

Office of Personnel Management

Policy

Policy Title: Regular Salary Procedures and Restrictions	Policy Number: 40.06
Citation: Arkansas Code Annotated §19-4-1601	Forms: None

Purpose

This law establishes the General Assembly's authority to fix salaries for State employees and fees of all officers in the state. All salaries and wages will be fixed in law and the provisions in this law shall be applicable to all authorized regular salary positions in appropriation acts unless specific exception is made otherwise in the law.

Specific Provisions

The Uniform Classification and Compensation Act implements the intent of the Regular Salary Procedures and Restrictions Policy with respect to:

- The entry salary of all classified and unclassified positions;
- The frequency with increases through out each grades; and
- The maximum annual salary allowed in each grade of the pay plans.

The law specifically provides that the rate of pay shall not exceed the maximum rate of pay for the position classification during any one (1) fiscal year unless specific provisions are made in law.

When determining an employee's rate of pay, their qualifications and length of service must be taken into consideration.

All salaries may only be paid by the agency if there are appropriations and funds available for wages and salaries.

State employees may not be paid any additional cash allowances, including but not limited to uniform allowance, clothing allowance, motor vehicle depreciation or replacement allowance, fixed transportation allowance, and meals and lodging allowance, other than for reimbursement of costs actually incurred by the employee unless specific provisions are made in law.

June 1, 2012