

Department of Finance and Administration

Office of Personnel Management

Policy Title: **Extra Help Positions**

Policy Number: **39**

Authority: **Ark. Code Ann. §§ 19-4-521 and 21-5-224**

Revised: **July 1, 2017**

State agencies are authorized to hire part-time or temporary employees in an extra help position in order to meet increased workloads in accomplishing the goals of the agency. Extra help positions are established by the Arkansas General Assembly in an agency's appropriation act.

All extra help positions must be crossgraded to an appropriate title. An agency is not required to submit a hiring freeze request form for an extra help position and an extra help position is not required to be advertised; however, an agency may choose to advertise the position.

Any person hired into an extra help position must meet the minimum qualifications and any other requirements specified in the official job description for the position. Extra help employees may not work more than 1,500 hours per fiscal year unless otherwise specified in the agency appropriation act.

The rate of pay for an extra help employee shall be the entry pay level of the grade assigned to the position unless a special rate of pay is established. Agencies may use an employee's prior state service in a regular position to determine salary eligibility for an extra help position. Appropriations specifically established for extra help positions may not be used to pay additional compensation to full-time state employees.

Transferring from an Extra Help Position to a Regular Position

An employee transferring from an extra help position to a regular position is treated as a newly hired employee and the salary is established at the entry pay level for the grade of the assigned classification unless a higher salary rate is established pursuant to law.

Transferring from a Regular Position to an Extra Help Position

Employees transferring from a full time regular position into an extra help position may continue their current annual rate of pay at the agency director's discretion, provided it falls within the pay range of the new classification.

Holidays and benefits

Extra help employees are generally eligible for holiday leave, including birthday, and any other benefits authorized by OPM.