



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

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
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MEMORANDUM

TO: All State Agency Human Resource Managers

FROM: Kay Barnhill Terry, Administrator *UBT*
Office of Personnel Management

SUBJECT: Salary Grids and Certification Pay Differentials

DATE: April 19, 2012

As a reminder, monthly usage of currently approved salary grids must be reported to the Office of Personnel Management (OPM). The following schedule for reporting monthly salary grid usage to OPM for the remainder of the 2012 fiscal year is as follows:

May 4, 2012
June 1, 2012

As a general rule, the monthly grid usage reports are due to OPM by the first Friday following the end of the previous month.

All currently authorized salary grids and compensation differentials must be renewed each fiscal year. Differentials requiring renewal include:

Hazardous Duty Pay	Geographic
Professional Certification	Second Language
Education	On-call Duty

Approved salary grids may be amended only upon approval of OPM after review by the Personnel Committee.

Requests for renewals are due to OPM no later than Friday, May 11, 2012.

If you have any questions, please contact your agency/institution Personnel Analyst at (501) 682-1753.