



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

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MEMORANDUM

TO: All State Agency Directors, Boards, Commissions, Presidents/Chancellors of Supported Institutions of Higher Education & Personnel/Payroll Representatives

FROM: Richard A. Weiss, Director
Department of Finance and Administration 

SUBJECT: Pay Plan Implementation Procedures for Fiscal Year 2014
Unclassified Salary Clarification

DATE: June 5, 2013

This memo is to clarify the directions included in my May 13, 2013 memo concerning unclassified positions. For Fiscal Year 2014 executive agencies may establish the pay for unclassified positions at any amount not exceeding the Fiscal Year 2014 line item. Each agency has the discretion to determine the appropriate pay level for unclassified positions.

Many unclassified positions are in constitutional offices. These offices continue to have authority to establish the pay for unclassified positions at any amount not exceeding the line item amount in the agency appropriation.

For those employees who are to be paid at less than the line item amount, agencies and constitutional offices participating in AASIS must submit master data change forms to the Office of Personnel Management, Payroll Section by June 28, 2013.

For more information you may contact Kay Terry at 501-682-5077, kay.Terry@dfa.arkansas.gov, Herb Scott at 501-682-5122, herb.scott@dfa.arkansas.gov, or Vicki Mills at 501-682-5111, vicki.mills@dfa.arkansas.gov.