



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

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**MEMORANDUM**

**TO:** All State Agency Directors, Boards, Commissions, and Presidents/Chancellors  
of State Supported Institutions of Higher Education

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

**SUBJECT:** Pay Plan Implementation Update

**DATE:** April 7, 2009

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Thank you for all your input, assistance, and dedication surrounding the Pay Plan Study. We have enjoyed the successful working relationships we have established throughout the process and will continue to build upon them moving forward. As you are aware, Act 688, the Uniform Classification and Compensation Act, was signed by Governor Beebe on Friday, March 27, 2009. We are receiving questions from employees statewide concerning implementation, the new pay plans, new classifications, and how this will affect specific personnel. To address these concerns, the Office of Personnel Management will be conducting informative overview sessions for agencies and institutions of higher education state-wide. We will be explaining the pay plans and implementation procedures. There will be two sessions: one for managers and the other for employees, with the managerial session providing more technical information and the employee session will include information of a more general nature.

The pay plans will be implemented on June 28, 2009. The Office of Personnel Management has been working with AASIS to ensure a smooth transition to the new pay plans, classifications, and grades. We also need to work very closely with you to accomplish this task. We will be scheduling agency meetings with your human resources and payroll managers to identify, discuss, and determine proper procedures that specifically impact the payroll processing of your agency. These include special pay differentials such as shift work, hazardous duty pay, and overall changes in business processes. FLSA designations, crossgrades/downgrades, and extra help classifications will be discussed also. Your input is of vital importance with regards to conversion to the new systems. Cleta McVay of my office will be contacting you in the next few days to schedule your agency meeting.

If you have any questions, please feel free to contact me at 682-5077 or [kay.terry@dfa.arkansas.gov](mailto:kay.terry@dfa.arkansas.gov), Vicki Mills at 682-5111 or [Vicki.mills@dfa.arkansas.gov](mailto:Vicki.mills@dfa.arkansas.gov) or Herb Scott at 682-5122 or [herb.scott@dfa.arkansas.gov](mailto:herb.scott@dfa.arkansas.gov).