

Office of Personnel Management

Policy

Policy Title: Professional Certification Differential	Policy Number: 20.05.02
Citation: Arkansas Code Annotated § 21-5-221	Forms: None

Purpose

Arkansas law allows for agencies and institutions to request professional certification differentials for individual positions or for specific classifications when the employee holds professional certification above the certification required in the minimum qualifications for a position and the certification relates directly to the job functions and duties they are performing.

Specific Provisions

If an agency or institution can demonstrate a need for a professional certification differential, they may submit a plan of the terms and conditions for eligibility for the professional certification differential they are requesting. The plan must be approved annually by the Office of Personnel Management (OPM) after review by the Personnel Committee of the Legislative Council.

The agency or institution may request authorization for professional certification differential pay up to six percent (6%) for job-related professional certifications for individual positions or for specific classifications.

The professional certification must be from a recognized certifying organization and must be determined to be directly related to the predominate purpose and use of the position or classification.

The professional certification differential pay may **not** be given to an employee if the certification is included in the minimum qualifications or as a special requirement of the official classification.

The employee will only be paid a professional certification differential as long as the certification is current and maintained by the employee and while employed in the position or classification covered in the agency's or institution's plan.

The agency or institution must document the continuation or renewal of the certification for the professional certification differential payment to be awarded.

January 13, 2011