



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) 682-1823

www.dfa.arkansas.gov/personnel-management

September 18, 2018

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 second language compensation differential request from Northwest Technical Institute (NTI) pursuant to Ark. Code Ann. §21-5-221(j).

NTI requests the establishment of second language differentials for Fiscal Year 2019 based on the following levels of proficiency:

A. Advanced	10%
B. Fluent	7.5%
C. Intermediate	5.0%
D. Beginning/Basic	2.0%

Individuals receiving the differential must pass oral and written proficiency examinations. The second language must be utilized at least 25% of the time in performing job duties. Employees receiving the differential whose job duties change and no longer require the use of the second language will no longer receive the differential. Second language differentials are not considered part of an employee's base pay.

NTI primarily seeks this differential for use in its Adult Education Center. According to NTI, the center serves between 1,200 and 1,500 adults annually, and over 75% of the adults served speak English as a second language. NTI states that employees which could be considered for the differential spend at least 40% of working time speaking Spanish to these adult learners.

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
September 18, 2018
Page 2

The Office of Personnel Management has reviewed NTI's request and recommends establishment of second language differentials for Fiscal Year 2019.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

SEP 05 2018

Date



Northwest Technical Institute
rethink education

PO Box 2000 . 709 South Old Missouri Rd
Springdale, AR 72765-2000
(479) 751-8824
Fax : (479) 756-0985

Mr. Larry W. Walther,
Director
Department of Finance and Administration
Office of Personnel Management
1509 West 7th St.
Little Rock, AR 72203

August 26, 2018

Re: Utilization of Second Language Differential for FY 2019

Dear Mr. Walther:

Pursuant to Arkansas Code Annotated 21-5-221, please accept Northwest Technical Institute's request for utilization of the state's Second Language Differential, for the Administrative Specialist II classification C073C, GS03.

The Second Language Differential provides employees up to a 10% increase in base pay provided they meet certain criteria. Those criteria are:

- 1. The employee has demonstrated the ability and skill to communicate in a language other than English, including American Sign Language; and*
- 2. The skill is determined by the agency to be directly related to the job duties for the position or classification the employee is occupying.*
- 3. The second-language must be used by the employee at least 25% of the performance of job duties.*

Northwest Technical Institute's Adult Education Center is located in the heart of downtown Springdale, Arkansas. Over the past 5 years the center has served between 1200 to 1500 students annually. The majority, 75% to 83% of the students served are English Language Learners. Administrative Specialist II at the center process every student from testing through enrollment. They spend a minimum of 40% of their time using a second language, Spanish.

The differential payments shall be determined after eligible employees, in the selected classification, have been assessed by an independent language testing body and the level of proficiency has been established.

A proficiency level is established to compensate based upon the following:

- A. Advanced 10%*
- B. Fluent 7.5%*
- C. Intermediate 5.0%*
- D. Beginning/Basic 2.0%*

Please review this request, and let me know if there is anything else you require, or an explanation I can provide.

Respectfully,



Don Raines
Personnel Manager
Northwest Technical Institute

Enc.

CC: Mike Hamley
File