

Office of Personnel Management

Policy

Policy Title: Extra Help Positions	Policy Number: 10.01
Citation: Arkansas Code Annotated § 21-5-224	Forms: Position Crossgrade Downgrade http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx

Purpose

Arkansas law allows agencies and institutions use of temporary or transitional employees to meet increased workloads in accomplishing the goals of the agency or institution. Extra help positions are established in the agency's or institution's appropriation act by the Arkansas General Assembly. The extra help position shall be crossgraded to an appropriate career service classification or professional and executive classification.

Specific Provisions

1. The submission of a hiring freeze request form for an extra help position is not required and an extra help position is not required to be advertised but it may be.
2. Any person hired into an extra help position shall meet the minimum qualifications and any other requirements set by the official class specification of the classification assigned to the position.
3. Extra help employees of agencies may not work more than one thousand (1,000) hours per fiscal year unless otherwise specified in the agency appropriation act.
4. Extra help employees of institutions of higher education may not exceed one thousand five hundred (1,500) hours per fiscal year.
5. The rate of pay for extra help employees shall be set at the entry level of the pay grade of the classification assigned to the position unless the agency/institution requests an exceptionally well qualified (EWQ) rate of pay for the applicant or a current labor market special entry rate or salary administration grid exists through the Office of Personnel Management (OPM). Agencies/institutions may use an employee's prior state service in a regular position to determine salary eligibility for an extra help position.
6. Agencies must request an extra help position be crossgraded and institutions must match to an appropriate career service and/or professional and executive classification.

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7. Appropriations established for extra help positions may not be used to pay additional compensation to full-time state employees.

Moving from an Extra Help Position to a Regular Position

The salary eligibility for an employee transferring from an extra help position to a regular position shall be established at the minimum entrance rate of pay for the grade of the assigned classification with the following exceptions:

- The classification has an established current labor market (LMR) special entry rate or salary administration grid;
- The applicant has been approved for an exceptionally well qualified (EWQ) special entry rate;
- The position is approved for shift differential; or
- The employee's salary eligibility is based on prior state service in a regular position.

A former employee from a state agency, institution, board, or commission who is re-hired in an extra help position is ineligible for benefits except holiday pay.

Employees moving from a full time regular position into an extra help position may maintain their current annual rate of pay, provided it falls within the range of the new classification.