

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 5 - No. 1

January 15, 1977

SERVICE AWARDS

During the month of December, 1976 Service Awards and Retirement Certificates were presented to 84 Highway Department employees. Each District conducted its own presentation ceremony.

Those who received awards are:

DISTRICT 1

Emet F. Anderson - 30 years
Leonard O. Roberts - 30 years
Billy E. Meachum - 25 years
Charlie Pittman - 25 years
Robert G. Joshlin - 25 years
Lawrence C. Holman - Retirement (30 yrs.)
William G. Roberts - Retirement (29 yrs.)
Jess H. Gaynor - Retirement (26 yrs.)
Marvin E. Dorsett - Retirement (25 yrs.)

DISTRICT 2

Robert O. Jarboe - 40 years
Brewster Shalmy - 40 years
Lester M. Rabb - 30 years
Van Bratton, Jr. - 25 years
Premo P. Regenelli - 25 years
John M. Hollis - Retirement (32 yrs.)
Wess H. Kyle - Retirement (30 yrs.)
Josh P. Suitt - Retirement (30 yrs.)

DISTRICT 3

W. C. Beck - 25 years
J. D. Brakefield - 25 years
Chris. C. Ellis - 25 years
Talmadge O. Snow - 25 years
Ruel K. Staggs - 25 years
Charles E. Andrews - Retirement (33 yrs.)
Elmer G. Horn - Retirement (30 yrs.)
Arthur Pilgreen - Retirement (30 yrs.)
Kermit W. Glasgow - Retirement (27 yrs.)
Harlan A. Grimes - Retirement (25½ yrs.)

DISTRICT 4

Columbus Dalmut - 35 years
Archie E. Lewis - 30 years
Donald R. Jennings - 25 years
Jewel D. Kuykendall - 25 years
Claud D. Dillard - Retirement (27 yrs.)

DISTRICT 5

Wm. F. Denniston - 25 years
Montie H. May - 25 years
Edgar H. McClure - Retirement (30 yrs.)
Hassell W. Glover - Retirement (27 yrs.)

DISTRICT 6

Fred L. Beliew - 30 years
Jim B. Mabry - 25 years
Dan Smith - 25 years

DISTRICT 7

William C. Booth - 30 years
John C. Gossett - 30 years
Doyle P. Jacks - 25 years
Grover G. Wise, Jr. - 25 years

DISTRICT 8

Leonard C. Keeling - 25 years
Edwin T. Caudle - Retirement (30 yrs.)

DISTRICT 9

Lonnie E. Tilley - 30 years
Thomas C. Faubus - 25 years
Omel L. Fields - 25 years
James P. McConnell - 25 years
Ellis Stewart - 25 years
John M. Tate - Retirement (29 yrs.)
Ray G. Duffy - Retirement (27 yrs.)
Wayne A. Coonfield - Retirement (26 yrs.)
Elbert E. Evans - Retirement (26 yrs.)

INSURANCE COVERAGE CHANGES

This is a reminder to all State Highway Department employees that February 1, 1977 is the deadline for submitting a request for a change in your state employees' health and/or life insurance coverage, if you want to:

Change from Plan II to Plan I
Add Dependent Health Coverage
Add Optional Life Coverage
Add Dependent Life Coverage

If you are an employee who did not take out insurance within the 31 days following the time you were employed and now want to be covered.

In order to make a change you should get a change card and a statement of health from your payroll or personnel office. Both must be completed and received in the State Employees Insurance Office before February 1, 1977. If the coverage is approved, it will be effective April 1, 1977. If desired changes are not made at this time, the next opportunity to make these changes will be October 1, 1977.

Those employees having questions concerning these procedures, should contact Brenda Mayton in the Employees Insurance Office, Central Headquarters, 569-2417.

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-Steno.	07	Environmental
Clerk-Typist	04	Accounting
Clerk II	05	Accounting
Environ.Scientist II (Archeologist)	15	Environmental
Ferry Boat Pilot	10	District 7 (Moro Bay)
Deck Hand	03	District 7 (Moro Bay)
Engr. Aide I (2)	04	Mtls. & Tests
Hwy. Signman I (2)	04	Traffic

AWARDS (Cont'd.)

DISTRICT 10

William C. Pollow - 30 years
Guy B. Williams - 30 years
Waukeen Bateman - 25 years
Cloyce A. Gibson - 25 years

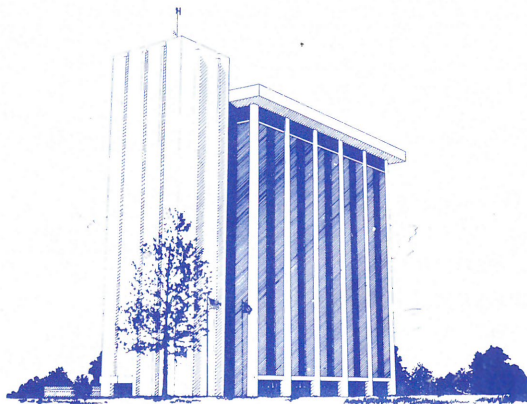
CENTRAL OFFICE

Eugene A. Ashcraft, Const. - 30 years
Lucille B. Dishongh, " - 30 years
Raymond W. Jones, " - 30 years
Grover F. Smith, Computer - 30 years
Glenn Trammel, Rdwy.Design - 30 years
Jackie Wallace, Personnel - 30 years
Robt.C.Andrews, Office Engr.- 25 years
Marvin I.Bunch, Rdwy.Design - 25 years
Frank D. Caple, Procurement - 25 years
John E. Hall, Maintenance - 25 years
Irene A. Hawkins, Acct'g. - 25 years
Earl E. Hillis, Traffic - 25 years
Herlee Johnson, Traffic - 25 years
J.E.Lowder, Asst.Chief Engr. - 25 years
Ed N. Orsini, Internal Audit - 25 years
Billy F. Prince, Surveys - 25 years
Charles N. Roach, M & T - 25 years
Frances I. Roller, M & T - 25 years
Hershel Russell, P & R - 25 years
Joyce Spencer, Com. Sec'y. - 25 years
L.G.Willcockson, M&T, Retirement (36 yrs.)
Frank Phillips, Acct'g. " (33 yrs.)
Matthew Skelton, Maint. " (27 yrs.)
Otha Hewitt, Traffic " (26 yrs.)
Wm. R. Cranfill, Traffic " (25 yrs.)



ARKANSAS HIGHWAY DEPARTMENT

Vol. 5 - No. 2



EMPLOYEE NEWS LETTER

February 11, 1977

PATTERSON ELECTED CHAIRMAN

J. C. "Jake" Patterson has been elected Chairman of the Arkansas State Highway Commission. His election came at a special meeting of the Commission on February 3.

Patterson, a lifelong resident of Lavaca, has been Vice Chairman of the Commission for the past two years. He replaced Lawrence Blackwell of Pine Bluff as Chairman. Blackwell's term on the Commission expired January 14.

George Kell of Swifton was elected Vice Chairman.

Patterson was appointed to the Commission by Governor Winthrop Rockefeller in 1969 to serve a ten-year term.

He has served as Republican Delegate to the GOP National Convention at Miami in 1968 and is a former chairman of the Sebastian County Republican Committee and the Sebastian County Election Commission.

Kell, who was appointed to the Commission in 1971 by Governor Dale Bumpers, is a former All-Star third baseman for the Detroit Tigers.

NEW HIGHWAY COMMISSIONER NAMED

Patsy L. Thomasson, 29, of Rison and Little Rock, has been named to a ten-year term on the Arkansas State Highway Commission by Governor David Pryor. She replaced Lawrence Blackwell of Pine Bluff, whose term expired January 14.

Miss Thomasson is currently employed in Little Rock, where she is Associate Administrator of Doctors Hospital, and she maintains legal and voting residence in Rison (Cleveland County). As Associate Administrator, she is responsible for the development of staffing and management as well as coordinating the Departments of Personnel, Dietary, Laboratory, Diagnostic Center and Auxiliary.

Before she joined the staff at Doctors in 1975, she served as Executive Assistant in the District Office of Congressman Wilbur Mills. Earlier she had worked as a Staff Assistant in Congressman Mills' Washington Office.

Miss Thomasson becomes only the second woman to serve on the Mack-Blackwell Highway Commission. Miss Willie A. Lawson of Little Rock served from 1965 to 1958.

Miss Thomasson received a master of science degree in consumer economics from the University of Missouri in 1972 and a bachelor of science degree in education from Henderson State University at Arkadelphia. She is a 1965 graduate of Rison High School.

HEART FUND

Heart Fund contribution envelopes have been distributed to each employee with this week's checks.

A realistic goal of a one-dollar contribution from each state employee has been set. Last year the Highway Department employees contributed a total of \$1,093. Let's see if we can beat last year's mark.

Please return your contribution to the Information Services Office at the Central Office Building in Little Rock by Friday, February 18th.

WASHINGTON'S BIRTHDAY - A HOLIDAY

Monday, February 21, will be a holiday in observance of George Washington's Birthday.

Because the Legislature is in session, offices in Pulaski County will maintain a skeleton crew.

BRIDGE INSPECTION SEMINAR

The Arkansas State Highway Department held its 1977 Bridge Inspection Seminar in the Glenn Zimmerman Hall of the North Little Rock Public Library, January 11-13.

The purpose of the seminar was to serve as a refresher course in subjects relative to bridge inspection policy and procedures, present revised inspection forms and review additional items to be included in the inspection program as requested by the Federal Highway Administration, and review general problems encountered with the over-all inspection program.

The Federal Aid Highway Act of 1968 requires that all of the nearly 8,000 bridges on the State Highway System be inspected every two years. The completion of the Inspection Programs of 1973 and 1975 yielded data that was used for determining load limits, scheduling bridge replacements and needed repairs.

There were 40 AHD Engineers and Bridge Inspectors in attendance at the seminar. They were:

ENGINEERS

DIST. 1

B. J. Barnett

DIST. 2

K. F. Tyler

M. D. Bagwell

DIST. 3

J. B. Karnowski

DIST. 4

C. H. Sanders

R. T. Fulton

DIST. 5

S. L. Swink

DIST. 6

R. B. Jones

DIST. 7

R. E. Myers

DIST. 8

M. C. Young

BRIDGE INSPECTORS

A. H. Cole

G. E. Jackson

K. R. McMickle

W. F. Lindsey

G. D. Williams

T. M. Carr

J. G. Watkins

E. D. Barrett

L. Nine

D. O. McWilliams

Wayne Goodson

L. D. Holland

S. W. Bolding

B. N. Stanton

F. J. Williams

E. L. Trickey

B. W. Pierce

K. L. Johnson

C. E. Vance, Jr.

S. A. Ramsey

G. D. Martin, Jr.

ENGINEERS

DIST. 9

V. O. Selby

J. W. Brisco

DIST. 10

B. B. Lofland

HMB

—

BRIDGE INSPECTORS

L. Burgess, Jr.

W. H. Phillips

R. G. Moss

J. E. Pickett

D. T. Brown

R. E. Buchanan

JOB VACANCIES

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

CLASS TITLE

GRADE

DIST/DIV

Attorney I

18A

Legal

Adm. Asst. I

14A

Environmental

(Envir.Control Tech)

Engr. Aide III

09

Environmental

Engr. Aide IV

13

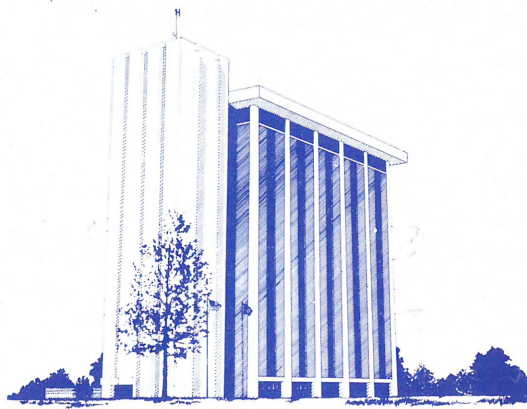
District 6

(Permit Officer)



Happy Valentine's Day

ARKANSAS HIGHWAY DEPARTMENT



EMPLOYEE NEWS LETTER

Vol. 5 - No. 3

March 11, 1977

LEGISLATIVE REPORT

Arkansas State Highway and Transportation Department.....that's the Department's new name. Governor Pryor signed a Bill by Sen. Vada Sheid of Mountain Home and Rep. Cecil Alexander of Heber Springs February 17. The name change went into effect immediately upon the Governor's signature.

The Act broadens the Department's powers to coordinate state planning for all modes of transportation - highways, railroads, waterways and airways - and to qualify for federal funds other than highways.

The Act specifies that the Commission will retain the name Arkansas State Highway Commission. The Director will be known as the Director of Highways and Transportation.

The Governor also signed the Department's Appropriations Bill, House Bill 311. It is now Act 343 of 1977. The Act authorized the Department to spend funds for the operation of the Department; however, many of the bills introduced to provide additional revenues have not been approved. Just last week the Governor said he could not support the major proposal which is a bill to increase the tax on motor fuels by 2¢ per gallon. As a result, the bill's sponsors amended it to include only a 1¢ increase. This bill, as amended, does not meet the Commission's expectations because it will not provide the necessary revenues to continue the operations of the highway program at the present level.

The Department has been receiving \$20 Million a year in Revenue Sharing Funds. This amount has been increased by \$2 Million. Despite this increase, the Department's State Highway Fund will be greatly reduced because of the termination of the \$40.5 Million State Budget Revolving Fund appropriation approved in 1975. A 1¢ per gallon increase in motor fuel taxes will only produce about \$8.1 Million for the AHTD Fund. This amount will not even meet

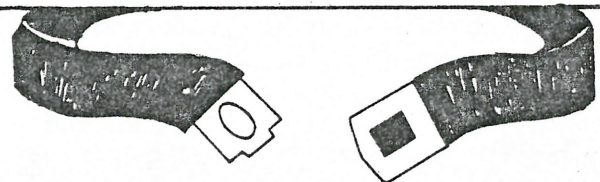
the critical need to repair the damage to the state highways caused by this past winter's severe weather.

The Department continues to oppose any increase in truck weights to 80,000 pounds. Highway employees have worked diligently over the years designing, building and maintaining our Highway System. An increase in truck weights would destroy many roads and bridges, damage many more and cost the tax payers of this state additional millions of dollars in maintenance.

JOB VACANCIES

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

<u>CLASS</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Attorney I	18A	Legal
Civil Engr. III or IV	-	Office Engineer
Relocation Coordinator	10	R-O-W (Relocation)
Engr. Aide V	15	Traffic
Engr. Aide III	09	Final Estimates.



ARE YOU PUTTING ME ON ?

AHTD HOSTS CONFERENCE

The Arkansas State Highway and Transportation Department has been hosting a week-long National Highway Institute Quality Assurance Conference this week at the Central Office Building in Little Rock.

The Federal Highway Administration, through the National Highway Institute and the Construction Division, Office of Highway Operations, sponsored the conference.

The course is designed primarily for individual State Highway Agency employees in those States that are launching or wish to reinforce their own statistical quality control program.

Representatives from the Arkansas Highway and Transportation Department, Federal Highway Administration, contractors and materials suppliers attended the conference.

RESIDENT ENGINEERS CONFERENCE

The annual Arkansas State Highway and Transportation Department's Resident Engineers Conference will be held in Little Rock in the Central Office Auditorium March 16-17.

Approximately 175 Resident Engineers and their assistants, District Engineers, and contractors are expected to attend.

The purpose of the conference is to discuss construction, operation and work method improvements.

The conference is conducted by the Construction Division.

BE A CONTRIBUTOR

Do you have a question, information, an announcement or an article that would be of interest to other highway employees? If you do, we'll print it in the newsletter. Send it to: Employee Newsletter, Information Services, Room 1002, at the Central Headquarters office.

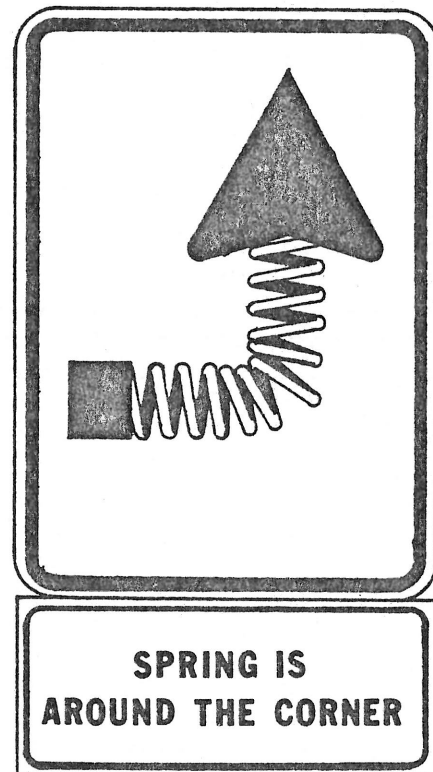
SPEECHCRAFT

When was the last time you gave a simple, direct answer to a simple, direct question?

Can you remember when someone carried out your instructions exactly as you had given them?

Talking isn't the same as communicating. Communicating means making sure your listeners understand what you are saying as well as you do.

Develop and improve your communication and leadership skills. Enroll in a special eight-week program - SPEECHCRAFT - to be presented by the Southwest Toastmasters Club, Little Rock. Contact Louie Greene, Photo Lab, Central Headquarters, at 569-2393.



ARKANSAS HIGHWAY DEPARTMENT

Vol. 5 - No. 4



EMPLOYEE NEWS LETTER

April 8, 1977

LEGISLATIVE REPORT

When the 71st General Assembly recessed March 18th, there were still several highway bills pending.

The Commission and Department staff are now in the process of reviewing the needs of the Department and will soon begin preparing proposals to be submitted to Governor Pryor. It is hoped that the Governor will include the highway needs in a call for a Special Legislative Session later this year.

RETIREMENT

As of the March recess of the General Assembly, the State Highway Employees' Retirement System remained basically intact. Act 79 appropriated Eighteen Million Dollars for each year of the biennium for investments, benefits, refunds and expenses of that System. The existence of the Arkansas Retirement System Study Committee, created for the purpose of studying the four major state supported retirement systems, has been extended by Act 96 to October 1, 1978. A joint committee, to be known as the State Retirement Investigating Steering Committee, was established by Act 99 to supervise and direct the making of a comprehensive audit and investigation of all aspects of retirement funds investment. Act 100 provides for the review before June 30, 1979 of, among others, the AHTD System by the Joint Interim Committee on Public Retirement and Social Security Programs. Act 793 will require an annual report to the Legislative Council and the Joint Auditing Committee, showing the financial activities of the System.

(more)

Act 722 directly concerns Arkansas Highway and Transportation Department employees. That Act increases the AHTD contribution to employee's retirement from 9.9% to 11%.

We still have the same retirement formula and employee contribution rate, and remain independent of the other State systems.

INSURANCE

The Legislature has authorized the State to pay a larger share of the cost of Employee's Insurance, should the need arise over the next two years.

At the present time, the State pays \$16.00 a month of the employees premium. Should the monthly premiums increase, then the State will pay up to \$19.00 a month the first year and \$23.00 a month the second year, thereby keeping the employees contribution at the present level.

KELL ELECTED COMMISSION CHAIRMAN

George Kell of Swifton was elected Chairman of the Arkansas State Highway Commission, Wednesday, March 23.

Kell, who has been serving as Vice Chairman, replaced J. C. "Jake" Patterson of Lavaca. Patterson will remain on the Commission.

Kell was appointed to the Commission in 1971 by Governor Dale Bumpers to serve a ten year term.

A native of Swifton, he began playing professional baseball in 1940. Three years later he moved into the major league when he joined the Philadelphia Athletics. During his 14-year career he played third base with several American League teams, including: Boston, Chicago, Baltimore and Detroit.

Kell is under contract with the Detroit Tigers as a weekend TV broadcaster; he owns an automobile dealership in Newport and has farming interests in Swifton.

Jerry Branch, District 8 employee who resides in Appleton, Arkansas received a letter of commendation from Henry Gray, Director of Highways and Transportation, for his exemplary conduct on March 17.

On November 24, 1976, Mr. Frank O. Hamilton of Oklahoma City lost his wallet somewhere between Van Buren and Morrilton while driving east on I-40 from Oklahoma City. In addition to his Oklahoma Operator's Licence, the wallet contained his Army ID card, the usual credit cards and approximately \$300 in cash.

Almost four months later, March 17, 1977, Mr. Hamilton received a telephone call from Jerry Branch (at his own expense) informing him that while working along I-40 that day, he found the lost wallet. Mr. Hamilton received his wallet in the mail on March 22, and the contents, including \$299 cash, were intact.

In Mr. Hamilton's letter of appreciation he stated that Mr. Branch's exemplary conduct reflects great credit not only to himself but upon his community and our entire Department, and his kindness will not soon be forgotten.

Mr. Gray added, that to merit such praise is a good example of what a dedicated employee should be.

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>
Accountant I	14A	Accounting
Civil Engr. III or IV	-	Office Engineer
Clerk-Typist I	04	District 6 (R. Blackwell)
Custodial Worker I (Full or Part-time)	03	Buildings & Grounds
Engr. Aide III, IV, V	-	District 6
Envir. Scientist II	15	Environmental
Mechanic	01	District 6
Realty Appraiser I	14	Right-of-Way

There will be no deductions for hospitalization insurance ("hosp." on the deduction card) or for INA additional life insurance ("term" on the deduction card) in the pay period from 4-17-77 through 4-30-77. This is for the paycheck to be received 5-6-77.

These premiums are on a semi-monthly basis which is twenty-four times a year and payrolls are on a bi-weekly basis which is twenty-six times a year, so twice a year no deductions are taken.

The deductions will resume as normal the following pay period.

LITTER - A BIG PROBLEM

Litter along the State's highways is not a new problem, but it is one that is gaining the attention of citizens throughout the State.

Governor Pryor has even created a special office to handle the problem.

The Highway and Transportation Department is directly affected by litter. During the last fiscal year alone, an estimated \$750,000 was spent by the Department to pick up litter along the highway rights-of-way. Nearly \$250,000 was charged directly to the litter pickup function; the remainder of the cost of litter gathered is included in other routine maintenance functions. Over 12,000 cubic yards of litter was collected. From July 1976 through February 1977, the Department has charged over \$188,000 to litter pickup. This amounts to about 10,000 cubic yards.

The frustrating thing about expenditures to pick up litter is that the money doesn't really buy anything of lasting value for the public. This money could be used by the Department for much better purposes.

Keep that in mind the next time you are driving along and looking for a place to throw your gum wrapper or paper cup. Carry a litter bag in the car and use it.





EMPLOYEE NEWS LETTER



Vol. 5 - No. 5

April 22, 1977

As an employee of the Arkansas State Highway and Transportation Department you are entitled to certain benefits.

It is the purpose of this newsletter to briefly explain each of those benefits.

Please keep this newsletter for future reference.

INSURANCE

There are several types of insurance coverages available to employees of the Arkansas Highway and Transportation Department. These include: (A) Health Insurance with life insurance included and additional life and dependent life available under the State Employees Insurance Plan, (B) Cancer Insurance, (C) Intensive Care Insurance, (D) Optional Life Insurance with Insurance Company of North America (I.N.A.).

(A) Health Insurance is a self-insured plan available to all full-time state employees. For insured active employees under age 65 the Department pays a share of the premium for the health coverage, which includes \$3,000 life insurance (currently the Department's share is \$16.00 a month). Insured active employees 65 or over have a medicare supplement policy which includes \$2,000 life insurance, and the Department pays the whole premium. In addition to this coverage, the employee may elect to also cover a spouse, or children, or spouse and children. The premiums for these dependents are paid by the employee.

There are two health plans available. The benefits of each plan and the premiums are shown in the insurance booklet available in the District or Division offices, or in the Accounting Division. The schedule below shows a brief comparison of the two plans.

	Plan I	Plan II
Max. Benefit	\$250,000	\$50,000
Hosp. Deductible	\$50	\$75
Hosp. after Deductible	\$2000 at 100% then 80%	80%
Room Rate	Av. Semi-private room rate	80% of Av. Semi-private
Surgery	Reasonable & Customary	80% of reasonable & Customary
Intensive Care	In full as above	80%
Supplemental Accident	\$300 within 90 days of accident	\$100 within 90 days of accident
Maternity	\$300 Normal \$450 Caesarean	None
Out-Patient	\$100 Deductible then 80%	None

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. At age 65 the basic and additional life coverage reduces to no less than \$2000.

An employee may also take dependent life insurance on all eligible dependents for a bi-weekly cost of \$.55. The coverage for dependent life is \$2000 for the spouse, \$1000 for each child 14 days old to 3 years, and \$2000 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 for health until age 27 and dependent life until age 23.

The following changes may be made only twice a year on April 1, and on October 1, and must be requested no later than February 1, and 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 our insurance within the 31 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 31 days, after becoming eligible, to elect the type of coverage desired.

The premium deductions for the health, life, and dependent life insurance described above are added together and shown on the deduction card received with the paycheck under "Hosp".

(B) Cancer Insurance is available to any employee and members of his family of any age in any state of health, who has 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.

(C) 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.

(D) 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 which reduces to 50% at age 65.

In a recent meeting of the State Employees' Insurance Advisory Committee it was decided to allow an additional benefit to all retired employees under the age of 65 who retired as a member of the State Employees' Health and Life Insurance Plan.

Previously life insurance by employees reduced to 50% at age 65 and to 25% for any age at retirement. Effective June 1, 1977 life insurance for insured employees and retirees will be the full amount carried, until age 65, at which time it will reduce to 25% but no less than \$2000. Retirees under age 65, who retire between July 1, 1973 and June 1, 1977, will be given the option of retaining coverage they now have or increasing it to the amount carried prior to retirement, with a minimum amount of \$3000. This gives over 125 present retirees an opportunity to increase their life coverage.

Questions pertaining to Employee's Insurance shall be directed to the Group Insurance Section of the Accounting Division, Room 402, Central Office, Little Rock, Arkansas 72203.

WORKER'S COMPENSATION

Any Arkansas Highway & Transportation Department employee accidentally injured on the job, whose injury arises in the course of his work, or any employee who contracts a disabling disease or infection that is caused by his occupation, is entitled to have his medical bills paid, and if injury or illness causes him to be disabled more than seven days, excluding the date of his injury, he is entitled to draw worker's compensation benefits instead of wages beginning the ninth day. If the disability lasts more than two weeks, he will draw compensation from the day after the injury.

An employee drawing worker's compensation may stay on the payroll and draw his wages in addition to his compensation payments by using his sick leave. Maximum compensation payments after March 1, 1974, will be \$84.00 per week. This weekly amount is payable to the dependents of an employee whose death is job related within the meaning of worker's compensation. Funeral expenses up to \$750 are also payable by worker's compensation if death results from the injury.

Any employee injured at work should report the injury immediately to his supervisor who will see that he has medical care. If possible, a surgeon's report form should accompany the employee to the doctor, to be sent to the Workmen's Compensation Commission when completed. Next a supervisor's report of injury and complaint, signed by the employee, should be sent to Workmen's Compensation Commission with a copy to the AHTD claims attorney. If the employee is obviously going to be disabled more than seven days after the date of the accident, it should be noted on line 27 so compensation can be started. When the employee returns to work after a period of compensation, Workmen's Compensation Commission should be notified immediately so he will not be overpaid.

When an employee is injured on the job by a third party, such as a member of the traveling public, in addition to Workmen's Compensation Commission, the employee may choose to sue the negligent third party. If this is done, the AHTD claims attorney must be notified.

ACT 399 OF 1973

When an Arkansas Highway & Transportation Department employee who is actively engaged in construction, maintenance, or traffic control operations on a highway that is open to the traveling public, is killed or permanently and totally disabled, his spouse or surviving children are entitled to a hazardous duty benefit of \$10,000.00. Claim should be made to the Arkansas State Claims Commission and claim forms may be obtained from the AHTD claims attorney.

RETIREMENT

All employees of the Highway & Transportation Department are members of the Retirement System and contribute 6% of their gross earnings toward retirement. You can retire with creditable service and age as follows:

Age 65	10 years
Age 62	15 years
Age 60	20 years
Any Age	35 years
Disability	10 years.

Creditable service is the service paid into the Retirement System and may include time worked for the Highway Department, any County, some Cities and other State Agencies. All time worked for the Department is eligible for credit but time worked for another Public Employer must qualify, and you must have been a member of the Highway Department System on or before July 1, 1967. Military service may be claimed for credit under two circumstances: (1) service must have interrupted your employment, or (2) service was prior to joining the Retirement System. Service prior to joining the System can be claimed after having ten years creditable service in the System. If you quit the Department and withdraw your contributions and have returned to work,

you can buy your time back by paying the amount withdrawn, plus interest, and again have credit for your time.

Under provisions of a Resolution of the Board of Trustees, employees may pay into the Retirement System contributions for time when they were on Leave Without Pay due to illness, Workmen's Compensation or convenience of the Department (after October 17, 1957) provided total time so claimed does not exceed one year.

When you leave the Department you may withdraw your contributions or leave them on deposit, if you expect to work again for the Department or another State Agency that is covered by either the Public Employees Retirement System or Teacher's Retirement System.

It is important that you keep your beneficiary current at all times with the Retirement System as well as with Group Insurance. Changing beneficiary in one does not automatically change both. Since new applications are not required when you come back into the System, you may have changed marital status since first joining and want to name a new beneficiary. Even after retiring you need to keep your beneficiary current.

When you leave the Department, without retiring, and want a refund of your contributions you must request it in writing. Without a written request, refunds cannot be made.

All retirement forms can be obtained from Resident Engineers and District Headquarters or by writing to the Highway Retirement System, P. O. Box 2261, Little Rock, Arkansas 72203.

When an employee reaches retirement age or becomes disabled and applies for retirement, there are three types of benefits available, Straight Life, Option A or Option B. (See pages 9, 10, and 11 of the Retirement Handbook).

The Retirement Board invites your questions on matters pertaining to your retirement benefits; the office is located in Room 401 of the Central Offices Building in Little Rock, and the telephone number is 569-2411.

SOCIAL SECURITY

All employees are covered by Social Security, and eligible for those benefits. When you are ready to retire, contact your closest Social Security office to learn benefits available. Your Department wages earned in December but paid to you in January, plus any vacation carried over at the end of the year and paid in a lump-sum upon retirement may be excluded as earnings in the year received, for Social Security purposes. Be sure to mention this when applying for social security; it may make a difference in the amount you are allowed to earn the year you retire.



EMPLOYEE NEWS LETTER



Vol. 5 - No. 6

May 5, 1977

ADDITIONAL BENEFITS LISTED

In addition to the benefits explained in the last newsletter, the employee may enroll in the Credit Union, and the Savings Bond program.

Credit Union

All Highway employees are eligible for membership in the Capitol Credit Union. The Credit Union is owned and operated by its members. Each year a membership meeting is held, with all members invited, and officers are elected from the membership.

The Capitol Credit Union operates primarily to enable employees to have a systematic savings program and create a source of credit.

Deductions for savings or loans are on a payroll deduction basis.

To join, an employee must fill out two deduction forms. These forms are available from, Group Insurance or the Capitol Credit Union. When completed, both forms should be returned to Group Insurance. The membership fee of 25¢ will be deducted from the first deduction.

Semi-annual statements of your account will be sent to you from the Credit Union.

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

Savings:

Interest on savings is paid semi-annually. The current rate of interest is 5½%. Savings deposits are matched by life insurance up to \$2,000 for deposits made before age 55, at no extra cost.

Example: Employee dies with \$1,600 in savings deposits, this amount will be matched by \$1,600 in life insurance. The beneficiary or estate would receive \$3,200. Deposits in savings may be withdrawn at any time. Withdrawals may be made by contacting the Capitol Credit

Union Office. Withdrawals from savings should be limited to six times in a twelve-month period.

Members accounts are insured for up to \$40,000 by NCUA. This is a Federal Agency, the same as the Federal Deposit Insurance Corporation (FDIC) for banks and Federal Savings and Loan Insurance Corporation (FSLIC) for savings and loan associations.

Loans:

All loans are approved by a committee of Credit Union members. Interest is charged at the rate of 5/6 of 1% per month on the unpaid balance. Loans may be paid off in advance without penalty. The loans are covered at no extra cost, by insurance which will pay off the loan in case of total disability or death. Loan application forms should be filled out and sent to the Credit Union. To contact the Credit Union write Capitol Credit Union, State Capitol, Little Rock, Arkansas 72201, or call (501) 372-5004.

FACTS ABOUT U.S. SAVINGS BONDS

Good return...6% on E Bonds when held to maturity. Bonds mature in 5 years, 10 months, then have automatic 10-year extension. (4½% First Year Rate).

Completely safe....Replaced if lost or stolen. Investment backed by the full faith and credit of the U. S.

Tax advantages...Interest exempt from state or local income tax; it is subject to Federal Income Tax, but there is the option of either declaring it annually or deferring it until the bond is cashed or reaches maturity.

Redemption Before Maturity...Any time two (2) months after the issue date, at banks and other financial institutions.

Ownership...There is a choice of registration. Bond may be issued in one of the following ways:

A. In the name of one person. Bond

goes to owner's estate in case of death.

- B. In the name of two persons as co-owners. Owner and co-owner have equal rights at all times. On death of either, the survivor has the right to hold the Bond as is, to have it reissued, or to cash it.
- C. In the name of one person as owner with a second person as beneficiary. On death of the owner the beneficiary may cash the bond or have it reissued.

Bonds are issued in denominations of \$25. to \$1,000 and can be purchased for \$18.75 to \$750.00 through payroll deductions.

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>
Accountant I	14A	Accounting
Auto/Diesel Mech.	01	District 8
Civil Engr. III or IV	--	Office Engineer
Clerk-Typist III	06	Equipment
Engr. Aide III, IV, V	--	District 6
Envir.Scientist II	15	Environmental
Hwy. Inventory Tech. II	12	Planning & Research
Realty Appraiser I	14	Right-of-Way
Watchman	03	Central Shops
Welder	01	District 6

MEMORIAL DAY

Monday, May 30 will be a holiday for Department employees in observance of Memorial Day.

All work will be suspended except in case of emergency.

NATIONAL TRANSPORTATION WEEK

National Transportation Week, May 15-21, 1977 is one of the most meaningful of the many special weeks officially proclaimed each year.

Its purpose is to focus public attention on the importance of the transportation industry to our national well-being and to salute the more than 100 million workers who keep the industry functioning around the clock, through all kinds of weather, to and from many kinds of places.

In a very real sense, this is our nation's most important industry. It's an industry that serves all others and thus becomes a most significant factor in the daily lives of every American.

If transportation stops, the nation strangles.

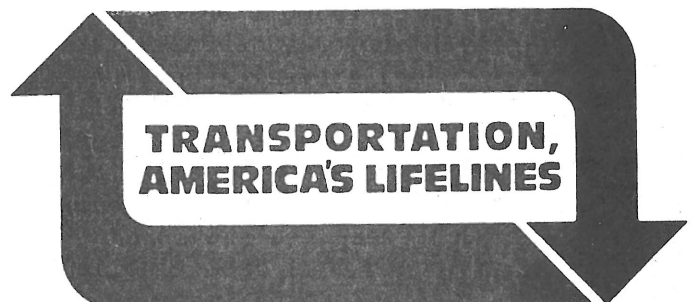
The US Transportation System is recognized as the best in the world. It does a bigger job than any other. But serious problems exist within the industry and its various segments, and their solution is vital.

Many of the problems stem from a lack of sufficient money to construct and maintain facilities during inflationary time.

Many of the problems stem from the fact that transportation policies have developed more or less haphazardly over the years. There has been a fluctuation of various modal expansion and emphasis without regard for the impact on other parts of the total system.

Current problems also stem from the obvious need to conserve energy.

A limited supply of bumper stickers proclaiming "Transportation...America's Lifelines" are available at each of the District Headquarters and the Information Services Office at the Central Headquarters.





EMPLOYEE NEWS LETTER



Vol.5 - No. 7

June 3, 1977

LIFE INSURANCE CHANGE

As of June 1, 1977, any active employee reaching age 65 on or after June 1, will have their amount of life insurance reduced to one-fourth ($\frac{1}{4}$) of the total amount carried prior to age 65, but not less than \$2,000.

Presently the active employees life insurance reduces to one-half ($\frac{1}{2}$) at age 65 and to one-fourth ($\frac{1}{4}$) at retirement. Those employees who are now 65 will be allowed to retain the present life coverage ($\frac{1}{2}$) until such time as they retire, at which time it will be reduced to one-fourth ($\frac{1}{4}$).

Questions pertaining to Employees' Insurance should be directed to the Group Insurance Section of the Accounting Division, Room 402, Central Office, Little Rock, Arkansas 72203.

A REMINDER

Those employees who normally work less than 1,000 hours a year - and whose employment is considered seasonal or temporary - are not eligible for the group insurance coverage. (This includes all summer employees.)

RETIREMENT BOARD ELECTION

Ballots for the election of an employee member to the Highway Employee Retirement System Board have been mailed out.

Four candidates are listed on the ballot. Please mark your selection and return the ballot, by mail, Monday, June 5, 1977.

SUMMER EMPLOYEES

WELCOME TO THE HIGHWAY AND TRANSPORTATION DEPARTMENT!

You have been given summer employment with an obligation - good job performance.

The AHTD Staff - through supervision - has an opportunity to help you become a good employee as well as improve their supervisory skills. Good supervision can create an environment in which your talents and energies can be released, directed, and channeled, in order to speed up the delivery of services.

Staff acceptance and understanding and the summer employee's willingness and enthusiasm are the prime factors in continuing success of this Program.

We're glad to have you this summer!!

BLOOD DONATIONS DEDUCTIBLE

Governor David Pryor recently signed into law Act 613 of 1977 which allows blood donors to take a \$25.00 deduction for each pint of blood donated.

The Act provides that "...any citizen of this state who donates, without charge, a pint of blood to the American Red Cross or other non-profit blood collecting organization or agency shall be entitled to take a deduction for a charitable contribution therefor in computing his state income tax..."

The provisions of the Act are applicable to the taxable income earned during the 1977 calendar year as well as each calendar year thereafter.

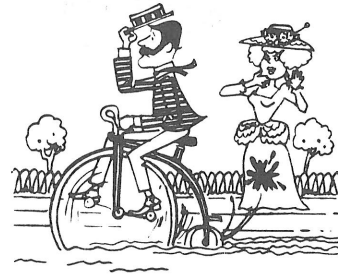
In order to provide donors with a record of their contribution, the American Red Cross Blood Program will provide a donor receipt which will be given to donors at the time of their donation.

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>
Civil Engr. I, II or III	-	Photogrammetry
Civil Engr. III or IV	-	Office Engineer
Data Processing Opr. I	08	Computer Center
Engr. Aide III, IV or V	-	District 9 (Rogers)
Hwy. Inventory Tech. I	09	Planning & Research
Stock Clerk	03	Central Shops
Signman I	04	Traffic

DID YOU KNOW?



Not motorists, but bicyclists were the first to demand paved highways for faster, easier travel. History is repeating itself today as bicycle enthusiasts promote special bike lanes and trails for both pleasure and safety.



Pick Up Arkansas



EMPLOYEE NEWS LETTER



Vol. 5 - No. 8

July 1, 1977

PAY PERIOD CHANGE

The 1977-1978 fiscal year pay periods began June 26. For the New Year, everyone will be paid on a Salary basis, the hourly payroll has been discontinued by Legislative action.

The pay periods will be changed for the New Fiscal Year, from Sunday through Saturday TO Thursday through Wednesday. To provide for the change there was a short pay period from Sunday, June 26, through Wednesday, June 29. Pay day for this short period of four (4) calendar days (3 work days) will be Friday, July 8th.

The next pay period began June 30 and will end on July 13. Pay day for these two (2) weeks will be Friday, July 22. Thereafter, pay day will be on a regular bi-weekly schedule.

The change in pay periods was made to enable the regular salary and the overtime earned to be paid in one check. This will be a savings in time and money to our Department, the State Finance and Administration Department, and to the State Auditor.

LOWDER RE-ELECTED

Ballots to elect an employee member to the Board of Trustees for the Highway Employees Retirement System for the two-year period July 1, 1977 to June 30, 1979 have been counted.

Mr. James E. Lowder, Assistant Chief Engineer for Operations, received a majority of the votes cast and was certified by the panel of judges as the elected member.

Mr. Lowder has approximately 26 years of service with the Department. He has been a member of the Board of Trustees of the Retirement System for nine years.

INSURANCE COVERAGE CHANGES

This is a reminder to all State Highway and Transportation Department employees that August 1, 1977 is the deadline for submitting a request for a change in your state employees' health and/or life insurance coverage for the following reasons:

- (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.

In order to make a change, a change card and a statement of health form must be completed and received in the Group Insurance Office before August 1, 1977. If the coverage is approved, it will be effective October 1, 1977. If desired changes are not made at this time, the next opportunity to make these changes will be April 1, 1978.

FOURTH OF JULY

Monday, July 4, will be a holiday for Highway & Transportation employees in observance of Independence Day.

All work will be suspended except in case of emergency.

Have a Happy Fourth!

CONSUMER ADVISORY

The National Highway Traffic Safety Administrator is warning owners of 1970 through 1977 Ford Motor Co. passenger cars and light trucks that the blades on their engine cooling fans could break off, resulting in vehicle damage and possible personal injury.

Joan Claybrook, NHTSA Administrator, said that "if such breakage occurs while the vehicle is in motion, vehicle damage such as dented hoods and severed hoses could result. The danger, however, is greatest for service personnel and vehicle owners who perform their own maintenance, since blade breakage while the hood is open and the engine is running, can result in serious injuries to persons working on the engine or standing nearby."

Involved in this investigation are those Ford, Mercury, and Lincoln passenger cars and Ford light trucks that are equipped with "flex-fans."

All owners of these vehicles who have experienced this problem are requested to report the details, in writing, to the Office of Defects Investigation, National Highway Traffic Safety Administration, 400 Seventh St., SW, Washington, D. C. 20590.

REVISED LEAVE FORM

Within the near future a new "card type" leave form will be replacing the existing form.

The new card, along with some modifications to existing practices, will enable the standardization of all leave requests and records maintenance procedures in an effort to achieve a high degree of accuracy between District, Division and Section records and the master computerized sick and annual leave record.

The various Leave Without Pay forms currently in use will also be replaced by the new card.

JOB VACANCIES

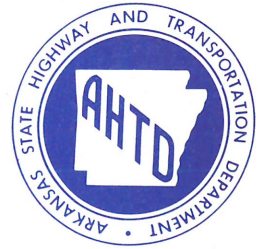
Following is a list of job vacancies that presently exist. Anyone interested in applying should contact the Personnel Office:

<u>CLASS TITLE</u>	<u>GRADE</u>	<u>DIST/DIV</u>
Civil Engr. I, II or III	-	Photogrammetry
Civil Engr. III or IV	-	Office Engineer
Clerk III	06	Personnel
Clk-Typist III	06	Construction
Engr. Aide II	06	Mtls. & Tests
Engr. Aide III	09	Final Estimates
Engr. Aide III (Stereoplotter Operator)	09	Photogrammetry
Engr. Aide III, IV, V	-	District 6





EMPLOYEE NEWS LETTER



Vol. 5 - No. 9

August 5, 1977

ADDITIONAL LIFE INSURANCE PLAN

There will be an open enrollment period for the I.N.A. (Life Insurance Company of North America) life insurance plan during the month of August. If you would like to enroll in the plan as outlined below, obtain an enrollment card from your payroll clerk or the Group Insurance office. There will be no health questions for this enrollment period. This enrollment is open to all employees, except those employees previously not accepted by I.N.A. due to health reasons.

The enrollment cards must be received in Group Insurance by August 31 and coverage will go into effect October 1.

This life insurance is "term insurance" and covers you as long as you are a Highway Department employee and continue payroll deductions. However, if you wish, you may choose to convert the coverage to permanent so that it builds cash value and/or paid up insurance. An employee's cash value at age 65 is often greater than his total premium payments. In other words permanent insurance is much less expensive over the long haul than term insurance.

By converting your term insurance you will guarantee yourself a policy of permanent protection with guaranteed cash values, a paid up policy, and guaranteed premiums based on your age at entry when you made your selection.

The additional Life Insurance Plan with I.N.A. provides life insurance based on annual salary as shown in the following schedule.

<u>Annual Salary</u>	<u>Life Amount</u>
\$4,000 to \$8,000	\$3,000.
8,001 to 12,000	7,000.
12,001 to 16,000	12,000.
16,001 up	17,000.

Age

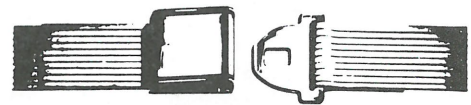
Term Cost Per \$1000* Per Pay Period

to 25	\$.13
25 to 30	.14
30 to 35	.16
35 to 50	.22
50 to 65	.63
65 up	1.44

Example: Employee age 35 to 50 earning \$8,000 to \$12,000 would have \$7,000 life insurance at a cost of 1.54 per pay period.

Changes in brackets due to salary changes are made September 1 of each year. Those employees who have coverage changes will be notified shortly of the additional amount of term coverage and be offered the opportunity to convert it to permanent insurance.

*The amount shown as deducted from the paycheck is deducted from 24 of the 26 paychecks received annually. There will be two paychecks in a calendar year when no deductions will be made.



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

JOB VACANCIES

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

<u>CLASS TITLE & GRADE</u>	<u>EDUCATION/EXPERIENCE</u>
Administrative Assistants 16/18	Degree and/or exp. in safety education, inspection, or investigation. Conduct safety training programs for employees in accident prevention. Thoroughly familiar with OSHA.
Carpenter 11	Two yrs. experience as a journeyman carpenter.
Civil Engr. I, II or III --	Oversee and coordinate semi-analytical aerial triangulation program & activities of control survey party.
Civil Engr. III or IV --	BSCE Degree. 2 to 4 yrs. experience in highway engineering or related field.
Engr. Aide III, IV, V --	H.S. Grad. Construction background.
Engr. Aide I 04	High School Graduate
R-O-W Tech. I 15	H.S. Grad. supplemented with advanced training in engineering; 3 yrs. experience with maps and land descriptions.
R-O-W Tech. I	H.S. Grad. with 3 yrs. experience in abstract office performing title search work. Responsible for all title search and must prepare and deliver a Certificate of Title. Constant Travel.
Security Guard 02	--
Signman I 06	--

PERSONNEL CHANGES

Due to the recent acceleration of the number of highway construction projects in the Central Arkansas area, and the complexity of those jobs, several personnel changes have been made to provide more direct and concentrated supervision, particularly on the East Belt and Interstate 630 projects, according to Highway and Transportation Director Henry Gray.

Bobby Parker has been assigned as Freeway Engineer and will be responsible for supervision of all construction projects and coordination of consultant services where they are utilized for construction supervision. Mr. Parker will work under the direct supervision of the State Construction Engineer. He has been with the Department for 16 years, serving as Engineering Technician, Engineering Assistant, Resident Engineer, and Assistant Division Head.

Dan Flowers has been assigned to District Six at Little Rock as Assistant District Engineer. He has been with the Department for 9 years, serving as Planning Engineer, Assistant Resident Engineer, Resident Engineer, and Assistant Construction Engineer.

Jim Gee and Mickey Reese have been assigned to the Construction Engineer's office and will be responsible for construction liaison duties with their designated Districts.

Mr. Gee has been with the Department for 14 years, serving as Engineering Technician, Resident Engineer, and Assistant District Engineer.

Mr. Reese has been with the Department for 7 years, serving as Assistant Resident Engineer and Resident Engineer.

As a result of these changes, it has been necessary to realign the duties and responsibilities in the Construction Division as follows:

Allan Holmes - Districts 1, 6 & 10

Jim Gee - Districts 4, 5, 8 & 9

Mickey Reese - Districts 2, 3, & 7.



EMPLOYEE NEWS LETTER



Vol. 5 - No. 10

August 19, 1977



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 less than 10 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 in a lower tax bracket.)

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

LABOR DAY

Monday, September 5, will be a holiday for Highway & Transportation Department employees in observance of Labor Day.

All work will be suspended except in cases of emergency.

Labor Day 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.

Labor Day is the last holiday of the summer season and many travelers will be taking advantage of this time off. The highways will be congested and extreme caution should be exercised to insure that your trip is safe and enjoyable.

ENGINEERING TECHNOLOGY

There is a new program at the University of Arkansas at Little Rock to help prepare you for a job in Engineering Technology.

Engineering technology supports the practical side of engineering activities with emphasis upon the end products of industry. Technology courses concentrate on the application of engineering principles to real industrial work problems. Working with skills are acquired by "hands on" experience. Mathematics requirements have been kept to a minimum and courses are based on algebra to the greatest extent possible.

Two levels of study are available - a four-year Bachelor of Science in Engineering Technology and a two-year Associate of Science in Engineering Technology.

Approximately 50 percent of the courses offered are evening courses.

Registration is Thursday and Friday, August 25th and 26th, at UALR.

If interested, contact Louis Galbiati, Director of Engineering Technology, UALR, Telephone: 569-3364.

JOB VACANCIES

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

<u>CLASS TITLE & GRADE</u>	<u>EDUCATION/EXPERIENCE</u>
Attorney I 20	Grad. from accredited college or university with LLB Degree
Carpenter 11	Two years experience as a journeyman carpenter.
Engr.Aide I 04	High School Graduate. Must travel.
Research Analyst 15	H.S. Grad with advanced training in statistics, research or related field.
R-O-W Tech. I 15	H.S. Grad supplemented with advanced training in engineering; 3 years experience with maps and land descriptions.
R-O-W Tech. I 15	H.S. Grad with 3 years experience in abstract office performing title search work. Responsible for all title search and must prepare and deliver a Certificate of Title. Constant travel.

MATERNITY BENEFITS

The State Employees Group Insurance Committee has increased maternity benefits. This change was effective June 16, 1977 and any claims for deliveries from this date would be paid as follows:

The total physician's fee would be paid under the Type B Expense or \$100 deductible. After you pay the first \$100, your insurance plan will pay 80% and you will pay 20% of the remaining covered charges. This is your \$100 calendar year deductible, so it is possible you may have already satisfied it for the year.

Charges in the hospital will be paid under the Type A Expense, or \$50 deductible. After the first \$50 is paid by you, covered charges for the hospital will be paid at 100% up to \$2,000, then at 80% thereafter.

Below is an example of how a maternity claim will be paid.

PHYSICIAN

\$500-Physician's fee
\$100-Deductible

\$400
x 80%

\$320-Paid by Insurance
\$80-Paid by Employee

HOSPITAL

\$1,000- Hospital Bill
\$50-Deductible

\$950-Paid by Insurance
100% Paid in Full

Total Out-of-Pocket Expense for Employee

\$100-Deductible for Physician
\$80-20% of Physician's charges
\$50-Hospital deductible

\$230-Total for employee

Total Charges Paid by Insurance

\$950-Hospital bill
\$320-Physician's charges

\$1,270-Total

These benefits are payable for all eligible insured dependents and employees for Covered Charges incurred because of pregnancy, which begins while insured.

If you have any questions about your insurance plan, call Group Insurance at 569-2417. If you have any doubt about a charge being covered, contact the Administrative Claims Office in Little Rock, 664-1005 or the claims WATS line I-800-482-8880.



STATE EMPLOYEES' INSURANCE ADVISORY COMMITTEE

P. O. Box 3278
LITTLE ROCK, ARKANSAS 72203
Phone — 371-1479

September 16, 1977

TO ALL STATE EMPLOYEES:

In an effort to provide the best possible Health and Life Insurance Program for State employees, your Insurance Committee has made the following changes in the Insurance Program.

Effective October 1, 1977, there will be one calendar year deductible in the amount of \$100.00 for all covered charges, either in or out of hospital. After satisfaction of this annual deduction, the Plan will pay 80% of covered charges up to \$4,000.00, after which the Plan will pay 100% up to \$250,000.00.

This provision will be of benefit to you in stopping your annual "out-of-pocket" loss at a maximum of \$900.00. It will be of benefit to the solvency of the Plan as a cost-containment measure since the individual who uses the Plan will be more careful not to abuse it when they have to participate at a rate of 20%. The change in provisions mentioned herein apply only to Plan I. A new booklet is being prepared incorporating all changes which have been made since the old booklet was published.

The Legislature, at the last Session, granted an increased State's contribution toward the employee's portion of the premium in the amount of \$3.00, making a total contribution of \$19.00 per month. It has been necessary to use that in order to keep from increasing the employees' premium at this time. The Legislature has been solidly behind our Plan and has provided this additional benefit to you. It would be well for you to express your appreciation to your Legislator for his help.

The Plan is, at this time, financially sound. It is up to you to keep it that way. Abuse will only result in a premium increase to you.

Yours truly,

A handwritten signature in cursive script, reading "Gip I. Robertson, Jr.".

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



EMPLOYEE NEWS LETTER



Vol. 5 - No. 11

September 16, 1977

FHWA FELLOWSHIP AND SCHOLARSHIP PROGRAM

Information and application forms are now available from the Department's Personnel Office pertaining to the Federal Highway Administration Fellowship Program in Highway Safety and Transportation, and Scholarship Program in Highway Technology for the 1978-1979 academic year.

Fellowship Program in Highway Safety and Transportation for the 1978-79 academic year - This graduate level program is intended to enable professionals and students in the fields in which they are working or plan to work or in other disciplines impinging on their work. Study programs may include but are not limited to: highway safety, design and traffic engineering, safety management, computer applications, environmental sciences, business administration, transportation system management and planning and other related cross-disciplinary fields such as economics, sociology, land management and energy conservation. Study programs oriented toward law enforcement or driver education are not considered to be within the scope of this program.

- (1) Approximately 35 fellowship grants of up to \$6,000 each will be awarded for employees of State and Local highway/transportation agencies and students for direct educational expenses and living stipends for up to 12 months of full-time graduate study.
- (2) Approximately 35 fellowship grants of up to \$3,500 each will be awarded for employees of State and Local highway/transportation agencies and students for direct educational expenses for up to 24 months of part-

time graduate study. Grant amounts shall be limited to the cost of tuition for two years part-time study as determined by the school plus \$600 for fees, books and supplies.

Scholarship Program in Highway Technology for the 1978-79 academic year - Awards will be made to employees of State and Local highway/transportation agencies and the FHWA who are presently engaged in work activities at the technician or paraprofessional level. The awards are for academic study in areas related to highway transportation. These study areas may include but are not limited to: highway and safety, computer applications, environmental sciences, surveying, planning and business administration. Training in these areas is readily available at many 2-year colleges and technical institutions. The program is generally designed to provide one academic year of study at a college or technical institute having curriculums relating to transportation technology. The primary emphasis is on providing first or second year (Associate Degree Level) education for junior staff rather than simply to enable technical staff to obtain Bachelors Degrees. The earning of a certificate or Associate Degree is encouraged but not a requirement of the program.

- (1) Approximately 40 scholarship grants of up to \$4000 each will be awarded for direct educational expenses and living stipends for up to 12 months of full-time undergraduate study.
- (2) Approximately 40 scholarship grants of up to \$2,500 each will be awarded for direct educational expenses for up to 24 months of part-time undergraduate study. Grant amounts shall be limited to the costs of tuition for 2 years part-time study as determined by the school plus \$400 for fees, books, and supplies.

JOB VACANCIES

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

<u>CLASS TITLE & GRADE</u>	<u>EDUCATION/EXPERIENCE</u>
Adm. Asst. 16/18	Degree and/or experience in safety education, inspection, or investigation. Conduct safety training programs for employees in accident prevention. Thoroughly familiar with OSHA.
Civil Engr.III 19	Coordinate Department's transportation planning activities with Federal, State and local governments.
Clerk I 04	Six months experience in clerical work or related field.
Realty Appraiser I 16	Qualified to estimate market value of property for highway purposes. B.S. in Agric. or related degree. Courses in Real Estate & Econ. required. Rural background preferred. Must travel.
R-O-W Tech- nician I 15	H.S. Grad. Three years experience in sub-professional engineering work. Experience allied to highway construction with utility company experience desirable.
Secretary II 10	H.S. Grad. Three years experience in secretarial work or related field. Type 50 wpm. S.H. 80 wpm.
Trans. Planner II 17	Degree and/or experience in urban, regional, or transportation planning. Understanding comprehensive development planning desirable. Must be knowledgeable in transportation planning, land

(Trans. Planner II - continued)

use, and population projections. Must travel.

CREDIT UNION

Previously, bi-weekly credit union deductions were limited to \$99.99. The new payroll system does not limit this deduction. If you wish to increase your deduction, you may obtain the deduction cards from your payroll clerk, or Group Insurance. Complete two cards and send them to Group Insurance, Accounting Division.

NEW INSURANCE PROVISIONS

There is a letter being passed out to each employee with the paycheck, explaining the new provisions of the State Employees Insurance Plan. Maternity benefits will be paid as any other illness.

This plan will prevent the medical bills from a lengthy illness wiping out a family's savings.

EXAMPLES:

(1) On a hospital bill with \$25,000 of covered charges -

	<u>Old Plan</u>	<u>New Plan</u>
Insurance	20,360	24,100
Employee	<u>4,640</u> 25,000	<u>900</u> 25,000

(2) On a hospital bill with \$100,000 of covered charges -

	<u>Old Plan</u>	<u>New Plan</u>
Insurance	80,360	99,100
Employee	<u>19,640</u> 100,000	<u>900</u> 100,000

(more)



EMPLOYEE NEWS LETTER



Vol. 5 - No. 12

October 14, 1977

VETERAN'S DAY

The next holiday for Highway and Transportation employees will be Friday, November 11th - VETERAN'S DAY.

Veterans Day is one of 11 paid holidays provided by the Legislature and the Highway Commission each year, in addition to your regular vacation leave and sick leave.

All work will be suspended except in cases of emergency.

Friday, November 11th, is also a payday for employees. Because of the holiday, every effort will be made to have the pay checks issued Thursday, November 10th.

REGIONAL PUBLIC MEETINGS

The Arkansas State Highway Commission will hold four regional meetings in order that individual citizens, as well as local civic groups, may express their suggestions and recommendations concerning their Highway System and improvement program.

The first meeting will be held in the High School Girl's Gym, Springdale, Arkansas, at 7:00 p.m. on Thursday, October 27th. All the citizens in the northwest section of Arkansas are encouraged to attend and to participate.

Later this fall, similar meetings will be scheduled for Jonesboro, Monticello and Hope.

UNITED WAY

Many communities throughout the State are conducting their United Way Campaigns for 1977. Highway and Transportation Department employees in Pulaski County have already received pledge cards and information about the United Way.

There are 33 agencies of the United Way that depend on your support so they can continue to provide services for people throughout Pulaski County.

Last year the various state agencies contributed over \$22,000 to the campaign. Highway and Transportation Department employees contributed \$2,000 of that total.

This year's goal is 10 percent above what was given last year.

If you plan to contribute this year, please fill out your pledge card and return it and your donation to your Section or Division Head next week so they can be forwarded to Information Services.

**Your help
goes a long way.**



United Way

JOB VACANCIES

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

CLASS TITLE
& GRADE

EDUCATION/EXPERIENCE

Engr. Aide IV
(Permit Clerk)
15

H.S. Grad. Construction experience desirable.

Mechanic
(Auto/Diesel)
11

Two years heavy equipment experience desirable.

Repro. Equip.
Opr. I
07

H.S. Grad. One year's experience in offset press operation or Vo-Tech training. Knowledge of multi-color operation is required.

Security Guard
02

Must perform some janitorial work.

Sign Man I
06

Ability to read and write.

CONSUMER ADVISORY

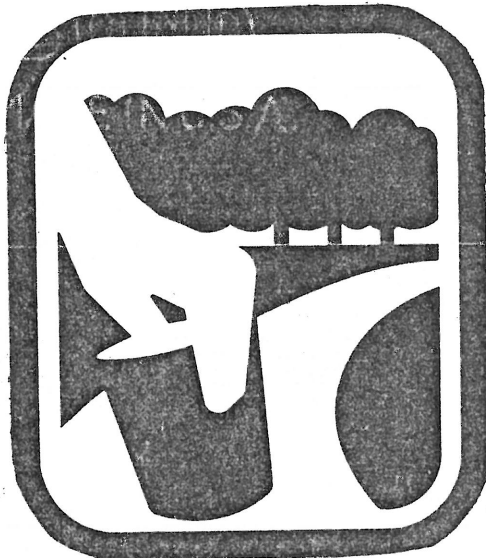
If you own a 1977 Ford Granada, you may be getting a new gas tank filler cap in the mail soon.

The National Highway Traffic Safety Administration (NHTSA) reports that an estimated 290,000 1977 "base model" Granadas which have the gas tank filler cap exposed are involved. In other Granada models, the cap is hidden by a small door.

The NHTSA recently subjected a 1977, two-door, base model Granada to a rear crash impact test, followed by a static rollover test. It was found that during the rollover test, spillage from the gas tank filler cap was greater than that allowed by the standards.

The Administration warns motorists that a rear-end crash and rollover could result in fuel spillage which could be ignited by a spark.

No precise date was announced for the replacement of the caps, but the Ford Motor Company is expected to mail them to affected vehicle owners, thereby avoiding the necessity for owners to call their dealers and take time off from work or other activities to visit a dealer.



Pick Up Arkansas



EMPLOYEE NEWS LETTER



Vol. 5, No. 13

November 10, 1977

THANKSGIVING

Thursday, November 24th and Friday, November 25th, are holidays for Highway and Transportation Department employees in observance of Thanksgiving.

This will enable employees to spend more time with their families over the holiday weekend.

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

Since Friday, November 25th is a pay-day, every effort will be made to have paychecks available the afternoon of Wednesday, November 23rd.

INSURANCE CHANGE

The State Employees' Insurance Advisory Committee approved a change in the Statement of Health procedures for the group health and life insurance. The following applications will now be accepted year round:

- Change from Plan II to Plan I
- Add Dependent Health coverage
- Add Optional Life Coverage
- Add Dependent Life Coverage

If you are an employee who did not take out insurance within the 31 days following the time you were employed and now want to be covered.

In order to make a change you should get a change card and a statement of health from your insurance clerk.

Those employees having questions concerning these procedures, should contact Brenda Mayton in the Employees Insurance Office, Central Headquarters, 569-2417.

DISABILITY INCOME INSURANCE

Some of our employees have expressed an interest in disability income insurance.

Several companies have approached the Department concerning their plans. After evaluating them, Colonial Life and Accident Insurance Company represented by Mr. K. Purifoy Gill has been authorized to contact our employees concerning the provisions of several different policies offered by their company.

Payroll deductions will not, now or in the future, be authorized for payment of premiums for this insurance. Mr. Gill or another representative of Colonial will be contacting all Division Heads and District Engineers in the near future in order to establish a suitable schedule for contacting employees.

INSURANCE BOOKLETS

New Employee Insurance Booklets have been ordered and will be issued to employees in the very near future.

These new booklets contain all the latest up-to-date information about the Department's insurance program.



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

JOB VACANCIES

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

<u>CLASS TITLE & GRADE</u>	<u>EDUCATION/EXPERIENCE</u>
Carpenter 11	Two years rough carpentry experience required.
Clerk Typist I 04	Type 40 wpm.
Const. Aide I 02	Construction, survey or related experience desired.
Crew Leader 12	H.S. Grad or GED preferred. Minimum of three years experience in highway maintenance.
Draftsman I 09	Basic drafting skills required.
Engr. Aide II 07	Experience in drill crew desirable. Must travel.
Engr. Aide III 10	Extensive drafting experience - some design. Mathematics through trigonometry.
Mechanic (Auto/Diesel) 11	Two years experience in heavy equipment desirable.
Relocation Coord. I 15	Degree or equivalent in experience. Travel required.
Signman I 06	
Stock Clerk 03	Ability to read and write.

Storeroom
Supv.
12

H.S. Grad. Minimum of three years experience in storeroom work. Knowledge of storeroom methods and procedures required.

Trans. Plan-
ner II
17

Degree in Civil Engr., Industrial Engr., Urban Planning or Sociology required. Some travel. Experience in transportation management or planning desired.

Clerk I
04

FREEWAY JOB VACANCIES

Due to the volume of work on the East Belt and Wilbur Mills Freeways, there is a need for additional personnel in all levels of ability. Engineers, technicians, inspectors, surveyors, helpers, and checkers positions are available. If you would like the opportunity to advance and to become a part of this multi-million dollar construction, contact Bobby Parker, Freeway Engineer, Room 907, extension 2251.

UNITED WAY

Nearly \$1300 was contributed to the Pulaski County United Way Campaign by Highway and Transportation Department employees this past month.

Your contributions are greatly appreciated and will go toward helping those less fortunate than ourselves who are served by the 33 United Way agencies.

(more)



EMPLOYEE NEWS LETTER



Vol. 5, No. 14

December 9, 1977

POLL RESULTS

Recently a poll was taken by Director Henry Gray of all construction employees of the Department relative to their opinion of working conditions and overtime policy. This poll was considered desirable because employees who supervise contract construction have unique working conditions in that they have longer hours during summer months and shorter hours during winter months when there is much inclement weather. Their working hours must coincide to a great extent with the contractor's work schedule. Four questions were asked. These questions with the number of affirmative and negative responses were as follows:

1. Do you favor making any changes in the present policy on overtime and annual employment? Yes 405 No 156
2. Do you favor being paid time and one-half for all hours worked over forty per week with lay-offs without pay during off season similar to contractor personnel? Yes 48 No 455
3. Do you favor working for an annual salary with accrued credited leave time (leave bank) for all hours worked over forty per week - time to be taken with pay during off work season? Yes 405 No 125
4. Do you favor a "flextime" work week, that is, a determination would be made as to hours needed during work season up to 48 or 56 hours with a reduction to 32 hours during off work season? Yes 97 No 404

Comments were also solicited, with a few gripes and many good suggestions received.

Results as shown above indicate that an overwhelming majority favor continuous employment as opposed to flextime and as opposed to long hours with overtime during work season and lay-offs during off season. Most prefer continuous employment with accrued credited leave time (leave bank).

The important thing is that conscientious supervision of the construction projects be accomplished with a fair and impartial work regimen and pay plan for all construction personnel.

With the results of the poll, the comments and management input, a plan is being developed that will accomplish this goal.

CREDIT UNION

The Capitol Credit Union will be closed Friday, December 23rd, through Monday, January 2nd, for the Christmas and New Year's holidays.

Applications for loans other than share loans or travel loans must be submitted by December 16th. Share or Travel loan applications can be made through December 21st.

SLOW DOWN

Which would you rather be, happy or sad... alive or dead? Thousands of motorists are unhappy these days after they are ticketed for breaking the 55 mph speed limit. Slow down, enjoy life. And help a lot of people live a lot longer. Thousands of motorists have been spared tragedy because of the 55 mph speed limit.

JOB VACANCIES

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

CLASS TITLE & GRADE	EDUCATION/EXPERIENCE
Engr. Aide III 10	H.S. mathematics through trig.
Engr. Aide III 10	Extensive drafting experience - some design. Mathematics through trig.
Statistician I 13	Background in mathematics, statistics, or related field.
Transp. Planner II 17	Degree in Civil Engr., Industrial Engr., or Urban Planning required. Some travel. Experience in transp. management or planning desired.
R-O-W Tech. I 15	H.S. Grad. supplemented with advanced training in engr.; 3 yrs. experience with maps and land descriptions.
Data Proc. Opr. II 11	Min. of 1 year experience or equivalent training in the operation of an IBM 370-145 Computer System with allied magnetic tape drives and disk drives.
Cartographer II 12	H.S. Grad. with 3 years experience in scribing or drafting. Knowledge of topographic symbols and specifications.
Mat. Insp. Tech II 15	Materials inspection experience required.
Admin. Asst. I 16	Knowledge of the principles and practices of public admin. and agency policies. Experience in office management. Must type and take dictation.
Engr. Aide IV (Environ. Control) 15	Prefer degree in Bus. or General Science. Frequent travel and personal contact.
Equip. Opr. III 11	Skilled Motor Patrol Opr.

EEO PROCEDURES TO BE EXPLAINED

The AHTD EEO Section has recently published a booklet, "Supervisor's EEO Handbook", to assist our supervisory and managerial personnel in better understanding and complying with the EEO requirements.

Meetings are now being scheduled for the purpose of explaining the booklet to all supervisory personnel. All District Engineers and Division Heads are required to coordinate a meeting of all supervisors in their area, with the EEO office.

If you have not scheduled your meeting, please contact Melba Shepard, EEO Procedural Specialist, at 569-2296.

HOLIDAY REMINDER

Christmas Eve, Dec. 24th, and Christmas Day, Dec. 25th, are both holidays for Highway and Transportation Department employees. However, since these days fall on Saturday and Sunday this year, employees will have Friday, December 23rd, and Monday, December 26th, as days off.

The New Year's holiday will be Monday, January 2nd, since New Year's Day is on a Sunday.

All work will be suspended except in cases of emergency.

Since Friday, December 23rd, is a payday, every effort will be made to have the pay checks ready for Thursday, December 22nd.

The Highway Commissioners wish each of you a Merry Christmas and a Happy and prosperous New Year, and hope you enjoy these holidays.

Merry Christmas

