

**Ex. F**

**Department of Transformation and Shared Services**  
Governor Sarah Huckabee Sanders  
Secretary Leslie Fiskien

June 18, 2025

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Les Warren, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Warren:

The Office of Personnel Management (OPM) submits the attached step plan proposal for the Department of Public Safety — Arkansas State Police (ASP).

Act 499 of 2025 established a new pay table specific to law enforcement positions. This act allows OPM to establish a step plan for the law enforcement positions after receiving the approval of the Arkansas Legislative Council.

The attached step plan is for the ASP commissioned officers only. OPM and ASP have worked to design a plan that is competitive with other states and law enforcement agencies while maintaining internal relationships within ASP.

OPM is requesting the approval of the attached grid, and the associated salary increases for uniformed positions at ASP.

Your consideration of this request is greatly appreciated.

*Kary Bannhill*

STATE PERSONNEL DIRECTOR

*6/6/25*  
DATE

KB/sd:1



**COL. MIKE A. HAGAR**  
Secretary

**State of Arkansas**  
**Governor Sarah Huckabee Sanders**

**DEPARTMENT OF PUBLIC SAFETY**

1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Office: (501) 618-8235

Kay Barnhill  
State Personnel Administrator  
501 Woodlane, Suite 205C  
Little Rock, AR 72201

RE: Trooper Step Plan

Ms. Barnhill:

The Arkansas Department of Public Safety (DPS), the division of Arkansas State Police (ASP), would like to request the establishment of a step plan for trooper pay in accordance with Act 499 of 2025, section (f)(4)(B)(i).

This plan would provide for a step increase of 2.5% per year for Troopers and a 2% per year step increase for Corporal through Lieutenant Colonel. For implementation, the rate of pay will be calculated by adding 0.25%/per year of tenure, calculated from the "Trooper Effective Date" to the minimum step for each position, then that is rounded up to the next highest step. There is a cap which is set at the next step rounded up from midpoint. As part of this plan, the title of Trooper First Class would be removed from the classification and compensation act. It would be an internal designation only and would no longer be a separate classification. This would be treated the same as the Senior Corporals are currently. In conjunction with this, the division is requesting to discontinue the certificate pay that is established in ACA 12-8-215. Below are the policies associated with this step plan request and the step plan.

Years	ASP Trooper	ASP Corporal	ASP Sergeant	ASP Lieutenant	ASP Captain	ASP Major	ASP Lieutenant Colonel
	2.50% steps	2% steps; 5% raise	2% steps; 7.5% raise	2% steps; 7.5% raise	2% steps; 7.5% raise	2% steps; 7.5% raise	2% steps; 7.5% raise
0	\$ 67,675	\$ 84,467	\$ 96,359	\$ 107,771	\$ 118,171	\$ 129,575	\$ 142,078
1	\$ 69,367	\$ 86,156	\$ 98,286	\$ 109,927	\$ 120,534	\$ 132,166	\$ 144,920
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9		\$ 100,945	\$ 115,158	\$ 128,796	\$ 141,225	\$ 154,854	\$ 169,797
10		\$ 102,964	\$ 117,461	\$ 131,372	\$ 144,050	\$ 157,951	\$ 173,193
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12		\$ 107,124	\$ 122,207	\$ 136,680	\$ 149,869	\$ 164,332	\$ 180,190
13		\$ 109,266	\$ 124,651	\$ 139,413	\$ 152,867	\$ 167,618	\$ 183,794
14		\$ 111,452	\$ 127,144	\$ 142,202	\$ 155,924	\$ 170,971	\$ 187,470
15		\$ 113,681	\$ 129,687	\$ 145,046	\$ 159,043	\$ 174,390	\$ 191,219
16		\$ 115,954	\$ 132,281				\$ 195,043
17		\$ 118,274					
18		\$ 120,639					

**Policy & Procedures**

**INTRODUCTION**

This document outlines the policies and procedures governing Arkansas State Police's (ASP) Step Compensation Plan. This structured compensation system provides a transparent framework for employee salary progression based primarily

on tenure while maintaining appropriate alignment with performance expectations.

## **PURPOSE**

The Step Compensation Plan is designed to:

- Provide predictable salary progression for employees
- Reward continued service and institutional knowledge
- Maintain internal equity across similar positions
- Create transparency in compensation practices

## **STEP PROGRESSION GUIDELINES**

### **1. Annual Step Increases**

- 1.1. Employees will advance one step within their assigned grade upon completion of one year of continuous service in their current step.
- 1.2. All step increase adjustments will be awarded on the first paycheck of the following fiscal year, regardless of individual anniversary dates.
- 1.3. Each step represents a predetermined percentage increase to base salary as outlined in ASP's compensation matrix.
- 1.4. Step increases are contingent solely upon meeting minimum performance standards as outlined in Section 3.

### **2. Changes in Classification**

- 2.1. **Promotions:** Employees who are promoted to a higher classification will receive a 7.5% increase or adjustment to that classification's entry step, whichever is greater. If there is no corresponding step in the new grade, the employee's salary will be rounded to the next higher step.
- 2.2. **Lateral Transfers:** Employees who transfer to a position in the same grade will maintain their current step or pay.
- 2.3. **Voluntary Demotions:** Employees who voluntarily move to a lower classification will receive a reduction in pay equivalent to 7.5%, not to exceed maximum or go below the entry step.
- 2.4. **Involuntary Demotions:** Employees who are involuntarily demoted due to performance issues or organizational restructuring will receive a reduction in pay equivalent to 7.5%, not to exceed maximum or go below the entry step. However, management reserves the right to adjust this placement based on the circumstances of the demotion.
- 2.5. **Trooper Effective Date:** When an employee changes classification, their trooper effective date remains unchanged except in cases outlined in Section 5.

### **3. Performance Relationship to Step Increases**

- 3.1. Step increases are awarded by default unless an employee receives a performance evaluation rating of "Unsatisfactory" or "Needs Improvement" (or equivalent designation).
- 3.2. Employees who receive a performance evaluation rating of "Unsatisfactory" or "Needs Improvement" (or equivalent designation) will not receive a step increase for that performance review period.



3.3. When an employee who previously did not receive a step increase due to performance subsequently receives a "Meets Expectations" or higher evaluation, they will receive the 2 or 2.5% increases they have missed and the one for which they are currently eligible. This adjustment will be effective on the first paycheck of the following fiscal year.

3.4. Other than as outlined above, performance evaluations do not influence step progression or the amount of step increases.

#### **4. Special Circumstances**

4.1. **Leave Without Pay:** Extended periods of leave without pay (typically exceeding 30 consecutive calendar days) may adjust an employee's step anniversary date by the corresponding duration of the leave.

4.2. **Military Leave:** Approved military leave will not affect step anniversary dates or progression.

4.3. **Acting Assignments:** Employees temporarily assigned to higher-level positions may receive temporary pay adjustments but will maintain their original step anniversary date and progression in their permanent position.

4.4. **Market Adjustments:** Periodically, the Office of Personnel Management may implement market-based adjustments to the entire step/grade structure to maintain external competitiveness. Such adjustments do not change individual step anniversary dates.

#### **ANNIVERSARY DATE DETERMINATION**

##### **5. Trooper Effective Date**

5.1. The anniversary date for step increase eligibility is established by the employee's "trooper effective date."

5.2. The trooper effective date will only change under the following circumstances:

- The employee separates from the organization and later returns
- The employee moves from a commissioned position to a non-commissioned position and later returns to a commissioned position

5.3. In all other cases, including promotions, demotions, and lateral transfers, the original trooper effective date remains unchanged for the purpose of determining step increase eligibility.

5.4. Human Resources will maintain official records of each employee's trooper effective date.

##### **6. Maximum Step Attainment**

6.1. Each grade has a predetermined maximum step. Once an employee reaches the maximum step within their grade, they will no longer receive step increases unless:

- The entire compensation structure is adjusted
- They are promoted to a higher classification
- A special equity adjustment is approved by the Office of Personnel Management or Arkansas Legislative Council.



- 6.2. Employees at the maximum step who continue to demonstrate exceptional performance may be eligible for one-time, lump-sum performance bonuses as determined by state and department policy and budget availability.

## **ADMINISTRATION**

### **7. Funding and Budget Considerations**

- 7.1. Step increases are funded as part of the organization's annual budgeting process.
- 7.2. Department heads are responsible for projecting and budgeting for anticipated step increases for their employees.
- 7.3. In cases of severe budget constraints, the organization may implement a temporary freeze on step increases. In such circumstances:
- Employees will continue to accrue service time
  - Step increases will resume when fiscally feasible
  - The organization may consider retroactive adjustments when budget conditions improve

### **8. Documentation and Notification**

- 8.1. Human Resources will maintain comprehensive records of each employee's step placement, trooper effective date, and progression history.
- 8.2. Employees will receive written notification of any changes to their step placement, including regular progression, denials due to performance, and subsequent adjustments.
- 8.3. Managers are responsible for clearly communicating performance expectations and providing timely feedback to ensure employees understand the performance standards required for step progression.

### **9. Appeals Process**

- 9.1. Employees who believe their step placement is incorrect may submit a written request for review to Human Resources.
- 9.2. Appeals regarding performance-based denials of step increases must follow the organization's established performance evaluation appeal process.

### **10. Periodic Review**

- 10.1. The Step Compensation Plan will be reviewed annually to ensure:
- External market competitiveness
  - Internal equity
  - Budget sustainability
  - Alignment with organizational objectives
  -
- 10.2. Modifications to the plan structure, step increments, or implementation procedures will be approved by the Office of Personnel Management and the Arkansas Legislative Council and communicated to employees in advance of any changes.

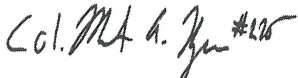
## 11. Inter-Agency Transfers

- 11.1. **Transfers from Other State Agencies:** Employees transferring from another state agency will be able to maintain their current salary in accordance with the Uniform Classification and Compensation Act.
- 11.2. These employees will be held at their transfer salary until their tenure in this agency catches up to the appropriate cohort level for that salary.
- 11.3. Once their tenure aligns with the appropriate cohort level, they will become eligible to progress through the step plan according to the standard progression schedule.
- 11.4. The employee's trooper effective date for purposes of step progression will be established as their hire date with this agency.

This plan is expected to have an additional cost of roughly \$3.54 million dollars in salary and \$1.28 million in matching, this cost will be lessened based on merit increases. This request will be funded through general revenue.

I appreciate your consideration on this request. If you have any questions, please contact Phillip Warriner for any additional information or clarification.

Sincerely,

A handwritten signature in black ink, appearing to read "Col. M. Hagar #126".

Colonel Mike Hagar  
Secretary  
Arkansas Department of Public Safety

Cabinet/Business Area	Payplan Cost	OPM Proposal Cost
<b>9913 Public Safety</b>	<b>\$ 9,365,867</b>	<b>\$ 3,544,790</b>
0950 LAW ENFORCEMENT STANDARDS/TRNG	\$ 125,477	
0955 STATE CRIME LABORATORY	\$ 2,052,557	
0960 DEPT OF ARKANSAS STATE POLICE	\$ 6,068,538	\$ 3,544,790
0990 AR CRIME INFORMATION CENTER	\$ 192,069	
0995 DEPT OF EMERGENCY MANAGEMENT	\$ 410,408	
9913 DEPT OF PUBLIC SAFETY	\$ 516,818	
<b>TOTAL (With Payplan)</b>	<b>\$ 9,365,867</b>	<b>\$ 12,910,657</b>

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