 regular employees.

Item	No.	Title	Maximum	Maximum Annual
			No. of	Salary Rate
			Employees	Fiscal Year
				2015-2016
(1)		TRIAL COURT ADMINISTRATOR	<u>122</u>	GRADE C117
		MAX. NO. OF EMPLOYEES	122	

36 SECTION 2. APPROPRIATION - TRIAL COURT ADMINISTRATORS. There is hereby

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1 appropriated, to the Administrative Office of the Courts, to be payable from  
 2 the Trial Court Administrative Assistant Fund, for personal services, Trial  
 3 Court Administrator Substitutes expenses, and Trial Court Administrators  
 4 expenses by the Trail Court Administrators of the Circuit Courts for the  
 5 fiscal year ending June 30, 2016, the following:

7 ITEM	FISCAL YEAR
8 NO.	2015-2016
9 (01) REGULAR SALARIES	
10 (02) PERSONAL SERV MATCHING	
11 (03) TRIAL COURT ADMINISTRATOR EXPENSES	✓
12 (04) TRIAL COURT ADMINISTRATOR SUBSTITUTES	0
13 TOTAL AMOUNT APPROPRIATED	\$0

**TBD BY ALC/JBC**

15 SECTION 3. REGULAR SALARIES - COURT REPORTERS. There is hereby  
 16 established for the Administrative Office of the Courts - Official Court  
 17 Reporters of the Circuit Courts for the 2015-2016 fiscal year, the following  
 18 maximum number of regular employees.

22 Item	Maximum	Maximum Annual
23 No. Title	No. of	Salary Rate
	Employees	Fiscal Year
		2015-2016
24 (1) COURT REPORTER	122	GRADE C119
25 MAX. NO. OF EMPLOYEES	122	

27 SECTION 4. APPROPRIATION - COURT REPORTERS. There is hereby  
 28 appropriated, to the Administrative Office of the Courts, to be payable from  
 29 the Court Reporter's Fund, for personal services and operating expenses of  
 30 the Official Court Reporters of the Circuit Courts for the fiscal year ending  
 31 June 30, 2016, the following:

33 ITEM	FISCAL YEAR
34 NO.	2015-2016

35 (01) REGULAR SALARIES  
 36 (02) PERSONAL SERV MATCHING

**TBD BY ALC/JBC**



1	(03) EXPENSES ALLOWANCE	0
2	(04) INDIGENT TRANSCRIPTS	0
3	(05) COURT REPORTER SUBSTITUTES	0
4	TOTAL AMOUNT APPROPRIATED	<u>\$0</u>

5

6 SECTION 5. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS

7 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. AOC

8 RESPONSIBILITY FOR COURT REPORTERS AND TRIAL COURT ADMINISTRATORS.

9 (a) The Administrative Office of the Courts shall be responsible for

10 the financial oversight of the Official Court Reporters of the Circuit Courts

11 and Trial Court Administrators, which shall include but not be limited to

12 biennial and annual budget requests, all budgeting activities, monitoring

13 expenses, travel, substitute expenses, indigent transcript payments and to

14 ensure projected annual expenditures do not exceed total available funding.

15 (b) The Administrative Office of the Courts with assistance from the

16 Arkansas Judicial Council shall establish an official procedure or rules for

17 all new hires, terminations and salary adjustments for Trial Court

18 Administrators and Official Court Reporters. The official procedures or

19 rules shall be implemented prior to July 1, 2015 and shall be administered

20 for all Trial Court Administrators and Official Court Reporters.

21

22 SECTION 6. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS

23 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. FUNDING

24 FROM THE ADMINISTRATION OF JUSTICE FUND.

25 (a) (i) The Administrative Office of the Courts shall be responsible

26 for requesting and verifying the need for any additional appropriation, any

27 position change level, and any increase in the Administration of Justice Fund

28 Allocation Section as authorized annually through special language in the

29 Department of Finance and Administration's Disbursing Act, for the Trial

30 Court Administrators and Official Court Reporters.

31 (ii) Any annual or biennial request for an increase in the

32 Administration of Justice Fund allocation section for Trial Court

33 Administrators and/or Official Court Reporters shall not exceed the total or

34 projected total revenues available for the Trial Court Administrator Fund or

35 the Court Reporter Fund from the Administration of Justice Fund as determined

36 by the Administrative Office of the Courts with assistance from the

1 Department of Finance and Administration.

2 (b) (i) During a fiscal year the Administrative Office of the Courts  
 3 shall not approve any change level in salary, operating expense and other  
 4 distributions for Trial Court Administrators which will exceed actual or  
 5 projected fund balances in the Trial Court Administrator Fund.

6 (ii) During a fiscal year the Administrative Office of the Courts  
 7 shall not approve any change level in salary, operating expense and other  
 8 distributions for Court Reporters which will exceed actual or projected fund  
 9 balances in the Court Reporters Fund.

10  
 11 SECTION 7. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
 12 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. Any funds  
 13 appropriated by the Ninetieth General Assembly from the Trial Court  
 14 Administrative Assistant Fund may be deemed payable from the Trial Court  
 15 Administrator Fund.

16  
 17 SECTION 8. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS  
 18 CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TRIAL  
 19 COURT ADMINISTRATOR EMPLOYMENT. In the event that any Trial Court  
 20 Administrator terminates employment for any reason and is eligible for the  
 21 payment of accumulated annual leave, the employment date for the new employee  
 22 shall be delayed and the position shall remain vacant for the period of time  
 23 required to account for the cost of the payment of accumulated annual leave.

24 The provisions of this section shall be in effect only from July 1,  
 25 ~~2014~~ 2015 through June 30, ~~2015~~ 2016.

26  
 27 ~~SECTION 9. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS~~  
 28 ~~CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. COURT~~  
 29 ~~REPORTERS TRANSCRIPTS. Official Court Reporters shall prepare transcripts,~~  
 30 ~~which are to be included within a record on appeal, pursuant to the time~~  
 31 ~~requirements that are outlined in the Arkansas Supreme Court Rules. In the~~  
 32 ~~event an official Court Reporter fails to complete a transcript within the~~  
 33 ~~prescribed time, he or she shall immediately inform the judge, for whom he or~~  
 34 ~~she is employed, and the Arkansas Board of Certified Court Reporter~~  
 35 ~~Examiners. Failure of a Court Reporter to report to his or her judge and to~~  
 36 ~~the Arkansas Board of Certified Court Reporter Examiners shall result in the~~

1 ~~immediate suspension of the Court Reporter's license, pending a hearing~~  
2 ~~before the Arkansas Board of Certified Court Reporter Examiners.~~

3  
4 ~~SECTION 10. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS~~  
5 ~~CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. RATE OF~~  
6 ~~PAY. The entry level salary of a trial court staff person shall be equal to~~  
7 ~~that established in the state pay plan at grade C117.~~

8  
9 ~~SECTION 11. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS~~  
10 ~~CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW.~~  
11 ~~CERTIFICATION. Any Trial Court Administrative Assistant who is or becomes~~  
12 ~~certified by the National Center for State Courts as a certified Court~~  
13 ~~Manager shall be entitled to have the annual salary for which he or she is~~  
14 ~~eligible to be increased by ten percent (10%), which shall not exceed the~~  
15 ~~maximum amount for the grade assigned.~~  
16 ~~The provisions of this section shall be in effect only from July 1, 2013~~  
17 ~~2014 through June 30, 2014 2015.~~

18  
19 ~~SECTION 12. COMPLIANCE WITH OTHER LAWS. Disbursement of funds~~  
20 ~~authorized by this act shall be limited to the appropriation for such agency~~  
21 ~~and funds made available by law for the support of such appropriations; and~~  
22 ~~the restrictions of the State Procurement Law, the General Accounting and~~  
23 ~~Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary~~  
24 ~~Procedures and Restrictions Act, or their successors, and other fiscal~~  
25 ~~control laws of this State, where applicable, and regulations promulgated by~~  
26 ~~the Department of Finance and Administration, as authorized by law, shall be~~  
27 ~~strictly complied with in disbursement of said funds.~~

28  
29 ~~SECTION 13. LEGISLATIVE INTENT. It is the intent of the General~~  
30 ~~Assembly that any funds disbursed under the authority of the appropriations~~  
31 ~~contained in this act shall be in compliance with the stated reasons for~~  
32 ~~which this act was adopted, as evidenced by the Agency Requests, Executive~~  
33 ~~Recommendations and Legislative Recommendations contained in the budget~~  
34 ~~manuals prepared by the Department of Finance and Administration, letters, or~~  
35 ~~summarized oral testimony in the official minutes of the Arkansas Legislative~~  
36 ~~Council or Joint Budget Committee which relate to its passage and adoption.~~

1  
2       SECTION 14. EMERGENCY CLAUSE. It is found and determined by the  
3 General Assembly, that the Constitution of the State of Arkansas prohibits  
4 the appropriation of funds for more than a one (1) year period; that the  
5 effectiveness of this Act on July 1, 2015 is essential to the operation of  
6 the agency for which the appropriations in this Act are provided, and that in  
7 the event of an extension of the legislative session, the delay in the  
8 effective date of this Act beyond July 1, 2015 could work irreparable harm  
9 upon the proper administration and provision of essential governmental  
10 programs. Therefore, an emergency is hereby declared to exist and this Act  
11 being necessary for the immediate preservation of the public peace, health  
12 and safety shall be in full force and effect from and after July 1, 2015.  
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Stricken language would be deleted from and underlined language would be added to present law.

1 State of Arkansas  
2 90th General Assembly  
3 Regular Session, 2015  
4  
5 By: Representative <NA>  
6

## A Bill

DRAFT DLP/DLP  
HOUSE BILL

### For An Act To Be Entitled

8 AN ACT TO AUTHORIZE THE ADMINISTRATIVE OFFICE OF THE  
9 COURTS TO ADJUST AND ADMINISTER THE SALARIES AND  
10 COMPENSATION OF COURT REPORTERS AND TRIAL COURT  
11 ADMINISTRATORS; TO AMEND THE LAW CONCERNING COURT  
12 REPORTERS AND TRIAL COURT ADMINISTRATIVE ASSISTANTS;  
13 TO DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES.  
14  
15

### Subtitle

16  
17 TO AMEND THE LAW CONCERNING THE SALARIES  
18 AND COMPENSATION OF COURT REPORTERS AND  
19 TRIAL COURT ADMINISTRATORS; TO AMEND THE  
20 LAW CONCERNING CERTAIN COURT STAFF; AND  
21 TO DECLARE AN EMERGENCY.  
22  
23

24 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:  
25

26 SECTION 1. Arkansas Code § 16-10-310(b)(14), concerning the  
27 distribution of the State Administration of Justice Fund, is amended to read  
28 as follows:

29 (14) The ~~Auditor of State~~ Administrative Office of the Courts to  
30 fund the Trial Court ~~Administrative Assistant~~ Administrator Fund;  
31

32 SECTION 2. Arkansas Code § 16-10-310(c)(1)(A)(iii), concerning  
33 priority distributions from the State Administration of Justice Fund, is  
34 amended to read as follows:

35 (iii) The ~~Auditor of State~~ Administrative Office of  
36 the Courts to fund the Trial Court ~~Administrative Assistant~~ Administrator

DRAFT

1 Fund.

2

3 SECTION 3. Arkansas Code, Title 16, Chapter 10, Subchapter 8, is  
4 amended to read as follows:

5 Subchapter 8 - Substitute Trial Court ~~Staff Persons~~ Administrators  
6 16-10-801. Temporary employment authorized.

7 ~~In~~ As authorized by § 16-13-3302, in the absence or unavailability of  
8 the trial court staff-person administrator, as authorized by § 16-10-133,  
9 the circuit judge is authorized to may temporarily employ the services of a  
10 substitute trial court ~~staff-person administrator,~~ if the temporary  
11 employment is ~~necessary and~~ essential to prevent a disruption of the business  
12 of the court.

13

14 16-10-802. Information provided to ~~Auditor of State~~ Administrative  
15 Office of the Courts.

16 (a) ~~Whenever~~ When a circuit judge temporarily employs a substitute  
17 trial court ~~staff-person administrator,~~ the circuit judge may certify to the  
18 ~~Auditor of State~~ Administrative Office of the Courts upon forms prepared by  
19 the ~~Auditor of State~~ Administrative Office of the Courts that he or she has  
20 temporarily employed ~~the services of~~ a substitute trial court ~~staff-person~~  
21 administrator and that the temporary employment was ~~necessary and~~ essential  
22 to prevent a disruption of the business of his or her court.

23 (b) The circuit judge shall further furnish to the ~~Auditor of State~~  
24 Administrative Office of the Courts the name, address, and ~~social security~~  
25 Social Security number of the substitute trial court ~~staff-person~~  
26 administrator and the number of days the substitute trial court ~~staff-person~~  
27 administrator was or will be temporarily employed, plus any other information  
28 concerning the employment requested by the ~~Auditor of State~~ Administrative  
29 Office of the Courts.

30

31 16-10-803. Payment.

32 (a) The ~~Auditor of State is authorized to~~ Administrative Office of the  
33 Courts may pay from funds specifically appropriated for this purpose ~~the a~~  
34 substitute trial court ~~staff-person administrator~~ for the services furnished  
35 to the circuit judge under this subchapter.

36 (b) The substitute trial court ~~staff-person administrator will~~ shall

1 be paid at the rate of one hundred twenty-five dollars (\$125) per day.

2

3 16-10-804. Extended employment periods.

4 (a) ~~In the event the~~ If a substitute trial court ~~staff person~~  
5 administrator is employed for a period ~~which~~ that extends beyond the normal  
6 payroll period for the position, the ~~Auditor of State~~ Administrative Office  
7 of the Courts shall make an interim disbursement of the salary ~~which~~ that has  
8 accrued during that period.

9 (b) In any one (1) fiscal year, however, the ~~Auditor of State~~ will  
10 Administrative Office of the Courts shall not pay for the services of a  
11 substitute trial court ~~staff person~~ administrator for any one (1) circuit  
12 judge in excess of ~~eighty (80)~~ thirty (30) working days unless approved and  
13 ordered by the Chief Justice of the Arkansas Supreme Court.

14

15 16-10-805. Employment of county staff.

16 ~~Nothing contained in this subchapter shall be construed to~~ This chapter  
17 does not preclude or prohibit any circuit judge from obtaining payment for  
18 the services of a substitute trial court ~~staff person~~ administrator from the  
19 county or counties ~~comprising~~ composing the circuit judge's judicial district  
20 rather than from the ~~Auditor of State~~ Administrative Office of the Courts.

21

22 SECTION 4. Arkansas Code § 16-13-501 is amended to read as follows:

23 16-13-501. Court reporters made state employees.

24 The official court reporters of the circuit courts in this state are  
25 employees of the State of Arkansas. ~~The court reporters shall be subject to,~~  
26 ~~and their compensation shall be determined in accordance with, the provisions~~  
27 ~~of the Uniform Classification and Compensation Act, § 21-5-201 et seq., and~~  
28 ~~all laws amendatory thereto.~~

29

30 SECTION 5. Arkansas Code § 16-13-503(b) and (c), concerning salaries  
31 of court reporters, is amended to read as follows:

32 (b)(1) The salaries of the court reporters shall ~~be prescribed by the~~  
33 ~~General Assembly in accordance with:~~

34 (A) Be exempt from the provisions of the Uniform  
35 Classification and Compensation Act, § 21-5-201 et seq.;

36 (B) Not exceed the maximum annual salary rate authorized



1 by the General Assembly in the applicable appropriation act; and

2 (C) Be determined by the Administrative Office of the  
3 Courts.

4 (2) The salaries, together with ~~such~~ other expenses ~~as may be~~  
5 authorized by law for the court reporters to be paid from state funds, shall  
6 be paid with moneys appropriated ~~therefor~~ for the salaries and other expenses  
7 by the General Assembly from the Court Reporter's Fund.

8 (3) The total amount of salaries paid to court reporters and  
9 other distributions of the Court Reporter's Fund shall not exceed:

10 (A) The total annual allocation authorized by the General  
11 Assembly to the Court Reporter's Fund from the State Administration of  
12 Justice Fund as supplemented, if necessary, by any real property transfer tax  
13 revenues under § 26-60-112(b)(2); and

14 (B) Any remaining balances in the Court Reporter's Fund.

15 ~~(c)(1) The official court reporters of the circuit courts in the~~  
16 ~~state shall be subject to, and their attendance and leave time shall be~~  
17 ~~governed by, the Uniform Attendance and Leave Policy Act, § 21-4-201 et seq.~~  
18 ~~However, Notwithstanding the exemption provided by § 21-4-203, the circuit~~  
19 ~~judge of the circuit court served by each a court reporter shall have the~~  
20 ~~authority and responsibility to administer the attendance and leave policies~~  
21 ~~for the court reporter in the manner prescribed for state employees by the~~  
22 ~~Uniform Attendance and Leave Policy Act, § 21-4-201 et seq., as applied to~~  
23 ~~the respective court reporters.~~

24 (2) The court reporter shall forward all approved requests for  
25 leave to the Administrative Office of the Courts on a regular and timely  
26 basis for payroll purposes.

27 (3) The Administrative Office of the Courts shall prescribe the  
28 procedures for obtaining all relevant leave information, including without  
29 limitation the forms, method of transmittal, and format for obtaining the  
30 leave information.

31  
32 SECTION 6. Arkansas Code § 16-13-504 is amended to read as follows:

33 16-13-504. ~~Initial annual salary of court reporters—~~ Salary  
34 implementation procedures.

35 ~~(a) All court reporters appointed after March 28, 1983, shall receive~~  
36 ~~an initial annual salary not to exceed that salary provided for in Step 1 of~~



1 ~~Grade 19 of the Uniform Classification and Compensation Plan unless the~~  
 2 ~~Legislative Council approves entrance at a greater salary, but in no instance~~  
 3 ~~shall court reporters enter at an annual salary greater than that provided in~~  
 4 ~~Step 5 of Grade 19.~~

5 ~~(b) The following salary implementation procedures shall apply to all~~

6 ~~(a) If a court reporters who were~~ reporter was an official court  
 7 reporters reporter in the state on June 30, 1981+

8 ~~(1) The beginning compensation of persons first appointed to a~~  
 9 ~~position of court reporter after June 30, 1981, shall not be made at greater~~  
 10 ~~than the first, or entrance, step unless a special entrance rate is requested~~  
 11 ~~through and approved by the Office of Personnel Management of the Division of~~  
 12 ~~Administrative Services of the Department of Finance and Administration with~~  
 13 ~~the advice of the Legislative Council;~~

14 ~~(2) All subsequent step increases granted to court reporters~~  
 15 ~~shall be in conformance with the schedule provided in the compensation plan;~~

16 ~~(3) Increase, the increase~~ eligibility dates date for purposes  
 17 of salary implementation shall be ~~determined from the dates of initial~~  
 18 ~~employment by the state;~~

19 ~~(A) For those court reporters who are were official court~~  
 20 ~~reporters in the state on June 30, 1981, the increase eligibility date shall~~  
 21 ~~be July 1, 1982.~~

22 ~~(B) For those court reporters who are~~ (b) If an official  
 23 court reporter was appointed after June 30, 1981, the increase eligibility  
 24 date for purposes of salary implementation shall be determined by the date of  
 25 appointment.

26  
 27 SECTION 7. Arkansas Code § 16-13-505 is amended to read as follows:

28 16-13-505. Court reporters - Reimbursement for expenses.

29 ~~(a)(1) The official court reporters of the respective circuit courts~~  
 30 ~~shall be~~ A court report for a circuit court is entitled to reimbursement for  
 31 actual expenses incurred for meals, lodging, and transportation costs for  
 32 attending court away from a the court reporter's official station.

33 ~~(2) If the~~ Notwithstanding the exemption from state travel  
 34 regulations provided by § 19-4-904, if a court reporter uses a personal  
 35 vehicle for transportation, he or she ~~shall be~~ is entitled to reimbursement  
 36 for mileage at the same rate prescribed by the Department of Finance and

1 Administration for state executive branch employees in the state travel  
2 regulations.

3 (b) Reimbursements for actual expenses and mileage under subsection  
4 (a) of this section shall be made monthly by the ~~Auditor of State~~  
5 Administrative Office of the Courts upon claims by the respective court  
6 reporters certified by the circuit judge.

7  
8 SECTION 8. Arkansas Code § 16-13-506(b)(2), concerning payment to  
9 court reporters for indigent and in forma pauperis proceedings, is amended to  
10 read as follows:

11 (2) The payments shall be made only upon certification ~~thereof~~  
12 of the payments by the presiding circuit judge and shall be paid by the  
13 ~~Auditor of State~~ Administrative Office of the Courts from funds appropriated  
14 out of the Court Reporter's Fund.

15  
16 SECTION 9. Arkansas Code § 16-13-509 is amended to read as follows:  
17 16-13-509. Substitute court reporters.

18 (a)(1) In the absence or unavailability of the official court  
19 reporter, the circuit judge or circuit judge on assignment as authorized by §  
20 16-10-101 ~~is authorized to~~ may temporarily employ the services of a  
21 substitute court reporter if the temporary employment is ~~necessary and~~  
22 essential to prevent a disruption of the business of the circuit court.

23 (2) The substitute court reporter shall be a court reporter ~~duly~~  
24 certified by the ~~Arkansas~~ Supreme Court Board of Certified Court Reporter  
25 Examiners.

26 (b)(1) ~~Whenever~~ When a circuit judge or circuit judge on assignment  
27 temporarily employs a substitute court reporter, the circuit judge ~~may~~ shall  
28 certify to the ~~Auditor of State~~ Administrative Office of the Courts, upon  
29 forms prepared by the ~~Auditor of State~~ Administrative Office of the Courts,  
30 that he or she has temporarily employed the services of a substitute court  
31 reporter and that the temporary employment was ~~necessary and~~ essential to  
32 prevent a disruption of the business of ~~his or her~~ the circuit court.

33 (2) The circuit judge or circuit judge on assignment shall  
34 further furnish to the ~~Auditor of State~~ Administrative Office of the Courts  
35 the name, address, and ~~social security~~ Social Security number of the  
36 substitute court reporter and the number of days the substitute court

1 reporter was temporarily employed, plus any other information concerning the  
2 employment requested by the ~~Auditor of State~~ Administrative Office of the  
3 Courts.

4 (c)(1) The ~~Auditor of State is authorized to~~ Administrative Office of  
5 the Courts may pay the substitute court reporter for the court reporting  
6 services furnished to the circuit judge from funds specifically appropriated  
7 for that purpose.

8 (2) The substitute court reporter ~~will~~ shall be paid at the rate  
9 of one hundred seventy-five dollars (\$175) per day.

10 (3) The substitute court reporter is entitled to reimbursement  
11 for actual expenses incurred for meals, lodging, and transportation costs for  
12 attending court under § 16-13-505.

13 (d) If ~~any a~~ a trial court ~~administrative assistant~~ administrator  
14 employed ~~pursuant to § 16-10-133~~ under § 16-13-3302 and also certified  
15 ~~pursuant to~~ under subsection (a) of this section is ~~authorized and~~ appointed  
16 to act temporarily as a substitute court reporter, he or she ~~shall not be~~ is  
17 not entitled to be paid an additional salary, but ~~shall be~~ is entitled to  
18 reimbursement for actual expenses incurred for meals, lodging, and  
19 transportation costs when attending court away from his or her official  
20 station, ~~consistent with~~ under § 16-13-505.

21 (e) In any one (1) fiscal year, however, the ~~Auditor of State will~~  
22 Administrative Office of the Courts shall not pay for the services of a  
23 substitute court reporter or substitute court reporters for any one (1)  
24 circuit judge or circuit judge on assignment in excess of ~~twenty (20)~~ thirty  
25 (30) working days, unless approved and ordered by the Chief Justice of the  
26 Arkansas Supreme Court.

27 (f) ~~Nothing contained in this section shall be construed to~~ This  
28 subchapter does not preclude or prohibit any circuit judge from obtaining  
29 payment for the services of a substitute court reporter from the county or  
30 counties ~~comprising~~ composing the circuit judge's judicial district rather  
31 than from the ~~Auditor of State~~ Administrative Office of the Courts.

32

33 SECTION 10. Arkansas Code, Title 16, Chapter 13, is amended to add an  
34 additional subchapter to read as follows:

35

36

Subchapter 33 – Trial Court Administrators

1  
2       16-13-3301. Trial court administrators made state employees.

3       A trial court administrator of a circuit court is an employee of the  
4       State of Arkansas.

5  
6       16-13-3302. Trial court administrator position created.

7       (a)(1) The position of trial court administrator is authorized and  
8       funds shall be appropriated to the Administrative Office of the Courts from  
9       the State Administration of Justice Fund to provide one (1) trial court  
10       administrator for each of the circuit judges.

11       (2)(A) The trial court administrator may be employed to assist  
12       the circuit judge in the administration and management of the circuit court.

13       (B)(i) The Administrative Office of the Courts shall  
14       create and maintain a detailed job description for the trial court  
15       administrator position.

16       (ii) The job description may be used by a circuit  
17       judge for the hiring, evaluation, and management of a trial court  
18       administrator.

19       (3) Each circuit judge shall report to the Administrative Office  
20       of the Courts his or her intention to employ a trial court administrator.

21       (4) Two (2) or more circuit judges within a judicial district  
22       may employ jointly, within their discretion, one (1) trial court  
23       administrator if coordinated with the Administrative Office of the Courts.

24       (b)(1) A circuit judge authorized by subsection (a) of this section to  
25       employ a trial court administrator may select and hire the trial court  
26       administrator.

27       (2) The trial court administrator shall serve at the will and  
28       pleasure of the circuit judge.

29       (c)(1) Except as provided in subdivision (c)(2) of this section, a  
30       county shall not supplement the base salary of a trial court administrator.

31       (2) If a county with quorum court approval employed a trial  
32       court administrative assistant on or before July 1, 2014, and supplemented  
33       his or her base salary under former § 16-10-133, the county shall continue to  
34       provide the supplement so long as the now titled trial court administrator  
35       continues to be employed by the county in that position.

36       (d)(1) Notwithstanding the exemption provided by § 21-4-203, the

1 circuit judge employing a trial court administrator shall administer the  
2 attendance and leave policies for the trial court administrator in the manner  
3 prescribed for state employees by the Uniform Attendance and Leave Policy  
4 Act, § 21-4-201 et seq.

5 (2) The trial court administrator shall forward all approved  
6 requests for leave to the Administrative Office of the Courts on a regular  
7 and timely basis for payroll purposes.

8 (3) The Administrative Office of the Courts shall prescribe the  
9 procedures for obtaining all relevant leave information, including without  
10 limitation the forms, method of transmittal, and format for obtaining the  
11 leave information.

12  
13 16-13-3303. Salaries for trial court administrators.

14 (a) The salary of a trial court administrator shall:

15 (1) Be exempt from the provisions of the Uniform Classification  
16 and Compensation Act, § 21-5-201 et seq.;

17 (2) Not exceed the maximum annual salary rate authorized by the  
18 General Assembly in the applicable appropriation act; and

19 (3) Be determined by the Administrative Office of the Courts.

20 (b) The salaries, together with expenses authorized by law for trial  
21 court administrators to be paid from state funds, shall be paid with moneys  
22 appropriated by the General Assembly from the Trial Court Administrator Fund.

23 (c) The total amount of salaries paid to trial court administrators  
24 and other distributions of the Trial Court Administrator Fund shall not  
25 exceed:

26 (1) The total annual allocation authorized by the General  
27 Assembly from the State Administration of Justice Fund to the Trial Court  
28 Administrator Fund; and

29 (2) Any remaining balances in the Trial Court Administrator  
30 Fund.

31  
32 16-13-3304. Trial court administrators – Reimbursement for expenses.

33 (a)(1) A trial court administrator of a circuit court is entitled to  
34 reimbursement for actual expenses incurred for meals, lodging, and  
35 transportation costs for attending court away from the trial court  
36 administrator's official station.

1           (2) Notwithstanding the exemption from state travel regulations  
 2 provided by § 19-4-904, if a trial court administrator uses a personal  
 3 vehicle for transportation, he or she is entitled to reimbursement for  
 4 mileage at the same rate prescribed by the Department of Finance and  
 5 Administration for executive branch employees.

6           (b) Reimbursements for actual expenses and mileage under subsection  
 7 (a) of this section shall be made monthly by the Administrative Office of the  
 8 Courts upon claims by the respective trial court administrators certified by  
 9 the circuit judge.

10  
 11           16-13-3305. Trial court administrators – Credit for county service.

12           A trial court administrator who converted on July 1, 1996, from county  
 13 employment to state employment and was employed under former § 16-10-134  
 14 shall be given credit for his or her length of service with the county for  
 15 purposes of accrual rates for sick leave and annual leave and attainment of  
 16 career service recognition awards.

17  
 18           SECTION 11. Arkansas Code § 19-5-993(b)(2), concerning the use of the  
 19 State Administration of Justice Fund, is amended to read as follows:

20           (2) The fund shall be used for:

21           (A) ~~trial~~ Trial court ~~staff~~ administrators as stated in §  
 22 ~~16-10-133~~ § 16-13-3301 et seq.;

23           (B) Substitute trial court administrators as stated in §  
 24 16-10-801 et seq.; and

25           (C) ~~for the~~ The distribution of revenue as stated in § 16-  
 26 10-310.

27  
 28           SECTION 12. Arkansas Code § 19-5-1241 is amended to read as follows:

29           19-5-1241. Trial Court ~~Administrative Assistant~~ Administrator Fund.

30           (a) There is ~~hereby~~ created on the books of the Treasurer of State,  
 31 Auditor of State, and Chief Fiscal Officer of the State a miscellaneous  
 32 revenue fund to be known as the "Trial Court ~~Administrative Assistant~~  
 33 Administrator Fund".

34           (b) The Trial Court ~~Administrative Assistant~~ Administrator Fund shall  
 35 consist of those moneys transferred from the State Administration of Justice  
 36 Fund, the first one hundred thousand dollars (\$100,000) collected annually



1 from filing fees for the office of the prosecuting attorney, and other moneys  
2 as authorized by law.

3 (c) The Trial Court ~~Administrative Assistant Administrator~~ Fund shall  
4 be used for paying and reimbursing personal services, trial court assistant  
5 expenses, and trial court staff substitutes:

6 (1) Trial court administrators under § 16-13-3301 et seq.; and

7 (2) Substitute trial court administrators under § 16-10-801 et  
8 seq.

9

10 SECTION 13. Arkansas Code § 7-10-103(b)(3)(B)(ii), concerning the  
11 filing fees of candidates for the office of prosecuting attorney, is amended  
12 to read as follows:

13 (ii) The first one hundred thousand dollars (\$100,000)  
14 collected annually from filing fees for the office of prosecuting attorney  
15 shall be remitted to the Treasurer of State for deposit into the Trial Court  
16 ~~Administrative Assistant Administrator~~ Fund.

17

18 SECTION 14. Arkansas Code § 16-10-133 is repealed.

19 ~~16-10-133. Trial court staff.~~

20 ~~(a) Beginning July 1, 1996, positions shall be authorized and funds~~  
21 ~~appropriated to the Auditor of State from the State Administration of Justice~~  
22 ~~Fund to provide one (1) staff person for each of the judges of the circuit~~  
23 ~~courts. The staff person may be employed to perform secretarial, docketing,~~  
24 ~~and management services. Each judge of the circuit court shall report to the~~  
25 ~~Administrative Office of the Courts his or her intention to employ such a~~  
26 ~~staff person. Two (2) or more judges within a judicial district may employ~~  
27 ~~jointly, in their discretion, one (1) staff person when coordinated with the~~  
28 ~~office.~~

29 ~~(b) A circuit judge authorized by subsection (a) of this section to~~  
30 ~~employ a staff person shall have the authority to select and hire the person~~  
31 ~~who will serve, and any person so employed shall serve at the will and~~  
32 ~~pleasure of the judge.~~

33 ~~(c) The entry level salary of a trial court staff person shall be~~  
34 ~~equal to that established in the state pay plan at grade 16.~~

35 ~~(d) A county or counties shall be authorized to supplement the base~~  
36 ~~salary of any trial court staff person when approved by the quorum court. Any~~

~~county or counties that employed a trial court administrative assistant as of July 1, 1996, and that supplemented their salaries pursuant to this subsection shall be required to continue to provide said supplement so long as the trial court administrative assistant shall continue to be employed in that position in the county.~~

~~(e) A staff person shall be subject to the Uniform Attendance and Leave Policy Act, § 21-4-201 et seq., as administered by the judge by whom he or she is employed.~~

~~(f) A trial judge who already has one (1) or more staff persons on April 13, 1995, shall designate one (1) such staff person to be subject to and paid by the provisions of this section.~~

SECTION 15. Arkansas Code § 16-10-134 is repealed.

~~16-10-134. Trial court staff Credit for county service.~~

~~Trial court staff persons who converted from county employment to state employment and were employed under § 16-10-133 shall have their length of service with the county recognized by the state for purposes of accrual rates for sick leave and annual leave and attainment of career service recognition awards.~~

SECTION 16. EMERGENCY CLAUSE. It is found and determined by the General Assembly of the State of Arkansas that the Constitution of the State of Arkansas prohibits the appropriation of funds for more than a one-year period; that the act entitled "AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES AND OPERATING EXPENSES FOR THE ADMINISTRATIVE OFFICE OF THE COURTS FOR THE OFFICIAL COURT REPORTERS AND TRIAL COURT ADMINISTRATORS OF THE CIRCUIT COURTS FOR THE FISCAL YEAR ENDING JUNE 30, 2016; AND FOR OTHER PURPOSES." requires the passage of this act; that the effectiveness of this act on July 1, 2015, is essential to the operation of the Administrative Office of the Courts, and that in the event of an extension of the legislative session, the delay in the effective date of this act beyond July 1, 2015, could work irreparable harm upon the proper administration and provision of essential governmental programs. Therefore, an emergency is declared to exist, and this act being necessary for the preservation of the public peace, health, and safety shall be in full force and effect on and after July 1, 2015.



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