

Office of Personnel Management

Policy

Policy Title: Salary Administration Grids	Policy Number: 20.06
Citation: Arkansas Code Annotated § 21-5-222	Forms: None

Purpose

Arkansas law allows for agencies and institutions to implement a salary grid for specific classifications for new hires which would allow employees to enter above the entry level pay rate. Agencies and institutions wanting to implement such a grid must submit a plan on a biennial basis to the Office of Personnel Management (OPM) for approval from the Chief Fiscal Officer of the State after review of the Personnel Committee of the Legislative Council.

Specific Provisions

The proposed plan must:

- A. Include a documented need for the salary administration grid for specified positions or classifications;
- B. State how the terms and conditions of the grid will address the needs of the targeted positions; and
- C. Demonstrate that the cost of implementing and maintaining the salary administration grid is within the agency's or institution's existing appropriation and the implementation of the grid does not use funds specifically set aside for other programs within the agency or institution.

The agency or institution may request a special rate of pay up to the maximum pay level authorized for the grade assigned to the classification on the career service pay plan for specific classifications only.

The approved salary administration grid shall be used to establish a starting salary for an employee in an individual position. A person hired above the entry pay level shall meet or exceed the minimum qualifications for the job classification. Subsequent salary determinations within a salary administration grid shall be based on the employee's qualifications, relevant competitive rates of pay in the labor market, professional or educational achievements, and internal equity with the agency or institution.

Policy Title: Salary Administration Grids	Policy Number: 20.06
---	--------------------------------

The hiring of a new employee under the salary grid shall not affect the salary level or salary eligibility of any existing employee within the agency or institution.

If the agency or institution proposes to use a compensation differential in an administrative salary grid plan, the agency or institution shall not be allowed to exceed the rate of pay established in the laws for compensation differentials. (See Policies 20.05.01 through 20.05.06)

An approved salary administration grid may be amended only upon approval of OPM after review by the Personnel Committee of the Legislative Council.

Revised June 23, 2013