

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Monthly, Biweekly & Hourly Salaries	<b>Policy Number:</b> 40.02
<b>Citation:</b> Arkansas Code Annotated §19-4-1607	<b>Forms:</b> None

#### Specific Provisions

Except for those state agencies which operate principally on a scholastic year, or on a part-time basis, or where such salaries or personal services are specifically established for a period less than one (1) year, all salaries established by the General Assembly shall be considered to be a maximum amount to be paid for a twelve-month payroll period. No greater amount than that established for the maximum annual salary of any state official or employee shall be paid to such employee during any such twelve-month payroll period, nor shall more than one-twelfth (1/12) of such annual salary be paid to any such employee during any calendar month.

The limitations set out in this section may be converted to biweekly or weekly increments of one-twenty-sixth (1/26) or one-fifty-second (1/52) of the maximum annual salary.

#### Remuneration Payment

The remuneration paid to an employee of the state may exceed the maximum annual salary as authorized by the General Assembly as follows:

1. Overtime payments as authorized by law;
2. Payment of a lump sum to a terminating employee, to include accrued annual leave payment, accrued compensation time, accrued holiday and birthday leave, lump sum payment of sick leave balances upon retirement as provided by law;
3. Payment for overlapping pay periods at the end of the fiscal year as defined or authorized by law;
4. Payment for the biweekly twenty-seven (27) pay periods;
5. Payment for career service recognition as authorized by law;
6. Payment for a merit increase payment as authorized by law;
7. Payment in accordance with special language salary provisions in individual agency appropriation acts as authorized by law; and
8. Payment of salary differentials such as hazardous duty, education, certification, geographic and second language as well as shift differentials and on call payments as authorized by law.

June 1, 2012