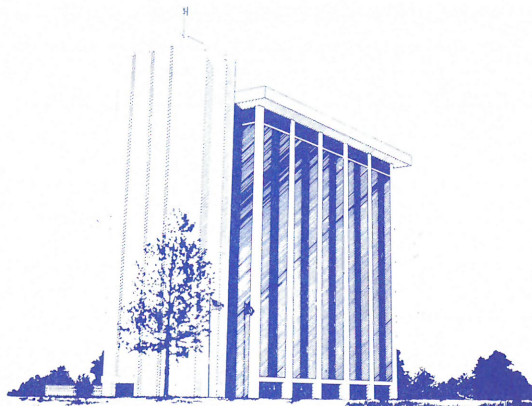


ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 1

January 2, 1976

HOLIDAY

Monday, January 19, will be a holiday for Highway Employees, in observance of Robert E. Lee's Birthday.

All work will be suspended except in cases of emergency.

Lee's Birthday is one of eleven paid holidays provided by the Legislature and the Highway Commission each year, in addition to your regular annual leave and sick leave.

CREDIT UNION MEETING

The Capitol Credit Union will hold its annual meeting Thursday, January 29, at 7:30 p.m. in the Supreme Court Room on the Second Floor of the State Capitol Building.

The agenda for the meeting includes the election of officers and all Credit Union members are encouraged to attend.

The Capitol Credit Union was created in 1949 by a group of State employees. Active membership has grown to more than 2,000 members, according to manager Charles Bradford. It is a way for members to borrow and save that is economical and convenient. Any State employee may join by paying a 25¢ membership fee and depositing a minimum of \$5.00 in savings. Savings deposits may be withdrawn at any time.

Members of the Credit Union leaving State employment may continue membership, but may not borrow in excess of savings. Other benefits remain the same.

PERSONAL INFORMATION CHANGES

If you moved, married or had an addition to your family during the past year, you should have notified the Personnel Office. Other personal information such as beneficiary changes and education additions also should be reported.

Please keep the personnel office informed of these and other changes so that up-to-date records can be maintained.

JOB VACANCIES

The Personnel Office has listed the following job vacancies. Anyone interested in applying should contact Personnel.

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Adm. Officer II (Hwy.Econ.)	16	Planning & Research
Engr. Aide V	15	Traffic (State-wide)
Engr.Aide III (Stero Plotter Trainee)	09	Photogrammetry
Computer Programmer	13A	Computer Services
Custodial Worker	03	Bldgs. & Grounds

UNITED WAY

Governor Pryor has sent a letter to Director Henry Gray expressing his appreciation for the participation by Highway employees in the Pulaski County United Way drive.

Mr. Pryor said he was proud that State employees pledged more than \$20,000 in the campaign, which was more than the combined total of the employees of the cities of Little Rock, North Little Rock, Sherwood and Pulaski County.

The Governor said, "In what I think was a most difficult year for the United Way Drive, their goal of \$1,750,000 was exceeded by \$50,000. This is a credit to the people who participated in the campaign and an achievement of which they should be proud."

ASSESSOR AT CENTRAL OFFICE

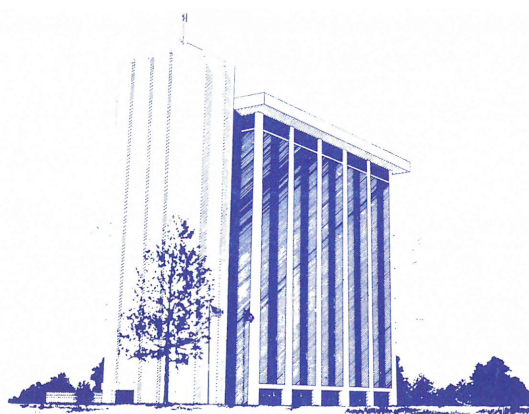
For the convenience of Highway Department employees, Mr. Roy Keith, Pulaski County Tax Assessor will have available at the Central Office Building on January 15, three assessors to prepare 1976 personal assessments.

If you wish to take advantage of this service, which will be provided from 9 a.m. until 4 p.m., bring your 1975 assessment and your 1974 paid tax receipt.



Happy New Year

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 2

January 30, 1976

SUBMIT CLAIMS SOON

Any employee who had group health coverage under our previous carrier, The Equitable, and has not submitted bills for charges incurred prior to July 1, 1975 is encouraged to submit them as soon as possible. Equitable claim forms are available from either payroll clerks or the Highway Group Insurance Office.

Also, at this time the State Employees Insurance Office is working with those individuals who have had some particular problems on claims with Equipable. They are corresponding with Equipable in an effort to solve these problems. If you are now having trouble with a claim or if you did have one not settled to your satisfaction, please contact the State Employees Insurance Office by writing to State Employees Insurance, 3rd Floor, 3000 Kavanaugh, Little Rock, Arkansas 72205 or calling 371-1479.

JOB VACANCIES

The Personnel Office has listed the following position vacancies. Anyone interested in applying should contact the Personnel office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Accountant I	14A	Accounting
Computer Programmer	13A	Computer Services
Engr. Aid I	04	Surveys (Morrlton area)
Custodial Worker	03	Bldgs. & Grounds

HOLIDAY

Monday, February 16, will be a holiday for highway employees in observance of George Washington's Birthday.

All work will be suspended except in case of emergency.

Washington's Birthday is one of eleven paid holidays provided by the Legislature and the Highway Commission each year, in addition to your regular annual leave and sick leave.

ADVISORY COMMITTEE

Director Henry Gray has appointed a new Employee's Advisory Committee to serve during calendar year 1976.

In a memorandum appointing the new members, Mr. Gray said the committee "plays a vital role in employee relations within the Department."

Those serving on this year's committee are: R. E. Waller, District 2; Kathy Fortner, District 4; J. M. Renfro, District 7; Kenneth Ellis, District 8; Harry Wilcockson, District 10; Bennie Robbins, Roadway Design; and Jim McCall, Information Services.

SOCIAL SECURITY

The Social Security tax rate of 5.85 percent will remain the same during 1976. However, the maximum earnings to which this rate applies has increased from \$14,100 to \$15,000.

Employees earning this maximum, or more, will have \$895.05 deducted for Social Security this year as opposed to \$824.85 in 1975. This is an increase in tax of \$70.20.

TAX BENEFIT

The Internal Revenue Service may have a check for you, even if you didn't have to pay Federal income tax in 1975.

A new law entitles many persons whose income was less than \$8,000 in 1975 to a special payment or credit called the Earned Income Credit. This payment or credit (a maximum of \$400) can only be claimed by filing a 1975 Federal Income Tax return.

To find out if you qualify, answer the following questions:

1. Did you receive less than \$8,000 total income during 1975 that included salary, wages, tips, or other employee compensation?
2. Did you maintain a home in the United States for yourself and at least one dependent child for the entire year?
3. Was that dependent child under 19 years of age or a full-time student?

If you answered yes to all three questions, you probably qualify. Check the 1975 Federal tax instructions for further information on the Earned Income Credit.

OFFICE MOVED

Resident Engineer Office No. 94, previously located on U.S. 71 south of Rogers, is now located two miles south of the intersection of State Highway 112 and State Highway 12 south of Bentonville. The mailing address is: Route 2, Box 259-A, Bentonville, Arkansas 72712. The telephone number is 273-7634.

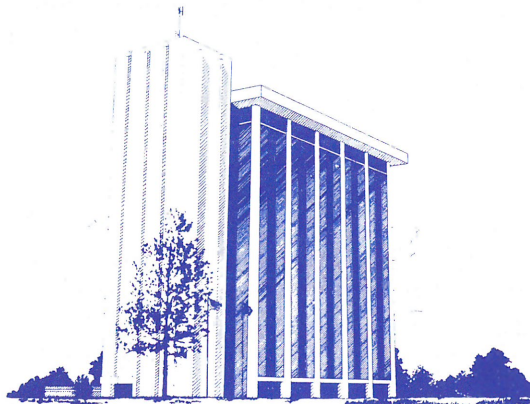
TELEPHONE LISTINGS

There have been several telephone number changes recently in Planning and Research. Here is a current list of extension numbers. Please note any changes in your telephone directories:

Advance Planning	--	2201
Mapping (Magazine)	--	2205
Advance Planning	--	2207
Program Planning	--	2481
Research	--	2426
Economics	--	2428
Current Planning	--	2401
Transit Planning	--	2286



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol 4 - No. 3

February 27, 1976

CREDIT UNION MEETING

The Capitol Credit Union held its annual meeting January 29 and elected members to the Board of Directors, the Credit Committee and the Supervisory Committee. The Board met on January 30 and elected officers.

J. E. McCarthy of the Highway Department was elected to the Board and Billy Hogue of the Health Department and Harold Williams of Rehabilitative Services were re-elected to the Board.

Three new members were named to the Credit Committee. They were Robert Sikes of Finance and Administration, D. O. Yarborough of S.R.S., and Doris Elder of Veterans Child Welfare. Re-elected to the committee were Hugh Wadley of the Highway Department and Major L. E. Gwynn of Public Safety.

Named to the Supervisory Committee were Kie Hall of Teachers Retirement; Johnnie Beavers, who is retired from AHD, and O. D. Treadway of the State Treasurer's office.

New officers elected by the Board were Billy Hogue, president; O. C. Flynn of the Commerce Department, vice president; Harold Williams, treasurer; and Jim Clark of Public Safety, secretary.

The Capitol Credit Union was created in 1949 by a group of State Employees and membership has grown to more than 2,000 members. Any State Employee may join.

For additional information on membership, you should contact Charles Bradford, C.U. Manager in Little Rock at 372-5004.

HEART FUND

This is the final week for the Heart Fund Drive. Those who wish to contribute and have not done so should send their contribution to the Personnel Office.

In the past years, several AHD employees have died of heart attacks and others have been disabled.

A realistic goal of a one dollar contribution from each state employee has been set.

GROUP AUTO INSURANCE

There still has been no significant progress made toward obtaining a carrier for a group automobile insurance plan for Highway Employees.

The Royal Guard Company, which previously carried our group auto insurance, has decided not to continue coverage.

Several representatives of insurance companies and the State Insurance Office have been contacted in an effort to secure a carrier, but so far nothing has been worked out. Most insurance companies operating in Arkansas are reluctant to write group automobile insurance at this time.

It is recommended that when your policy with Royal Guard expires, you should make your own private arrangements for auto insurance because it appears it will be some time before a group insurance plan can be worked out.

JOB VACANCIES

The Personnel Office has listed the following job vacancies. Anyone interested in applying should contact the Personnel Office.

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Attorney I	18A	Legal
Research Analyst	13A	Planning & Research
Boiler Opr.	02	Buildings & Grounds
Watchman	03	Traffic (Sign Shop-NLR)

ADVISORY COMMITTEE MEETS

The 1976 Employee Advisory Committee held its first meeting Monday, February 23, at the Central Office.

Jim McCall of Information Services was elected chairman. Other members are Bennie Robbins of Roadway Design, J. M. Renfro of District Seven, R. E. Waller of District Two, Kathy Fortner of District Four, Kenneth Ellis of District Eight and Harry Willcockson of District Ten. All members were present.

Most of the meeting was spent reviewing the activities of the past committee and acquainting the members with the duties of the committee.

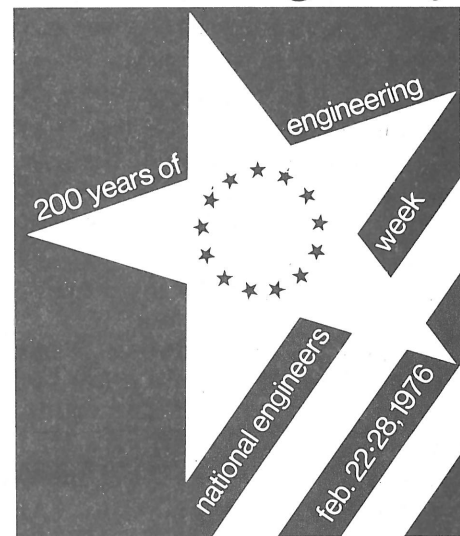
Employees are urged to use suggestion boxes that are in the Central Office and various offices throughout the State, or to submit suggestions through the various EAC members.

BOOKLET AVAILABLE

The Arkansas State Highway Employees Retirement System recently completed a booklet explaining your Highway Retirement System.

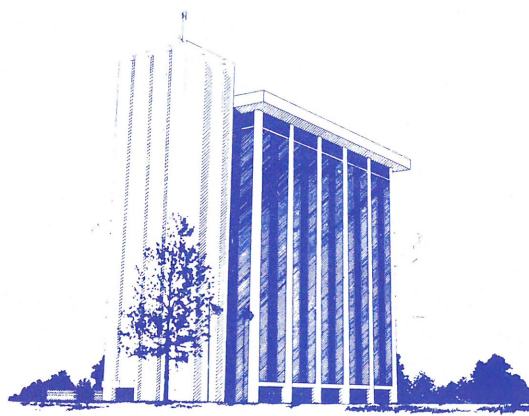
The booklet contains a non-technical view of the provisions of the retirement laws that pertain to you as a highway employee and a member of the Arkansas State Highway Employees Retirement System. These benefits are in addition to any that you may be entitled to under Social Security.

AmericanIngenuity



Commemorate The U.S.A.

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 4

March 26, 1976

HARRIS RETIRES

District Engineer John S. Harris, Jr. of Pine Bluff, who has been an employee of the Arkansas Highway Department longer than any other person, will retire April 2, with 45 years service.

He will be honored at an open house at the District Two Headquarters from 1 p.m. until 4 p.m. on Friday, April 2. All of his many friends, acquaintances and fellow AHD employees are invited to attend.

Mr. Harris was presented with his 45-year pin and certificate at the Highway Commission meeting Wednesday.

PERSONNEL CHANGES

Effective May 2, M.S. "Sam" Smith, III, who has been District Engineer at Paragould since 1965, will be transferred to Pine Bluff to replace J. S. Harris as District Two Engineer. With the retirement of Mr. Harris, Smith now has the longest period of experience among the 10 District Engineers.

Mr. Smith is a native of Forrest City and a veteran of World War II. He is a registered professional engineer.

Also effective May 2, Norman D. Pumphrey, Assistant Construction Engineer, will be promoted and will assume the responsibilities of District 10 at Paragould. Mr. Pumphrey, who also is a registered professional engineer, spent his early years with the Department in construction with survey parties. He was promoted to engineering assistant in 1960 and to resident engineer in 1961. He is a lieutenant colonel in the Army Reserve.

HEART FUND

Highway Department employees contributed a total of \$1,100.66 to the Heart Fund Drive which was conducted last month.

Director Henry Gray commended AHD employees for the fine response to this year's Heart Fund Campaign.

WHERE TO GO

Have you been ripped off? Here are some places to go with your problems:

Consumer Alert Hotline (1-800-482-8982)
No charge to calling party. For consumer complaints, also referral to other agencies handle consumer complaints.

Statewide Lawyer Referred Service
(1-800-482-9406) No charge to calling party. You may order brochures on low-cost assistance available in every county.

State Insurance Commission (374-1414)
Questions and complaints concerning insurance.

LITTLE-KNOWN FACTS

If you drive 10 miles each way to work in an ordinary car, your annual commuting costs approach about \$950. If you join a five-person carpool, you can save \$650 of that amount. The Federal Highway Administration claims car-poolers save that much in gasoline, repairs, parking, insurance, and depreciation.

STATE EMPLOYEE ASSISTANCE PROGRAM

The State of Arkansas has established for its employees the State Employee Assistance Program. This program deals with a wide range of human problems not directly associated with one's job, but which can have an effect on job performance.

This program works with employees with any human problem such as physical illness, mental or emotional illness, finances, marital or family stress, alcoholism, drug abuse, legal problems or other concerns. Assistance is available through the State Employee Assistance Program on a confidential, professional and humane basis without jeopardizing one's job, future or reputation.

If you need such assistance so human and financial loss may be kept to a minimum, you need only call 371-2003 or write Office on Alcohol Abuse and Alcoholism, Suite 202, 1515 Building, 1515 West 7th Street, Little Rock, Arkansas 72202, to get further information.

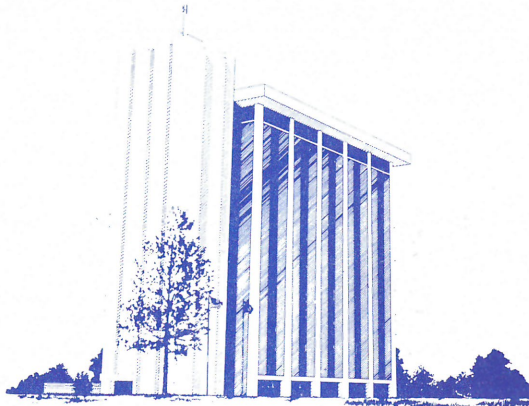
TIME RUNNING OUT

Any employee who had group health coverage under our previous carrier, The Equitable, and has not submitted charges incurred prior to July 1, 1975 should do so as soon as possible. The deadline for submitting these claims is July 1 of this year. Equitable claim forms are available from payroll clerks or the Highway Group Insurance Office.

The State Employees Insurance Office is working with those who have had some problems on claims with Equitable. If you are now having trouble with a claim or if you did not have one settled to your satisfaction, please contact the State Employees Insurance Office by writing State Employees Insurance, 3rd Floor, 3000 Kavanaugh, Little Rock, Arkansas 72205, or call 371-1479.



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 5

April 23, 1976

RETIREMENT

The Arkansas State Highway Employees Retirement System Board, in a position statement prepared for the Arkansas Legislative Council, urges that our retirement system be left intact as it is now constituted and that it not be included in any type of unified system for retirement of public employees.

A legislative study is currently underway to determine if the state's retirement systems for public employees should be reorganized. There presently are four major systems and several smaller ones.

The Board said that it has been its policy to try to maintain an equitable system for AHD employees, and that while all public employees should have the same benefits and contribution rates, there is no sound reason to combine our system with other systems.

JOB VACANCIES

The Personnel Office has listed the following job vacancies. Anyone interested should contact the Personnel Section:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Secretary II	09	Maintenance
Engr. Aide I (2)	04	District 6

CANCER DRIVE

Employees in Pulaski County are being asked to contribute to the Pulaski County Cancer Society's fund drive.

Educational leaflets will be distributed to employees and donations should be sent to the Personnel Office by May 1.

A receipt for the amount contributed will be issued later to those who request it.

CARPOOL PROGRAM

In consideration of the continuing emphasis on energy conservation, the Department is re-evaluating the employees' carpool program at the Central Office.

Assigned preferential parking spaces are going to be used in the immediate future. Preference will be given in the selection of parking spaces based upon the number of people within the carpool. A complete reregistration will be necessary before April 26, the effective date of this program. Carpools should register at the Personnel Office before that date in order to be selected for a numbered assigned parking space.

Carpooling can offer a real monetary savings. It can reduce your driving costs by a large percentage, depending on the number of people in your carpool. According to a recent Federal Highway Administration report, a five-person carpool can result in an annual saving of \$650.

INSURANCE

Hospitalization and health insurance plus \$3,000.00 basic life insurance is free, with the Highway Department paying the sixteen dollar premium for employees under 65. Employees 65 and over have free hospitalization and health coverage coordinated with Medicare and \$2,000.00 basic life.

For in-hospital charges there is a \$50.00 deductible for each separate hospital confinement. After the deductible, the plan pays 100% of the first \$2,000.00 of covered charges, then 80% of additional covered expenses up to a total payment of \$250,000.00. These charges include the cost of the room up to the hospital's average charge for a semi-private room, doctor's charges, x-rays, drugs, etc.

For out-of-hospital charges there is a \$100.00 deductible for a calendar year. After three covered individuals have satisfied their deductible in a calendar year, no deductible will be applied to any other covered family member. After the \$100.00 is satisfied, covered charges will be reimbursed at 80%.

There is a Supplemental Accident provision which pays the first \$300.00 of covered charges incurred as a result of accidental injuries and within 90 days of the accident, in full.

In addition to the free coverage, the employee may elect coverage for employee and spouse; employee, spouse and children; or employee and children.

The employee may elect to take an additional amount of life insurance based on age and salary. The life insurance for those under 65 also includes an accidental and dismemberment provision.

An employee may also take dependent life insurance on all eligible dependents for \$1.10 a month. The coverage for dependent life is \$2,000.00 for the spouse, \$1,000.00 for each child 14 days old to 3 years, and \$2,000.00 for each child 3 years old but less than 19 years.

Dependent children who are full-time students in a full-accredited school or college can be covered until age 23.

Cancer Insurance is available to any employee and members of his family of any age in any state of health, who have never had cancer. This coverage pays for the treatment of cancer with treatment cost

being reimbursed according to a schedule furnished to the insured. This plan and our group health plan do not coordinate, which means each plan pays according to its benefits and will not reduce payment because the other plan also pays.

Intensive Care Insurance is also available through the same company, American Family Life, who provides the Cancer Insurance. This policy will pay up to \$130.00 per day for hospital Intensive Care Unit confinement. The bi-weekly cost is 46¢ for individual coverage and 92¢ for family coverage.

There is a group life insurance plan in addition to the life insurance offered by our State Plan. This insurance is with the Insurance Company of North America (INA). The amount of life insurance is based on salary and the cost is based on age. There are two types of life insurance available under this policy: Term Insurance, which is cheaper but does not build up a cash value and if the group policy should cancel, so would the employee's insurance. The Permanent Insurance costs more but builds up cash value and should the group policy cancel the employee may continue the policy as an individual policy. Both policies provide accidental death and dismemberment.

SMART=SAFE?

In the January 1976 issue of the National Safety Council's Traffic Safety magazine, it was reported that a person with a master's degree is 28 times more likely to feel drowsiness behind the wheel of a car than a person with only a grade-school education, according to a survey by the National Driving Center.

A poll of 1,500 drivers showed that only 3.2 percent of those with grade-school education reported becoming drowsy while driving, while 84.9 percent of those with post-graduate degrees admitted to drowsiness behind the wheel.

William Erwin, the Duke University psychologist who conducted the study, theorized that highly educated people may find the routine of driving more boring than others.

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 6

June 11, 1976

JULY 4

July Fourth falls on Sunday this year and it is the policy of the Highway Commission that when a holiday falls on Sunday employees shall be given the following Monday off.

Have a happy July 5th!

MATERNITY BENEFITS

A change in policy by the State Insurance Committee will allow all female employees who become pregnant to have maternity insurance coverage regardless of whether or not a husband is carried on the policy.

The committee made a change following a ruling by the State Insurance Commissioner that called the former policy discriminatory against single female employees and against women who are forced to carry their husbands to get maternity coverage.

The new policy applies to single females and any female dependents covered by the employees' policy.

JOB VACANCIES

Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Engr. Aide IV	13	R-0-W (Utilities)
Engr. Aide I	04	Materials & Tests
Engr. Aide I (4)	04	District 6
Mechanic	01	Equipment

SIMPLE DRIVING RULES

This summer the roads are beckoning many tourists because there are so many things to see right within the borders of the United States. Whether one is interested in scenery, in history, or in man-made beauty, our highways lead to them all. To more thoroughly enjoy a traveling vacation in the family car, keep a few simple rules in mind:

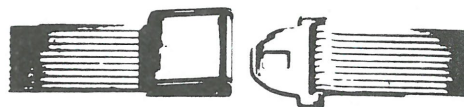
"Don't slump in the seat. Sliding down and sitting on the backbone throws the weight of the body on the hip bones and causes backache.

"Don't grip the wheel too tightly and hold the body tense. Tenseness produces nervousness which may prove serious in an emergency.

"Don't stare fixedly ahead. Get the eyes accustomed to an easy, restful position. Keep the chin up so it isn't necessary to raise the eyes to look ahead; this avoids eyestrain, the vacation motorist's common annoyance."

And to those three might be added these admonitions:

Don't overeat and get sufficient sleep at night.



*Seat belts are built-in
insurance. Don't get caught dead
sitting on yours!*

BOARD MEMBER RE-ELECTED

Mr. M. S. Smith, III, District Engineer, District 2, of Pine Bluff, has been re-elected as a member of the Board of Trustees of the Highway Employees Retirement System for another two-year term.

Mr. Smith has served on the Retirement System Board for four years.

HEALTH INSURANCE RATES

The State Employees' Insurance Advisory Committee has had to increase health insurance rates. This increase has been made necessary due to claims exceeding premiums. Health care costs increase about 15% per year and inflation has caught the insurance plan and placed a squeeze on the reserves built up during the last year. There is no profit in the plan; merely a premium versus claims level. Claims in the last three and one-half months have exceeded premiums by approximately 42%.

We have one of the finest governmental insurance plans in fifty states. It is a plan in which we pay for what we receive - no more and no less! Check other plans and see what they now cost, but be sure to compare the benefits.

A letter and new rate sheet are given to you today. Read them carefully and if you do not understand them, contact our Insurance Section. A representative of the Insurance Section is going to come to each District in the State to further explain the necessity of this increase.

We will do everything possible as a Committee to provide good insurance to you at the best possible rate and keep your plan financially sound.

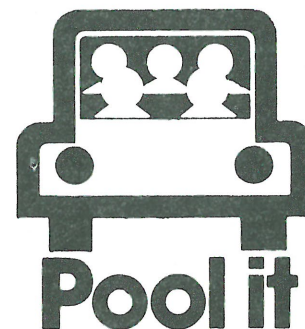
Remain a member and do yourself and family a favor.

GOING METRIC

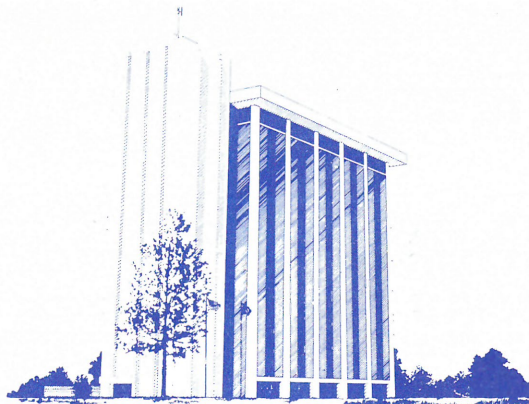
When the U.S. goes Metric....Americans will have to adjust to new weights, sizes and distances. A kilometer on the highway equals 5/8th of a mile. Incidentally, just for fun, proverbs, catch phrases and nursery rhymes might undergo wholesale revision when we adopt the metric system. Examples: "A miss is as good as 1.6 kilometers." "28.4 grams of prevention is worth 453.6 grams of cure." "He's all wool and .9 meters wide." "Give him 2.5 centimeters and he'll take 1.6 kilometers." "I wouldn't touch him with a 3-meter pole." "Don't hide your light under a 35-liter basket." "The Texan was wearing a 38-liter hat." "There was a crooked man, and we went a crooked 1.6 kilometers."

ASSIGNED CARPOOL SPACES

Twenty-seven permanent carpool parking spaces have been assigned to registered "carpoolers" at the Central Headquarters Complex. Five additional spaces have been assigned to accommodate any of the "carpoolers" who may drive on the same day. The locations of these reserved parking areas are shown on a diagram of the parking areas (distributed to each office). In case any vehicle is parked in these spaces which are not registered, the Personnel Office should be notified of the license number.



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 7

August 27, 1976

INSURANCE CHANGES

In their meeting of July 8, 1976, the State Employees' Insurance Advisory Committee made a change in procedures for issuing refunds to employees. The Committee also added an additional benefit to the Health Insurance Plan.

Concerning the change in procedures for issuing refund checks, effective July 8, 1976, any refunds due, as a result of negligence of the employee, shall accumulate from July 1 preceding the date the refund was entered. Example: an employee realizes on August 1, 1976 that he has been carrying an ineligible dependent for one year. After the employee's notification to the payroll clerk, and the payroll clerk's completion of the request for refund form, the refund due the employee shall accumulate from July 1, 1976. This procedure effects only those refunds due to the negligence of the employee and not the negligence of the payroll clerk. These will be handled the same as they have been in the past.

Any employee due refunds from when they were insured with Equitable, will be responsible for getting these refunds. The State Employees' Insurance Office will work with the employees in corresponding with Equitable.

The committee also decided that effective July 8, 1976, out of hospital surgery (Doctor's Office) will be paid as either Type A, subject to \$50 deductible and payable at 100% or as Type B, subject to \$100 deductible and payable at 80%. Payment is to be made on the basis of whichever will give the greatest monetary benefit to the claimant. This also includes oral surgery performed by a doctor of Dental Surgery.

If you should have any questions concerning these changes, please contact the State Employees' Insurance Office at 371-1479.

LABOR DAY

Monday, September 6, will be a holiday for highway employees in observance of Labor Day.

All work will be suspended except in case of emergency.

JOB VACANCIES

Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Clerk-Typist	06	Construction
Hwy. Sign Man I	04	Sign Shop
Reproduction Operator I	07	Records & Reproduction
Engr. Aide III	09	Photogrammetry
Computer Programmer II	13	Computer Services
Radio Operator	02	Radio (Nights)

KEEP OUR HIGHWAYS CLEAN

The average annual accumulation of litter on the nation's highways is about one cubic yard per mile. Of this amount 59% is paper, 16% is cans, 6% is bottles, 6% is plastic containers. The remaining 13% is miscellaneous trash.



To All State Employees:

In a recent meeting the State Employees' Insurance Advisory Committee voted to extend independent coverage to unmarried children who are full-time students, through age 26; previously the coverage was only through 22.

With the increased specialized training now being offered, many students are continuing their education for longer periods of time. Because many of these students are dependent upon their parents, the parents must provide insurance coverage for the student. This change is for the benefit of the employees, and because these dependents are normally good risk, their premiums collected should more than offset their claims. Full-time students, age 23 to 26, who had coverage dropped because of the age requirement may now be re-enrolled by completing a new enrollment card. This change was effective August 12, 1976.

Because of the tremendous workload created by the many changes made in the coverage during a year, the following policy will be used for making changes.

The following changes may be made only twice a year - on April 1 (and must be requested no later than Feb. 1 of that year) and on October 1 (and must be requested no later than August 1 of that year):

1. Changing from Plan II to Plan I
2. Adding dependents not newly acquired.
3. Adding optional life.
4. Adding dependent life.
5. An employee who did not take out insurance within the thirty-one days following his service waiting period and now wants the coverage.

All the listed coverage changes will be subject to evidence of insurability.

This does not apply to new employees who still have thirty-one days, after becoming eligible, to elect the type of coverage desired.

It is felt that the extension of age and the coverage change procedures will be for the benefit of the employees and provide smoother operation of our plan.

Gip I. Robertson, Jr.
Chairman
State Employees' Insurance
Advisory Committee

OPTIONAL LIFE INSURANCE

The optional life amount which is included in your group health insurance deduction is based on salary as shown below. All July salary increases effecting the optional life amount will be made July 15, 1976.

Employee under 65: \$3,000 Basic Life

Annual Salary	Optional Amt.	Total Life
Under \$8,000	\$ 3,000	\$ 6,000
8,000--12,000	7,000	10,000
12,000-16,000	12,000	15,000
Over 16,000	17,000	20,000

Employee 65 or Over: \$2,000 Basic Life

Annual Salary	Optional Amt.	Total Life
Under \$8,000	\$ 1,000	\$ 3,000
8,000--12,000	3,000	5,000
12,000-16,000	5,500	7,500
Over 16,000	8,000	10,000

THE MORE WE HEAR ABOUT SAFETY
THE LESS WE'LL HEAR ABOUT ACCIDENTS



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 8

September 24, 1976.

UNITED WAY

Several counties in Arkansas are beginning their annual United Way campaigns. All Highway Department employees in Pulaski County will be receiving United Way literature and a pledge card soon.

There are 35 agencies participating in the Pulaski County United Way campaign and you are encouraged to contribute to this worthwhile cause.

JOB VACANCIES

Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Computer Programmer II	13	Computer Services
Clerk-Typist I	04	Procurement
Clerk I (File)	02	Office Engineer
Skill Trades Trainee	02	Heavy Bridge
Carpenter	01	Equipment
Draftsman I (2)	09	State Aid
Engr. Aide III	09	Environmental
Clerk II	05	Accounting
Stock Clerk I	03	District 6
Hwy. Signman I	04	Traffic
Clerk-Typist I (Temporary - about 8 Mos. (10th & Spring)	04	Construction

CREDIT UNION

If you don't belong to the Arkansas State Employee's Credit Union, maybe you should look into the possibility.

The Credit Union idea is a simple one - people with a common interest saving and borrowing together to meet their financial needs.

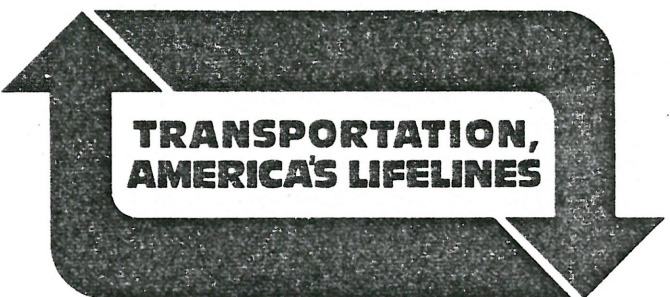
Members who save at the Credit Union provide the money for those who need to borrow. The interest paid on loans is used to pay dividends on the savings.

Belonging to the Credit Union opens the door to a convenient, low-cost source of credit and the opportunity to earn a really good return on your savings.

There are also other important benefits: Life insurance protection for all eligible savers and borrowers, with premiums fully paid by the Credit Union and counseling on any financial matters, when needed, without cost or obligation.

All employees of the State of Arkansas, their families, and retired employees of the state are eligible for membership. A membership fee of 25 cents will be deducted from your first deposit.

If interested, contact David Marsh in the Accounting Division at Central Headquarters.



**TRANSPORTATION,
AMERICA'S LIFELINES**

**NATIONAL HIGHWAY AND
TRANSPORTATION WEEK
SEPTEMBER 19-25, 1976**

THE SAFEST SUPERVISOR:

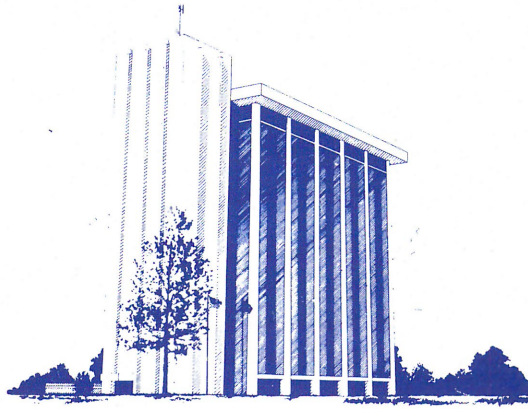
IT COULD BE YOU!

The Department of Labor (which knows) these things) did a survey of supervisors whose sections have the lowest accident rates. Here are the characteristics the supervisors shared:

1. Takes the initiative in telling management about ideas for safer layout of equipment, tools, processes.
2. Makes sure that the proper machine guards are provided and used.
3. Takes charge of operations that are not routine - to make certain that safety precautions are determined.
4. Is an expert on waste disposal for housekeeping and fire protection.
5. Arranges for adequate storage and enforces good housekeeping at all times.
6. Works with every employee without favoritism.
7. Keeps his eyes open for the new employee or the experienced employee doing a new job.
8. Sets good safety examples.
9. Lets no safety violation go by without talking to the worker at once.
10. Not only explains how to do a job - but shows how and observes to insure safety.
11. Knows what materials are hazardous and how to store them safely.
12. Continues to "talk safety" and impress safety on his crew.



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 9

October 22, 1976

RETIREMENT

There has been much concern recently among Highway Department employees about the proposed changes to our retirement plan.

In case you haven't heard, the Legislative Joint Interim Committee on Public Pensions and Social Security and a Citizen's Committee have joined together to revamp the Retirement System for Highway employees.

The Arkansas State Highway Employees Retirement Board has reviewed the proposals of the actuarial firm of Milliman and Robertson and it is the Board's unanimous opinion that the proposed program will not create a plan as good as we presently have.

As you know, each Highway Department employee contributes 6% of his or her gross salary into the plan. One proposal of the Joint Committee calls for the State to pay the full amount. The Retirement Board objects to this because the plan would then be the State's plan and not the employees'. The Board did say it would be receptive to a decrease in the employees contribution but felt it is absolutely necessary that the employee pay into the system so that it will remain his or her plan.

Social Security is a Federal benefit plan and the Retirement Board feels that our retirement plan should not be tied in with Social Security.

The actuary's proposal also calls for normal retirement at 65 and 40 years service with full benefits. A provision in our plan has allowed retirement at age 60 with 20 years service without reduction. The Retirement Board is in favor of keeping the age 60 provision.

The Board also feels that retirement with 40 years service is unrealistic. Our present plan allows retirement with 35 years service, at any age, with full benefits.

The Retirement Board thinks the plan

INSURANCE DEDUCTIONS

There will be no deductions for State Employees hospitalization insurance or for INA additional life insurance ("Term" on the deduction card) in the pay period from 10-17-76 through 10-30-76. This is for the pay check to be received 11-5-76. The deductions will resume as normal following this pay period.

These premiums are on a semi-monthly basis which is twenty-four times a year and the deductions are made on a bi-weekly basis which is twenty-six times a year.

LIFE INSURANCE FOR DEPENDENTS

The Insurance Office reminds all Highway Department employees that life insurance for your dependents has been available since January, 1975. It costs 55 cents each pay period. The cost includes coverage for your wife or husband, except if you are legally separated or divorced; your unmarried children under age 19, children must be 14 days old before becoming eligible for coverage; your unmarried children 19 years of age and under 23 provided they are full-time students except dependent life 14 days and over.

No person can be covered both as an employee and dependent.

Coverage is for \$2,000 for each dependent, except for a child under three, then it is \$1,000.

More information about life insurance for dependents can be found in the State of Arkansas Group Insurance Plan booklet, or contact the Group Insurance Office at the Central Headquarters in Little Rock.

UNITED WAY

The United Way Campaign is underway in Pulaski County. All employees in Pulaski County received pledge cards

JOB VACANCIES

Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Computer Programmer II	13	Computer Services
Carpenter	01	Equipment
Draftsman I	09	State Aid
Engr. Aide III	09	Environmental
Civil Engineer I, II or III	-	District 1 - West Helena
Maintenance Repairman II	02	Buildings & Grounds
Custodial Worker II (6)	03	Buildings & Grounds
Boiler Operator (3)	02	Buildings & Grounds
Secretary II	09	Radio
Clerk-Typist	04	District 6 (J. House)
Civil Engineer III or IV	-	Office Engineer
Adm. Asst. I	14A	Office Engr.
Hwy. Job Supt.	14	District 4

WORKMAN'S COMPENSATION

Since the first pay period in September the Highway Department has been paying \$8.00 per pay period (\$16.00 monthly) for the State's cost for employees on Workman's Compensation on Leave Without Pay (LWOP).

This included employees who were in this category on or after September 1, 1976. The Insurance Section has been notifying employees who have continued their insurance while on this status that their premium due will be reduced by the State Share.

Employees still may be on LWOP for nine months and then must convert to an individual policy or drop coverage.

For employees on Medicare supplement, the amount paid is \$5.95 a pay period or \$11.90 per month.

SWINE FLU

The various County Health Departments throughout the State are conducting free Swine Flu Immunization Clinics. Pulaski County had theirs this past weekend. Check with your local Health officials to find out the date for the clinic in your area.

The Center for Disease Control at Atlanta, Georgia has released the following questions and answers:

Q. How effective will the vaccine be?
A. Effectiveness ranges between 70-90 percent.

Q. Will the vaccine make me ill?
A. Most people will have no side effects; however, tenderness at the site of the shot may occur and last for several days. Some people will have fever, chills, headache or muscle aches within the first 48 hours. About 1 percent have run temperatures over 100 degrees; tenderness in the arm occurs in 20 to 40 percent and severe reactions are very rare.

Q. Can I get flu from the vaccine?
A. No-one will get flu from taking the vaccine because it is made from killed viruses. Today's flu vaccines cause fewer side effects than those used in the past. Flu vaccine can be taken safely during pregnancy.

Q. What special precautions should be taken?
A. Children should not routinely receive flu vaccine. People with known allergy to eggs should receive the vaccine only under special medical supervision. People with fever should delay getting vaccinated until fever is gone. People who have received another type of vaccine in the past 14 days should consult a physician before taking swine flu vaccine.

Fact sheets on the Swine Flu Program can be obtained at the local Health Units and doctors offices throughout the State.

NEXT HOLIDAY

The next official holiday for Highway Department employees is Thursday, November 11.

ARKANSAS STATE HIGHWAY DEPARTMENT

LITTLE ROCK, ARKANSAS

October 22, 1976

ADMINISTRATIVE CIRCULAR NO. 76-18

TO: ALL EMPLOYEES

SUBJECT: PERSONNEL CLASSIFICATION AND COMPENSATION STUDY

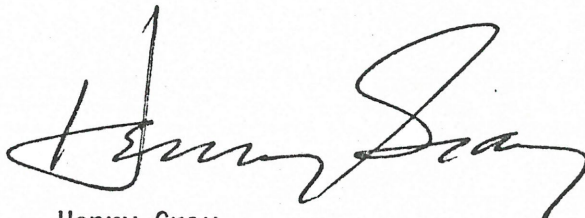
In an organization as large as the State Highway Department our ability to attract and retain qualified and experienced employees to perform the many different and challenging jobs is essential in meeting our future goals. The various operations of the State Highway Department are a tremendous responsibility; therefore, the Highway Commission and I feel that the dedication of all employees is our strongest resource. Because of this, I am pleased to announce that a consultant has been hired to assist us in accomplishing a total review and update of our Personnel Classification and Compensation Program.

The consultant will work with the Personnel Section in doing a job analysis and evaluation of every different type job in the Department. The complete study is expected to take about twelve months.

During the next several months many of you will participate in job interviews which are very important to the task of writing the many job descriptions. You should be prepared to give those persons involved in this important project your full assistance and cooperation. I would like to stress that the interviews and the resulting job descriptions are for the sole purpose of describing the position which you fill and in no way should be misunderstood as a means of measuring your own performance.

All District Engineers, Division Heads, Section Heads, and Maintenance Superintendents have been asked to attend an orientation session on October 26th so that they will be able to answer any questions you may have.

With your help, I am confident that this study will benefit all employees.

A handwritten signature in black ink, appearing to read "Henry Gray", is written over a horizontal line.

Henry Gray
Director of Highways

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 10

November 19, 1976

BOND DRIVE

A drive is presently underway to encourage state employees to take advantage of the payroll deduction plan for purchasing U.S. Savings Bonds.

Last year only 5 percent of Arkansas State Employees bought bonds under this program - while in many states, more than 50 percent took advantage of payroll deductions to buy bonds and save.

There are many advantages to buying U.S. Savings Bonds, including:

FOR EDUCATION - a college fund built with savings bonds can provide a tax savings. When bonds are purchased in the child's name (with parent as beneficiary rather than co-owner) and an income tax return is filed annually in the child's name, listing the accrued interest as income, no tax will be due as long as the child's total income does not exceed the amount of his personal exemption.

FOR RETIREMENT - Income from savings bonds is exempt from state and local taxation. Of equal advantage to highway employees is that the declaration of this income for federal taxation can be deferred until later years (possibly after retirement) when a wage-earner is in a lower tax bracket.

Payroll clerks in your area have additional information and will assist you in filing a payroll deduction form.

PAY PERIOD INFORMATION

Pay day for the December 11, pay period will be December 17, 1976. Employees who have worked the full year will then have received 26 regular pay checks.

The next pay period, that ends on December 25, will be paid no earlier than January 3, 1977, and will be reported on the 1977 calendar year W-2's and the first quarter Social Security Report. Holidays on December 23, 24, and 31 prevent any possibility of paying the December 25 pay before January 3, 1977. Social Security deductions resume with the December 25 pay period, for employees who paid the maximum FICA in 1976. The Social Security tax rate will remain 5.85%; however, the total earnings subject to this tax will be \$16,500. This increases the base from \$15,300 and will increase the maximum tax \$70.20.

JOB VACANCIES

The Personnel Office has listed the following position vacancies. Anyone interested in applying should contact Personnel.

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Carpenter	01	Equipment
Draftsman I	09	State Aid
Civil Engr. III or IV		Office Engineer
Clerk-Typist I	04	Accounting
Traffic Counter II	05	Plan. & Research
Secretary	11	District 2
Rest Area Attendant	03	Dist. 6 (Morgan Rest Area)

MAINTENANCE SUPERVISORS
ATTEND TRAINING SESSION

The 1976 Fall Highway Maintenance Academy was held October 18-21, in the Glenn Zimmerman Hall of the North Little Rock Public Library.

The 33 students received instruction in such topics as Equipment Maintenance and Operation, Communications, Labor Relations, Safety, Chemical Mowing, Legal Aspects of Maintenance, Asphalt Pavement Maintenance, Heavy Bridge Maintenance and the Maintenance Management System.

An entire afternoon was devoted to acquainting the students with various AHD operations through a tour of the Central Headquarters Complex.

Those attending the Academy, by District, were:

DIST. 1: Jack Lindley.

DIST. 2: Brewster Shalmy, John Herrington.

DIST. 3: W. E. Miller, A. G. Owens, Bobby Calhoon.

DIST. 4: Don Turner, Leo Seal, Ralph Goodson, D. R. Jennings.

DIST. 5: R. W. Reynolds, Fred Boutwell, Kirby Johnson, Orville Schales.

DIST. 6: Felix Hall, Monte Deakins, Charles Broadway.

DIST. 7: Ruben Fields, R. M. Belt, R. L. Hamaker.

DIST. 8: J. K. Brown, H. C. Eggleston.

DIST. 9: Frank Rose, Jim Godfrey, John W. Parker, Kenneth Oxford, J. L. Dickey, F. M. Parker.

DIST. 10: Rex Hall, James Tritch.

HEAVY BRIDGE MAINTENANCE

J. M. Burchfield, R. E. Buchanan,
M. H. Childers.

Certificates were presented to the students by Commissioner James A. Branyan at an awards banquet. Construction Engineer John Tallant was the featured speaker.

Hurley Perkins and Doug Nielsen, with assistance from the Maintenance Division staff, coordinated the Academy.

REMAINING HOLIDAYS FOR 1976

Because the Thanksgiving and Christmas holidays are near at hand, the Highway Commission is concerned that everyone have ample notice to plan their family Thanksgiving and Christmas activities.

The Thanksgiving holidays will include both November 25th and 26th. The Christmas holidays will include both December 23rd and 24th. The New Year's holiday will be December 31st.

The Commission hopes you enjoy these holidays. If you plan to travel, drive with care.

OTHA HEWITT RETIRES

Otha Hewitt, Chief of the Traffic Division, has retired after 26 years of service to the Department. Mr. Hewitt began work in the Maintenance Division in 1950, and has held various positions within the Department. He has been Chief of the Traffic Division since 1969, when it was created by combining the Traffic Engineering Section and the Traffic Services Section.

We wish Mr. & Mrs. Hewitt many happy years of prosperous and healthful retirement.

Jim Barnett, Assistant Division Head, is being promoted to assume the duties and responsibilities of Division Head. Mr. Barnett began work with the Department in 1960.

He has a BSCE degree from the University of Arkansas and his MSCE degree in Traffic Engineering from Texas A & M.



ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 4 - No. 11

December 3, 1976

An insurance deduction explanation card will be issued with each paycheck and deduction card this payday. This card shows the types of insurance available and whether or not the employee has the insurance coverage. The card shows the employee's cost and coverage.

1. Hospital and Life is coverage through the State Employees Self-Insurance Plan. This covers health and life insurance. The life insurance is a basic amount of \$3,000 for all insured employees under 65 and \$2,000 for all insured employees 65 and over. Optional Life Insurance may be obtained under this plan based on salary, with premium based on age. The life amount for Hospital and Life is a total of the basic amount plus any optional life insurance. Information for health and life coverage and premiums can be found in the two insurance plan booklets.

2. Dependent Life is life insurance on eligible dependents. The amount of coverage is:

Spouse	\$2,000
Each Child - 14 days old but less than 3 years	\$1,000
3 years but less than 19 years	\$2,000.

If your dependent child is a full-time student in an accredited school or college (and he otherwise qualifies as a dependent) the child will be considered an eligible dependent, and thereby eligible for Group Life Insurance for Dependents, until his 23rd birthday. No coverages may be extended beyond age 23.

3. Additional Life is not the same as the

optional life under the State Employees Self-Insurance plan. It is additional life insurance that is available through the Insurance Company of North America (INA). The coverage and premiums are based on salary and age. This insurance is offered as term insurance which may then be converted to permanent insurance. On the explanation card, term is shown by the letter T, and permanent is shown by the letter P. An employee may have both term and permanent in which case two amounts will be shown. These two amounts added together will be the total INA insurance for the employee. Term and permanent are different in that permanent builds up cash value and the permanent premium is based on the age at which it was obtained. Term premiums increase as the employee changes age categories. If an employee leaves employment he may retain the permanent insurance on an individual basis with no increase in premium. Term insurance must be converted to permanent to be retained and the premium will be based on the age of the employee when he converts.

4. Cancer Insurance is coverage for the treatment of cancer. It may be on employee only or family coverage. The premium shown for Cancer Insurance may also include intensive care premiums, if applicable.

5. Intensive Care insurance is coverage for treatment in hospital intensive care units.

For additional information concerning Insurance Coverage, contact Group Insurance, Accounting Division, AHD, Little Rock, Arkansas.

JOB VACANCIES

Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Carpenter	01	Equipment Jacksonville
Carpenter (Finish)	01	District 6 (Bridge Crew)

* * *

PERSONAL PROPERTY ASSESSMENT

For the convenience of employees in Pulaski County, Mr. L.E. Tedford, Pulaski County Tax Assessor, will have available at the Highway Building, four assessors to prepare 1977 personal property assessments. Please bring your 1976 assessment and your 1975 paid tax receipt.

This service will be provided in Conference Room 104 from 9:00 a.m. to 4:00 p.m. on Monday, January 17, 1977.

CLASSIFICATION & COMPENSATION STUDY

Work on the Classification and Compensation Study for the Arkansas State Highway Department was initiated on October 13th.

Hay Associates, Management Consultants of Dallas, Texas has been hired to assist the Department in accomplishing a total review and update of our Personnel Classification and Compensation Program.

Interviews with AHD personnel have been underway for several weeks. During the next few months many of you will participate in job interviews. You should be prepared to give those persons involved your full assistance and cooperation.

HOLIDAY REMINDER

The Christmas holidays will include both December 23rd and 24th. The New Year's holiday will be December 31st.

All work will be suspended except in case of emergency.

The Highway Commission wishes each of you a Merry Christmas and a Happy and Prosperous New Year, and hopes you enjoy these holidays.

Merry Christmas

