

Office of Personnel Management

Policy

Policy Title: Miscellaneous Federal Grant Positions	Policy Number: 10.04
Citation: Arkansas Code Annotated § 19-7-502	Forms: Miscellaneous Federal Grant Program Appropriation and Personnel Authorization Request http://www.dfa.arkansas.gov/offices/budget/Pages/forms.aspx

Purpose

If an agency receives new or additional funds to an existing federal program or a new federal program is initiated during the interim between legislative sessions and these funds were not authorized or anticipated in the biennial operations appropriation act for the agency, then the agency may request the approval of the Governor, with review by the Arkansas Legislative Council, to establish new appropriations and/or new positions to carry out the objectives of the federal program or to meet federal requirements.

Specific Provisions

The salary rates for these positions are not to exceed the highest maximum annual salary or the highest grade level position authorized in the salary schedule of the requesting agency's appropriations act for operations, as governed by the Statewide Uniform Classification and Compensation Act.

For those agencies or institutions exempt from the Statewide Uniform Classification and Compensation system, such new or additional positions shall be established at salary rates not to exceed the maximum established in the salary schedule of the operations appropriation act for the respective agency for comparable positions. The number of additional positions shall not exceed the maximum number of positions authorized in the biennial appropriation act for the agency.

Whenever the head of a state agency deems it necessary to establish such new or additional appropriations or positions, they shall file with the Department of Finance and Administration, Office of Budget, a Miscellaneous Federal Grant Program Appropriation and Personnel Authorization Request form. The request will be

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reviewed by DFA and Legislative Council prior to its final approval by the Chief Fiscal Officer of the state. The request may be modified by any of the bodies listed above at anytime during the process.

State funds may not be used to replace federal funds when such funds expire, unless appropriated by the General Assembly and authorized by the Governor.

June 6, 2012