

EMPLOYEE NEWS LETTER



Vol. 6, No. 1

January 6, 1978

PERSONNEL AND ORGANIZATION CHANGES

DANNY L. FLOWERS has been promoted to District Engineer for Dist. 6 at Little Rock, replacing Don Cahoon who has resigned to accept a position with a private contracting firm.

Flowers has been Ass't. District Engineer at Dist. 6 since June, 1977. He has worked as an Ass't. Resident Engineer, Resident Engineer, and Ass't. Construction Engineer since joining the Department in 1969.

He has a BSCE degree from the University of Arkansas and is a Registered Professional Engineer, a Director of the Central Chapter of the Arkansas Society of Professional Engineers and a member of the Little Rock Engineers Club.

HURLEY H. PERKINS has been transferred to Dist. 6 as Assistant District Engineer.

Perkins was Ass't. State Maintenance Engineer and has also worked as Ass't. Resident Engineer, Resident Engineer, and Ass't. Division Head of the Construction Division.

Perkins, who has worked for the Department 34 years, is a Registered Professional Engineer, a member of the Arkansas Chapter of the Society of Professional Engineers, and the Arkansas Chapter of Registered Land Surveyors.

WILLIAM E. TYLER, District Maintenance Engineer for Dist. 3 at Hope, is being promoted to Ass't. State Maintenance Engineer at the Little Rock Central Headquarters.

Tyler began his career 11 years ago as a Jr. Instrumentman at Dist. 3 and has served as Instrumentman, Construction Inspector, Maintenance Supervisor and District Maintenance Engineer. He is a Registered Professional Engineer.

CHARLES H. HESSELBEIN, Ass't. Maintenance Superintendent at District 10 at Paragould, is being promoted to District Maintenance Superintendent at District 6 at Little Rock.

Hesselbein began working as an Inspector for District 8 at Russellville 15 years ago. He was transferred to Paragould as a Job Superintendent in 1966 and was promoted to Ass't. Maintenance Superintendent in 1970.

LEON SNEED has been promoted to assume the duties and responsibilities of Safety Officer, replacing Roland Humble who retired in December, after having served as Safety Officer continuously since 1965.

Sneed began work with the Department in 1959, in Equipment. After performing various jobs in Equipment he was transferred, in 1968, to the Safety Section.

Since the Safety Section will be expanding its efforts into more of the field operations of the Department, it is being transferred from the Administration and Realty branch to Mr. Jim Lowder, Ass't. Chief Engineer for Operations.

WILLIAM H. McDORMAN has been promoted to Chief of Internal Audit. He is replacing E. N. Orsini who recently retired after 26 years with the Department.

McDorman began work with the Department in the Internal Audit Section in 1973, after receiving his BS degree in Accounting from the University of Arkansas at Little Rock.

He is also a Certified Public Accountant.

MAURICE D. HEAD has assumed the new duties and responsibilities of Chief of the new Equipment and Procurement Section, and will report to the Assistant to the Director.

Certain functions of the Equipment Section, including central warehousing, equipment specification writing, central shop, motor pool, and inventory of all equipment have been merged with the Procurement Section in order to better coordinate procurement and distribution of equipment and supplies, and to also eliminate some of the duplication that now exists within the two sections.

The Equipment Preventive Maintenance Study presently under the Equipment Section in the Maintenance Division and conducted by Doug Nielsen will remain in the Maintenance Division.

HIGHWAY MAGAZINE

Since development and distribution of the Highway Magazine is a public information function, it has been transferred back to the Information Services Section. This is in accordance with other changes being made in the Department in an effort to try to group various activities by function.

Please notice address change, as news articles and information pertaining to the magazine are to be mailed to:

Arkansas Highway Magazine
c/o Information Services
P.O. Box 2261, Room 1002
Little Rock, Arkansas 72203

or call 569-2239.

(more)

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>
Engr. Aide III 10	Extensive drafting experience - some design. Mathematics through trigonometry.
Transportation Planner II 17	Degree in Civil Engr., Industrial Engr., or Urban Planning required. Some travel. Experience in transportation management or planning desired.
Draftsman I 09	Basic drafting skills required.
Engr. Aide IV 15	H.S. Grad. with 5-7 years experience in construction layout and related calculations required.
Data Input Opr. III 09	Experience in the operation of data entry systems devices required.
Secretary II 10	H.S. Grad. with 1-3 yrs. experience in secretarial work or related field. Type 50 wpm. S.H. 80 wpm.
Equip. Opr. I (Dist. 9) 06	Some knowledge of the operation and maintenance of small automotive vehicles.
Clerk-Typist II (Dist. 9) 07	Type 45 wpm. One year's experience in general clerical duties.
Hwy. Civil Engr. III 19	One to two years' experience in highway related work desired. BSCE degree.
Engr. Aide IV 15	Design drafting experience required.
Carpenter (Rough) 11	Two years' experience as a journeyman carpenter.

PERSONAL PROPERTY ASSESSMENT

Mr. L. E. Tedford, Pulaski County Tax Assessor, will have four assessors available at the Highway Building to prepare 1978 personal property assessments. Please bring your 1977 assessment and your 1976 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 16, 1978.

SOCIAL SECURITY

The current pay period, ending December 28, is the first pay period for the 1978 calendar year and will be reported for income tax and Social Security purposes on the 1978 W-2's. This is a requirement of the Federal Income Tax law, because employees will receive their checks in January 1978.

The Social Security deduction will resume for those who paid the maximum of \$965.25 on \$16,500.00 this year.

For 1978 the rate will be 6.05% on a maximum salary of \$17,700.00. This will be an increase in tax of .20% for everyone, with the maximum Social Security being \$1,070.85, an increase of \$105.60 for those earning at least \$17,700.00.

CREDIT UNION MEETING

The 29th annual meeting of the Capitol Credit Union will be held Thursday, January 26th, at 7:00 p.m. in the Legislative Committee Room on the first floor of the State Capitol.

Members are urged to attend the meeting and take an active part in the administration of the Credit Union.

New officers will be elected and credit union reports will be given. There will also be drawings for door prizes.

Support your Credit Union. Attend this meeting.

Happy New Year



EMPLOYEE NEWS LETTER



Volume 6, Number 2

February 3, 1978

HOSPITAL INSURANCE – PLAN I

In order to allow all employees to see the status of the State Employee Group Insurance program, monthly and yearly accumulated figures will be reported for claims and premiums.

This plan is a self-insured plan with the employees' premiums and the participating State agencies contributions being used to pay employee claims. The only cost to the plan are the claims and the claims administration. The claims administrator, American Fidelity, is allowed 2% of premiums for expenses, which includes salaries, office rental, furniture, supplies, printing of claim forms, booklets, etc. They are allowed one half of one percent for profit. The cost to the plan is limited to 2.5% and could be lower if expenses were less than 2%. In July, the company returned \$8,458.00 to the plan because expenses were less than 2% for the twelve month period ending June 30, 1977. The figures below are figures for claims and premium only.

In the first six months of 1977, the claims paid out were \$133,381.92 more than the premiums. In July the State's monthly contribution per employee increased \$3.00, from \$16.00 to \$19.00. This increased the monthly premiums approximately \$30,000.00.

In October, changes were made in payment of hospital charges to prevent a rate increase and to limit an insured's annual out of pocket expenses to \$900.

Month	1977	
	Claims	Premiums
January	548,882.97	568,429.10
February	566,403.59	564,139.75
March	737,554.69	564,571.45
April	620,423.89	571,298.70
May	555,541.52	566,753.10
June	506,597.56	566,830.20
Six Month	3,535,404.22	3,402,022.30
Total 103.9%		
July	444,169.53	594,299.40
August	593,259.14	593,760.00
September	588,996.60	596,422.07
October	570,731.80	607,587.55
November	460,472.16	612,766.10
December	500,538.54	612,800.00*
*Estimate	3,158,167.77	3,617,635.12

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
Design Technician Engr. Aide IV/15	Design drafting experience.
General Secretary Sec. I/08	High School Graduate or GED. One year experience in secretarial work. Type 50 wpm. Shorthand 80 wpm.
Leave Clerk Clerk I/04	Basic typing skills.
Estimates Checker Engr. Aide I/04 Engr. Aide II/07 Engr. Aide III/10	Construction field experience helpful.
Realty Appraiser Realty Appraiser I/16	Bachelor's Degree in Real Estate, Business or related field. One year experience in appraisal or related area.
District Receptionist Clerk II/07	Basic clerical skills.
Drill Helper Engr. Aide II/07	Must travel.
Boiler Operator Bl. Opr./07	Low pressure license desired.
Fiscal Clerk (Fed Aid) Bkcp II/09	Experience related to highway finance or federal funding. Completed six semester hours in Accounting.
Bookkeeping Machine Opr. Clk II/07	Experience with IBM 3741.

WOMEN IN ENGINEERING

Currently, women at UALR make up over 50% of the total student body, but represent only 3% of the Engineering Technology students.

UALR has been designated as the focal point in Arkansas for the Bachelor of Science degree program in Engineering Technology. Major emphasis is being placed on attracting more women to this well paying field.

You do not have to leave Little Rock any longer to prepare for a career in Engineering Technology. UALR now has a program to help you prepare for the job opportunities offered by Arkansas industry. Two levels of studies are available:

- Four Year – Bachelor of Science in Engineering Technology
- Two Year – Associate of Science in Engineering Technology

There are currently three types of scholarships being offered.

If you are interested, contact:

Louis J. Galbiati
Director of Engineering Technology
University of Arkansas at Little Rock
33rd Street and University Avenue
Little Rock, Arkansas 72204
Telephone 569-3148

WASHINGTON'S BIRTHDAY

Monday, February 20, 1978, will be a holiday for Highway and Transportation Department employees in observance of George Washington's birthday.

All work will be suspended except in case of emergencies.

EMPLOYEES' CENTRAL OFFICE ADVISORY COMMITTEE

Bennie Robbins, Secretary in the Roadway Design Division, has been elected Chairperson of the Central Office Employees' Advisory Committee.

Others appointed to the committee are: Harry Wilcockson, Maintenance Division; Al Collins, Environmental Division; Jan Weinberg, Weight Division; and Kerry Nichols, Planning & Research.

The Committee serves as a direct line between the individual employee and the Director. If you have any questions or suggestions, contact one of the committee members.

WE ARE NOT AN EQUAL OPPORTUNITY EMPLOYER

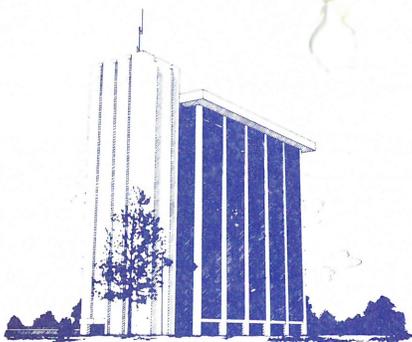
... . unless all of our supervisors and managers are equal opportunity employers, and unless they know and comply with Federal EEO Legislation. They are the key to an effective affirmative action program. They are the ones who will make our program a success! If you, as a supervisor or manager, are unsure of your EEO responsibilities, contact the EEO Staff, 569-2296.

BLOOD DONATIONS

Congratulations go out to the Central Office Blood Donors. During 1977, the Central Office donated 176 pints of blood to the American Red Cross. This was 46 pints above the quota set for the year.

Pat Koonce, of the Accounting Division, set a fine example for others to follow. The AHTD began participation in the Red Cross program in July, 1964. Since that time Pat has donated over 6 gallons of blood. Madge Livingston, of the Maintenance Division, has donated 2 gallons of blood.





EMPLOYEE NEWS LETTER



Volume 6, Number 3

March 3, 1978

TRANSPORTATION ENGINEERING CERTIFICATION PROGRAM

A certification program for transportation engineering technicians has been adopted for Arkansas. The Federal Highway Administration has awarded a \$96,000 contract to the Institute for the Certification of Engineering Technicians to enact a job-related certification system. The American Association of State Highway and Transportation Officials, in cooperation with the FHWA and the ICET, have employed a pilot certification program in Rhode Island, Utah, North Dakota and Ohio. These programs will serve as indicators of what the Arkansas program can expect.

The certification system will provide better opportunities and greater efficiency for transportation engineering technicians and the entire transportation industry. It is expected to provide a framework within which individuals' training may be planned and their capabilities documented. More complete information will be available regarding subject matter and technical requirements of all transportation engineering careers. An improved supply of goods and services is the expected result of the program on both a government and private level.

The AASHTO has appointed a task force to aid in the implementation of the certification system. Among the nine members of the task force is John Tallant, PE, Chief of the Construction Division of the Arkansas State Highway & Transportation Department. Any questions regarding the certification program may be directed to him at the Department's Central Office, phone 569-2251.

TEMPORARY DUTY IN SAUDI ARABIA

The Ministry of Communications, Department of Highways of Saudi Arabia (SA) has requested FHWA to assist them in an inventory, inspection and evaluation program for the bridges on the main highways of the Kingdom. The FHWA has agreed to help with approximately five teams of two engineers each to complete the inventory. The project will be completed in a three month program between March 1 and June 1, 1978.

An opportunity is being extended to both structural and hydraulic engineers who have a capability and experience in bridge inspection and training.

Persons interested may complete the attached "Application for Temporary Duty in Saudi Arabia" and forward to:

Mr. Walter B. McKendrick
Chief, Foreign Projects Division
HHO-20
Federal Highway Administration
Washington, D.C. 20590

NOTIFICATION OF SPECIAL TRAINING

Any AHTD employee who is enrolled in or who completes any type of special training which would qualify that person for promotional opportunities should immediately notify his or her supervisor. This applies to both Departmental training courses as well as any special training outside the Department.

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>
Engr. Aide IV 15	Design drafting experience
Boiler Operator 07	Low pressure license
Accountant I 16	Degree in Accounting or Bus. Admin. with minor in Accounting. Must travel.
Signman I 06	Statewide travel.
Clerk II 07	Automotive parts warehousing or related experience. Must type.
Clerk Typist III 08	Type 50 wpm. Two years typing or clerical experience.
Draftsman I 09	Knowledge of basic drafting principles and methods.
Engr. Aide V 17	Four to five years experience in civil engineering technical position.

CONSTRUCTION MANAGEMENT

For all practical matters, the Construction Management Research Project has been completed. The final reports have been written and printed and will soon be distributed. Currently, the staff is using the guidelines spelled out in the volumes to prepare for implementation. The consultant contract with AHTD has expired after their extremely helpful work effort which lasted two years.

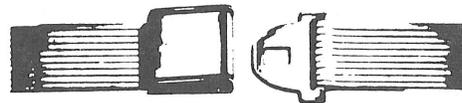
The Project Staff would like to thank all participants that helped with the Project and offered sound counsel. Without their efforts, the System would not have been possible.

BUCKLE UP!

A new survey conducted for the U.S. Department of Transportation shows that only 18.5% of the nation's drivers are using their safety belts.

In the study prepared for the department's National Highway Traffic Safety Administration (NHTSA), a total of 84,682 drivers were observed in 16 urban locations across the United States.

"It is certainly discouraging to know that less than one in five American drivers are willing to take the simple life-saving step of buckling a safety belt," said Joan Claybrook, administrator of NHTSA, the federal agency responsible for motor vehicle safety.



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



EMPLOYEE NEWS LETTER



Volume 6, Number 4

March 31, 1978

DEDUCTION CARDS

The payroll deduction cards have been changed to supply each employee additional information. The new deduction cards are scheduled to be with the March 31, 1978 checks.

The only change on the top section of the card is that "Net Pay" is now shown along with "Gross Pay". "Net Pay" is the "Gross" amount minus all current deductions.

The year-to-date portion of the card will now show the calendar year-to-date accumulation for "Cancer" Insurance and "Hospital Only" Insurance. These two accumulations can be used for your tax records. The total amount paid in a year for Cancer Insurance is allowed as an itemized deduction. Only the hospital portion of the amount paid for Group Insurance is allowable. The Life Insurance total cannot be used as a tax deduction, so this amount is not accumulated.

At the end of calendar year 1978 the amount in "Hospital Only" and "Cancer" on your last deduction card will be your tax record. You will be reminded before you receive this card to save it. This will be your only record, the amounts will not appear on your W-2.

If you have questions concerning the deduction card you receive, please call Irene Hawkins in the Accounting Division Payroll Section at 569-2414.

PRESCRIPTION DRUG CLAIM FORM

In order to better clarify procedures for payment of prescription drug claims, a form has been instituted for your use. This form and receipts for the prescriptions claimed must be submitted before payment will be made for eligible prescriptions. This will become effective April 1, 1978.

Forms may be obtained from the same sources from which hospital claim forms are obtained.

Your accuracy in submitting prescription claims will insure prompt payment of those claims in the future.

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Offices. Also included are those District vacancies requested to be advertised statewide. All interested employees may contact the Personnel Office.

CENTRAL OFFICE

Drafter Draftsman II/11	Advanced training in architectural and mechanical drafting.
Leave Clerk Clerk II/07	Basic clerical skills. Bookkeeping experience.
Landscape Architect Lnsnp Arct/16	Degree in landscape architecture. Some experience.
Section Secretary Secretary I/08	Two years experience in secretarial or related field. Type 50 wmp. Dictation at 80 wpm.

DISTRICTS

Job Superintendent Job Supt/17 (District 3)	High School Graduate with five years experience in related highway maintenance.
Area Foreman Are Foreman/17 (District 8)	High School Graduate with five years experience in related highway maintenance.

PLANNING & RESEARCH DIVISION REALIGNMENT

In order to more efficiently satisfy the programming requirements of the various federal agencies involved in transportation, it has become necessary to realign the assignments conducted within the P & R Division. Effective immediately the 3C Urbanized Area Process will be transferred to the Program Planning Section. The Advance Planning Section will be redesignated as "Statewide Planning" and will be assigned responsibility for coordination of all Department activities with all modes of transportation; the Interstate Cost Estimate; the development of the State Rail Plan; and planning for small urban and rural areas.

The Transit Planning Section will be redesignated as "Public Transportation" and will continue to be responsible for all UMTA transportation programs; transportation of the elderly and handicapped; development and evaluation of fringe parking program; plus monitoring of the rural transportation demonstration projects.

The Current Planning Section will be redesignated as "Technical Services" so as to better describe the functions performed by this Section such as traffic volumes information; road inventory data; pavement skid information; and assistance in the Bridge Inspection Program.

PERSONNEL CHANGES

In order to facilitate continuing changes in the Departmental workload, the following personnel have been reassigned to new areas of responsibility.

Vershall Roy, a 15 year employee with the Department and a Registered Professional Engineer with a Master's Degree in Civil Engineer from Rensselaer, has assumed the duties of Chief of the Final Estimates Section of the Construction Division. He has previously worked with the Department in the Office Engineer's Office and as Chief of Computer Services since November 1973.

James Tucker, an Industrial Engineering Graduate from the University of Arkansas, is the new Chief of the Computer Services Section. He began his career with the Department in July 1971, and worked in the Planning and Research Division prior to joining the Computer Services Section in January 1974. Since that time, he has directed engineering program development and application.

Raymond Jones has been reassigned to duties of Construction Office Manager within the Construction Division. He is a Registered Professional Engineer and an employee of 31 years. He will be responsible for the processing of current estimates and other duties within the Construction Division.

EEO REPORTS

You are reminded that quarterly reports, EEO-B (Promotion and Transfer Data), EEO-C (Training Activity Summary) and EEO-D (Termination Data) are due to arrive in the EEO Office not later than April 10th.

Form EEO-F (Supervisor's EEO Evaluation) should be completed on ALL supervisors and managers and maintained in each individual's personnel folder, and a memo sent to the EEO Office stating such has been accomplished.

INSURANCE DEDUCTIONS

Insurance premiums for State Employees Group Insurance and I.N.A. Additional Life Insurance are deducted twenty-four times in each fiscal year. The Highway and Transportation Department fiscal year is from July 1 to June 30. In past fiscal years, there have been twenty-six pay periods with deductions not made in two pay periods. These pay periods are

usually in the two months that have three pay periods ending dates (such as October 1976 and April 30, 1977 in the schedule below). In fiscal year 1977-78 the Highway and Transportation was required to change paydays to one week after the rest of the State Agencies. The first paycheck in fiscal year 77-78 was for three workdays, from 6-26-77 to 6-29-77 with the check received 7-8-77, and no insurance deduction was taken. The next pay period ending date was 7-13-77 with the check received 7-22-77. This put the Highway and Transportation Department behind the rest of the State in paying our premiums. Our premiums were actually due before they were collected. By collecting premiums for the period ending 11-30-77 the Highway and Transportation Department caught up with the rest of the State and is now able to pay our premium on time.

The next pay period without deduction for State Group Insurance and I.N.A. will be the period ending 5-31-78 with the paycheck received 6-9-78. Also the pay period ending 6-24-78 will be for seven workdays with no deductions for State Group Insurance or I.N.A. This fiscal year has 27 paychecks with 24 deductions.

The schedule below shows the deductions for the two previous and current fiscal years. They are aligned to show what months insurance they pay and when the no deduction periods occur. The dates shown are pay period ending dates which match the dates on the deduction cards.

	1975-76	76-77	77-78
July	7-12-75 26	7-10-76 24	6-29-77* 7-13-77 27
August	8-09 23	8-07 21	8-10 24
September	9-06 20	9-04 18	9-07 21
October	10-04 18	10-02 16 30*	10-05 19
November	11-01 15 29*	11-13 27	11-02 16
December	12-13 27	12-11 25	11-30 12-14
January	1-10-76 24	1-08-77 22	12-28 1-11-78
February	2-07 21	2-05 19	1-25 2-08
March	3-06 20	3-05 19	2-22 3-08

April	4-03 17	4-02 16 30*	3-22 4-05
May	5-01 15 29*	5-14 28	4-19 5-03
June	6-12 26	6-11 25	5-17 5-31* 6-14 6-24*
	26 pay periods 24 deductions	26 pay periods 24 deductions	27 pay periods 24 deductions

*No Deductions

RAILROAD COORDINATOR IN AHTD

Effective immediately, Mr. Charles Venable, Assistant Chief Engineer for Planning, is being designated as Railroad Coordinator in the Arkansas Highway and Transportation Department.

The need for a Railroad Coordinator has been increased due to the expanded Railway-Highway crossing Protection Program and many Railroad Companies have expressed this need also since they are required to coordinate with so many different divisions within the Department.

IMPROVING DRIVING WILL SAVE GASOLINE

How would you like to save one of every 10 dollars you spend for gasoline? The Department of Energy says that's the amount you can gain by learning to be a better driver.

The department says the average driver in the United States uses more than 600 gallons of gasoline a year. You can cut that total by 10% by improving driving habits, the government says.

Assuming gasoline is 63 cents a gallon, you could trim your annual bill from \$378 to \$340.20.

The department is developing a training course to help motorists improve driving skills to save energy and it has six key tips:

*Anticipate stops, turns, lights, yields, traffic lane changes and hills.

*Buffer yourself from other traffic. Keep an adequate distance from the car in front of you to allow you to react smoothly and efficiently.

*Conserve momentum by avoiding unnecessary braking, turning or accelerating.

*Decelerate through natural resistances of the engine, exhaust, road, tires and wind.

*Economize in motion. Start smoothly but briskly and get to cruising speed quickly. Keep a steady, light foot on the accelerator and a steady hand on the wheel.

*Fix up your car. Maintain proper tire pressure, reduce idle speed, set timing and carburetor properly.



EMPLOYEE NEWS LETTER



Volume 6, No. 5

April 28, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Offices. Also included are those District vacancies requested to be advertised statewide. Interested persons should contact the Personnel Office at Little Rock.

General Secretary
Sec I/08

H.S. grad. Type 50 wpm. S.H. 80 wpm. One year secretarial or related experience.

R-O-W Negotiator
ROW Negot/17

Bachelor's Degree in Real Estate or related field. One or more years experience in real estate or related field. Must travel.

Inventory Technician
Inv. Tech I/10

H.S. Grad. One or more years related experience. Statewide travel.

Programmer
Com Prog I/15

H.S. Grad with advanced training in computer science. Six months experience in computer operational and programming work.

Realty Appraiser
Real Appr I/16

Bachelor's Degree in Real Estate, Business or related field. One years experience in appraisal or realted area.

Design Technician
EA IV/15

H.S. Grad with three years experience in sub-professional civil engineering work related to highway design.

Drafter
Drftmn I/09

Knowledge of basic drafting principles and methods.

Computer Operator
DP Opr I/08

Knowledge of IBM 370-145 machine operation.

Ferry Operations Supv.
Ferry Supv/15
District 9

H.S. Grad with five years experience in operation of ferry boats. Licensed by U.S. Coast Guard.

HEALTH PLAN COVERAGE FOR ACCIDENTS

Employees are reminded that the State Employees Group Plan has an accident provision included in the Coverage.

Plan I – The first \$300 of covered charges incurred as a result of accidental injuries and within 90 days of the accident are paid in full. This amount is in access of all other covered benefits payable under the Health Care plan for such accident. It does not, however, pay for excess charges for private room.

This benefit is payable without a deductible.

Plan II – The Provisions are the same, except the amount of coverage is \$100 instead of \$300.

NATIONAL TRANSPORTATION WEEK MAY 14-20

Each year the week including the third Friday in May is designated National Transportation Week. The purpose of the observance is to call attention to the role transportation plays in our everyday lives.

It affects everything we do, everything we need and use, everything we are or hope to become. Transportation is basic to every human endeavor.

It shapes our lives, opening wider opportunities for jobs, education, recreation, cultural activities and social exchanges.

It moves us and our goods over, under, around and through.

It is local, it is regional, it is interstate, and international. It is even becoming interstellar. Its potential is limited only by the boundaries of man's imagination.

It is so much a part of our lives that many of us take it for granted. We give it serious attention only in those rare times when it doesn't work -- when the car won't start, when the bus is late or when the airport is snowed in.

Arkansas will get a jump on the rest of the Nation in marking the observance on May 5th with the dedication of the Helena-West Helena Tourist Information Center and the Highway 49 reconstruction from Walnut Corner to West Helena.

WHICH AHTD DISTRICTS HAVE EMPLOYEES ADVISORY COMMITTEES?

Cheer up! They all do and so does the Central Office! Five employees from each District and five from the Central Office represent you - the employee - and they are all anxious for any suggestions you consider would improve working conditions or relations at AHTD. Do you know the members of the Advisory Committee who represent you? If not, check the list below. Your suggestions could help you, as well as your coworkers.

The following is a list of the members of each District Committee and the Central Office.

DISTRICT 1

M.J. Jordan, Chairman
B.J. Barnett
John Chambers
R.D. Smith
Mildred Stacy
O. Swanigan, Jr.

DISTRICT 7

Colin Bridges, Chairman
J.M. Renfro
Danny Foster
Allen Cheatham
Jimmy Wynn

DISTRICT 2

Ouida Grimes, Chairman
L.J. Brunson
E.W. Pridgeon
B.R. Henley
G.R. Barfield

DISTRICT 8

Kenneth Ellis, Chairman
A.G. Rives, Jr.
Tom McGuire
Utah Graddy
James McFerran

DISTRICT 3

Leroy Ray, Chairman
Curtis Crow
Susan Martin
Junior Purtle
Willie Shepard

DISTRICT 9

Lloyd Burgess, Chairman
Harley Thomason
Lynn Rand
Phill Taylor
Edwina Jones

DISTRICT 4

Kim McDowell, Chairman
Jack Coleman
Gene Corley
George Tucker
Stanley Arocha

DISTRICT 10

Eugene Hanshaw, Chairman
Nancy Mahan
Troy Smith
Ronnie Blankenship
Hollen Jefferson

DISTRICT 5

Bobby Bolin, Chairman
Floyd Lancaster
Norma McKinney
Neil McCandlis
Orville Elumbaugh

CENTRAL OFFICE

Benny Robbins, Chairman
Kerry Nichols
Harry Wilcockson
Al Collins
Jan Weinberg

DISTRICT 6

Olga Estell, Chairman
Shorty Bradford
Fred Doles
David Armstrong
Fred Evans

CONSERVE FUEL

We were lucky last winter to avoid a major fuel crisis. But how well we are in the future will depend on how much each of us does now to reduce our energy consumption. There are many ways to conserve fuel. One is to obey the 55 mph speed limit. If each of us drives no faster than 55, we will save enough energy to heat thousands of homes. Obey the law and conserve fuel. Let's all do our part to make sure our energy future is bright.

54 YEARS AGO

In January 1924, humorist Will Rogers could foresee traffic problems on our nation's highway system. Said Rogers, "The only way to solve the traffic problems of this country is to pass a law that only paid-for-cars be allowed to use our highways. That would make traffic so scarce we could use our boulevards for children's playgrounds.

MEMORIAL DAY

Monday, May 29 will be a holiday for Department employees in observance of Memorial Day.

All work will be suspended except in case of emergency.





EMPLOYEE NEWS LETTER



Volume 6, Number 5

May 26, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist within the Department. Interested persons should contact the Personnel Office at Little Rock.

Technician, Title Search R-O-W Tech I/15	High School graduate with 3 years experience in title search work. Must travel.
Electric, Plumbing, Mechanical Repairer Maint. Reprmn II/07	One years experience in building maint. including electrical, plumbing, heating and related activities.
Drill Helper Engineering Aide II/07	Must travel.
Accountant Acct. I/16	Bachelor's degree in accounting or related field. Knowledge of data processing, preferably IBM 370-145 system.
Estimates Checker Engineering Aide II/07	Math background. Construction field experience helpful.
Legal Secretary Sec. I/08	High School graduate with one years experience in secretarial or related work. Type 50 wpm. Shorthand 80 wpm.
Clerk Typist Clerk Typist I/04	Type 40 wpm. Clerical experience.
Structural Steel Insp. Mat Insp Tech I/11	Knowledge of welding and design specifications pertaining to structural steel fab.
Admin. Asst. Admin. Asst. I/16	Knowledge of the principles and practices of public administration and AHTD policies. Working knowledge of payroll and requisition processing. Proficiency in typing and shorthand.

MEMORIAL DAY

Monday, May 29 will be a holiday for Department employees in observance of Memorial Day. All work will be suspended except in case of emergency.

NO INSURANCE DEDUCTION

There will be no deduction for State Group Insurance or I.N.A. Life Insurance for the pay period ending May 31, 1978, this is the paycheck to be received on June 9, 1978.

CHANGES IN PERSONNEL INFORMATION

Being "in the know" is something we all like. In any organization as large as the Highway and Transportation Department, we cannot keep track of what is happening unless you keep us informed. Our Personnel Department needs address changes, name changes, beneficiary changes, dependent increase or decrease information, education additions and any other information required to keep your employee records up to date.

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.



EMPLOYEE NEWS LETTER



Volume 6, Number 6

June 9, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Offices. Also included are those District vacancies requested to be advertised statewide. Any interested person may contact the Personnel Office for information.

Section Office Mgr.
Bookkeeper III/12

High School Graduate with advanced training in book-keeping/accounting. Three years experience in book-keeping or related field.

DISTRICT

Area Foreman
Area Foreman/17
(Johnson County)

High School Graduate with five year experience in related highway maintenance.

TWO CHECKS WILL BE ISSUED JULY 7th

There will be two (2) paychecks issued to AHTD employees on the July 7th, 1978 payday.

One check will be for the period of June 15th through June 24th, which is the last pay period for Fiscal Year 1978. The other check will cover the period from June 25th through June 28th, which is the first pay period for Fiscal Year 1979.

Group Health and Life Insurance and I.N.A. Insurance premiums will not be deducted from either check. All other deductions including income tax, social security and retirement, etc., will be withheld from the June 15 through June 24 check. Income tax, social security and retirement only will be withheld from the June 25 through June 28 check. The June 25 through June 28 check will be the first pay earned under the new pay rate reflected in your 125 received by you on May 12, 1978.

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 are glad to have you this summer!

FOURTH OF JULY

Tuesday, July 4, will be a holiday for Highway and Transportation Department employees in observance of Independence Day.

All work will be suspended except in case of an emergency.

Have a Happy Fourth!

SALARY SCHEDULE

In order to keep all employees better informed regarding salaries within the Department, you are being furnished a copy of the present salary step chart with this edition of the newsletter.

The chart shows the annual and bi-weekly salary at each step and grade.

The chart is shown on the reverse side of this newsletter.

AHTD
SALARY SCHEDULE

GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
01	Biweekly	184.00	193.50	204.00	215.00	227.00	239.00	252.00	266.00
	Annual	4784.00	5031.00	5304.00	5590.00	5902.00	6214.00	6552.00	6916.00
02	Biweekly	191.00	201.00	212.00	224.00	236.00	249.00	263.00	277.00
	Annual	4966.00	5226.00	5512.00	5824.00	6136.00	6474.00	6838.00	7202.00
03	Biweekly	198.00	209.00	220.00	232.00	245.00	258.00	272.00	287.00
	Annual	5148.00	5434.00	5720.00	6032.00	6370.00	6708.00	7072.00	7462.00
04	Biweekly	206.00	217.00	229.00	242.00	255.00	269.00	284.00	300.00
	Annual	5356.00	5642.00	5954.00	6292.00	6630.00	6994.00	7384.00	7800.00
05	Biweekly	215.00	227.00	240.00	253.00	267.00	282.00	298.00	314.00
	Annual	5590.00	5902.00	6240.00	6578.00	6942.00	7332.00	7748.00	8164.00
06	Biweekly	224.00	236.00	249.00	263.00	277.00	292.00	308.00	325.00
	Annual	5824.00	6136.00	6474.00	6838.00	7202.00	7592.00	8008.00	8450.00
07	Biweekly	233.00	246.00	260.00	274.00	289.00	305.00	322.00	340.00
	Annual	6058.00	6396.00	6760.00	7124.00	7514.00	7930.00	8372.00	8840.00
08	Biweekly	247.00	261.00	275.00	290.00	306.00	323.00	341.00	360.00
	Annual	6422.00	6786.00	7150.00	7540.00	7956.00	8398.00	8866.00	9360.00
09	Biweekly	261.00	275.00	290.00	306.00	323.00	341.00	360.00	380.00
	Annual	6786.00	7150.00	7540.00	7956.00	8398.00	8866.00	9360.00	9880.00
10	Biweekly	277.00	292.00	308.00	325.00	343.00	362.00	382.00	403.00
	Annual	7202.00	7592.00	8008.00	8450.00	8918.00	9412.00	9932.00	10478.00
11	Biweekly	296.00	312.00	329.00	347.00	366.00	386.00	407.00	429.00
	Annual	7696.00	8112.00	8554.00	9022.00	9516.00	10036.00	10582.00	11154.00
12	Biweekly	315.00	332.00	350.00	369.00	389.00	410.00	433.00	457.00
	Annual	8190.00	8632.00	9100.00	9594.00	10114.00	10660.00	11258.00	11882.00
13	Biweekly	336.00	354.00	373.00	394.00	416.00	439.00	463.00	488.00
	Annual	8736.00	9204.00	9698.00	10244.00	10816.00	11414.00	12038.00	12688.00
14	Biweekly	357.00	377.00	398.00	420.00	443.00	467.00	493.00	520.00
	Annual	9282.00	9802.00	10348.00	10920.00	11518.00	12142.00	12818.00	13520.00
15	Biweekly	381.00	402.00	424.00	447.00	472.00	498.00	525.00	554.00
	Annual	9906.00	10452.00	11024.00	11622.00	12272.00	12948.00	13650.00	14404.00
16	Biweekly	408.00	430.00	454.00	479.00	505.00	533.00	562.00	593.00
	Annual	10608.00	11180.00	11804.00	12454.00	13130.00	13858.00	14612.00	15418.00
17	Biweekly	439.00	463.00	488.00	515.00	543.00	573.00	605.00	638.00
	Annual	11414.00	12038.00	12688.00	13390.00	14118.00	14898.00	15730.00	16588.00
18	Biweekly	474.00	500.00	528.00	557.00	588.00	620.00	654.00	690.00
	Annual	12324.00	13000.00	13728.00	14482.00	15288.00	16120.00	17004.00	17940.00
19	Biweekly	509.00	537.00	566.00	597.00	630.00	665.00	702.00	741.00
	Annual	13234.00	13963.00	14716.00	15522.00	16380.00	17290.00	18252.00	19266.00
20	Biweekly	544.00	574.00	605.00	638.00	673.00	710.00	749.00	790.00
	Annual	14144.00	14924.00	15730.00	16588.00	17498.00	18460.00	19474.00	20540.00
21	Biweekly	578.00	610.00	644.00	679.00	716.00	755.00	797.00	841.00
	Annual	15028.00	15860.00	16744.00	17654.00	18616.00	19630.00	20722.00	21866.00
22	Biweekly	614.00	648.00	683.00	720.00	760.00	802.00	846.00	893.00
	Annual	15964.00	16848.00	17758.00	18720.00	19760.00	20852.00	21996.00	23218.00
23	Biweekly	648.00	684.00	722.00	762.00	804.00	848.00	895.00	944.00
	Annual	16848.00	17784.00	18772.00	19812.00	20904.00	22048.00	23270.00	24544.00
24	Biweekly	683.00	721.00	761.00	803.00	847.00	894.00	943.00	995.00
	Annual	17758.00	18746.00	19786.00	20878.00	22022.00	23244.00	24518.00	25870.00
25	Biweekly	718.00	758.00	800.00	844.00	890.00	939.00	991.00	1046.00
	Annual	18668.00	19708.00	20800.00	21944.00	23140.00	24414.00	25766.00	27196.00
26	Biweekly	753.00	795.00	839.00	885.00	934.00	985.00	1039.00	1096.00
	Annual	19578.00	20670.00	21814.00	23010.00	24284.00	25610.00	27014.00	28496.00
27	Biweekly	788.00	831.00	877.00	925.00	976.00	1030.00	1087.00	1147.00
	Annual	20488.00	21606.00	22802.00	24050.00	25376.00	26780.00	28262.00	29822.00



EMPLOYEE NEWS LETTER



Volume 6, Number 7

July 7, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Offices. Any interested person may contact the Personnel Office for information concerning these positions.

Drill Helper Engineering Aide II/07	Statewide travel.
Transportation Planner Trans Plan I/16	Bachelor's Degree in Transportation Planning or related field.
Drafter Draftsman I/09	Knowledge of basic drafting principles and methods.
Records Clerk Clerk III/08	Two years bookkeeping or related experience. Basic Typing skills.

TWO CHECKS ISSUED JULY 7th

Two (2) paychecks have been issued to AHTD employees today.

One check is for the period of June 15th through June 24th, which was the last pay period for Fiscal Year 1978. The other check covers the period from June 25th through June 28th, which is the first pay period for Fiscal Year 1979.

Group Health and Life Insurance and I.N.A. Insurance premiums have not been deducted from either check. All other deductions including income tax, social security and retirement, etc. have been withheld from the June 15 through June 24 check. Income tax, social security and retirement only have been withheld from the June 25 through June 28 check. The June 25 through June 28 check is the first pay earned under the new pay rate reflected in your 125 received by you on May 12, 1978.

CONSUMER ADVISORY

Now that the hot weather months are here, it's a good idea to have the fan belts and hoses in your vehicles checked, and replaced if necessary.

Overheating is one of the most common causes of vehicle breakdown during the hot summer months. Such breakdowns, in addition to causing inconvenience and lost time, can also result in serious engine damage because of the failure of a relatively inexpensive hose or fan belt.

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 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.

BOARD MEMBER RE-ELECTED

Mr. M.S. Smith, III, District Engineer, District Two, 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 six years.

HEALTH INSURANCE CLAIMS

Any claim that you may now have for expenses incurred during the calendar year of 1975 and 1976 must be filed no later than August 31, 1978, in order for payment to be considered on these charges.

If you have any doubts as to whether or not certain expenses are covered, you should submit them and let American Fidelity make the determination for you. Remember, that many of your out-patient expenses, including prescription drugs, are covered charges under Plan I and should be submitted for consideration.

In addition, all future claims should be filed no later than 90 days after the calendar year in which the expenses were incurred. This would mean that any expenses incurred during the calendar year 1978 must be filed no later than April 1, 1979.

Under no circumstances will claims be considered for payment if submitted beyond one year after the end of the calendar year in which they were incurred. This means that expenses incurred during 1978 will not be paid unless filed before December 31, 1979. Also, any claims incurred during the calendar year 1977 must be filed no later than December 31, 1978.

Claim forms may be obtained from the District offices or the Group Insurance Section. Information on claims is available from either:

American Fidelity
Plaza West Building, Suite 605
Little Rock, Arkansas 72205
Phone 664-1005 or
Toll Free Watts 1-800-482-8880

or

AHTD
Group Insurance
9500 New Benton Highway
Room 402
Little Rock, Arkansas 72209
Phone 569-2417

MATERNITY BENEFITS

Maternity benefits are paid under Plan I (Plan II does not cover any maternity charges). Expenses for covered charges incurred as a result of pregnancy, commencing while insured, are payable as any other injury or illness, for all eligible insured dependents and employees. For all covered charges including illness, injury, maternity, etc., in a calendar year, after the \$100 deductible has been satisfied, the first \$4,000 of covered charges are paid at 80%. The remaining covered charges are paid at 100% up to the maximum benefit.

If all or part of the deductible or first \$4,000 at 80% has already been satisfied, then that amount will be considered satisfied for the maternity charges. The obstetrician's charges or the physician's fee including

pre-natal care, are subject to Reasonable and Customary limitations.

Covered Charges also include Caesarean, non-elective abortion or miscarriage, and maternity complications. Benefits will be paid for eligible charges due to pregnancy complications including complications to the newborn child, if insured. Maternity complications resulting from and diagnosed by a physician, if arising from a normal or abnormal pregnancy, will be covered categorically as any other illness. Routine expenses incurred for a newborn child are not covered.

The policy provides coverage of expenses for non-occupational injury or illness, therefore, covered hospital charges will be paid for a sick or injured newborn child. An insured newborn that is well and healthy would not be covered for routine expenses such as nursery charges, hospital miscellaneous expenses, and routine post-natal care.

LIFE INSURANCE

Optional Life Insurance with the State Group Plan and additional life insurance through I.N.A. are available to full-time Highway employees. The amount of insurance available is based on salary, as shown below, and the premium is based on age.

<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 and up	17,000

If you receive a raise that changes your salary bracket, your life insurance with the State insurance plan will automatically be increased at the time of salary change to the amount for which you are eligible. The increased coverage with the I.N.A. Plan will become effective September 1 of each year and can be converted to permanent insurance at your request. Additional information on conversion will be sent to the employees with this coverage.

CANCER & INTENSIVE CARE INSURANCE OPEN ENROLLMENT

Cullus Z. Walker, District Manager for American Family Life Assurance Company, announces an open enrollment for all employees desiring to make application for Cancer Care and Intensive Care. From July 1 to September 1 the waiting period for coverage is reduced to zero (0) days from date of policy issue.

Brochures, applications, premium deduction authorization cards and postage paid envelopes are available at each location of employment. No action is required from employees who already have coverage under these plans.

Mail all forms to: Cullus Z. Walker
P.O. Box 673
Newport, Arkansas 72112



EMPLOYEE NEWS LETTER



Volume 6, Number 8

August 4, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central and District offices. Any interested persons may contact the Personnel Office in the Central Office.

Clerk Typist
CI Typst I/04 Clerical experience. Type
40 wpm.

Design Technician
EA IV/15 High school graduate with
3 years experience in
highway design or related
area.

Drafter
Drftmn II/11 Advance training in civil
engineering or related
drafting or equivalent ex-
perience.

Storeroom Supv.
Strrm Supv/12
(District 4) High school graduate with
3 years experience in
storeroom work including
stocking and inventory
duties.

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 the Group Insurance Office by August 31 and coverage will go into effect on October 1.

This life insurance is "term insurance" and covers you as long as you are a Highway and Transportation

Department employee and continue payroll deductions, unless the group policy is cancelled. However, you may convert the coverage to permanent insurance that has cash value and paid up insurance provisions. By converting your term insurance you can 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. You may also continue the permanent insurance as an individual policy should the group policy cancel.

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.
<u>Age</u>	<u>Semi-Monthly Term Cost per \$1000</u>
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 I.N.A. Life Insurance Plan is a life insurance program offered by the Arkansas Highway and Transportation Department in addition to the State Employees Health and Life Insurance Program.

AFFIRMATIVE ACTION – IT'S WORKING

The second quarter Affirmative Action Status report has just been completed and managers and supervisors are to be commended on the efforts they have exerted to place and utilize minorities and females. At the beginning of 1978, minority representation of the workforce was 5% and female representation 7%. At the end of the second quarter minority representation was 8% and female representation 9%.

During the second quarter there were 107 (17%) minority new hires, 8 of which were female. Minority new hires occurred in every district throughout the State.

Projected Department-wide goals in the Professional, Protective Services (female), Para-Professional and Skilled Craft (female) classifications have not been attained. Continued emphasis must be placed on these areas of concern.

Managers and supervisors are reminded of their responsibility to insure that all employees are thoroughly informed of the overall Affirmative Action Program.

Any questions you may have regarding the Program should be directed to the EEO Office in the Central Headquarters or phone 569-2296.

RETIREMENT AGE

Effective July 26, 1978, the mandatory retirement age for Arkansas Highway and Transportation Department employees was changed from 67 years old to 70 years old.

The Highway Commission approved Minute Order No. 78-547 at its July 26th meeting to conform with the "Age Discrimination in Employment Act Amendments of 1978" approved by President Carter on April 6, 1978.

Under the new policy, whenever any employee becomes 70 years of age, the employee will be retired at the end of the month in which the age of 70 is attained.

The Commission reserves the right to continue in an active duty status those employees whose employment would otherwise be terminated under the provisions of the Minute Order when satisfactory evidence is established that by doing so, the best interests of the Department would be served. If and when this provision is exercised, employment shall be on a year-by-year basis as authorized by the Commission.

For further information regarding retirement contact the Department's Retirement Office at the Central Headquarters or call 569-2411.



**It's not just
a good idea.
It's the law.**



EMPLOYEE NEWS LETTER



Volume 6, Number 9

August 18, 1978

POSITION VACANCIES

Following is a list of job vacancies that presently exist within the Highway and Transportation Department. Anyone interested in applying should contact the Personnel Office.

- Design Technician
EA IV/15 High School Graduate with 3 years experience in highway design or related area.
- Utility Coordinator
ROW Tech I/15 High School Graduate with 3 years experience in subprofessional engineering work. Experience allied to highway construction with utility company experience desirable.
- Estimates Checker
EA II/07 Math background. Construction field experience helpful.
- Statistical Asst.
Stat Asst/09 Need some experience in estimates and statistics; college math desired.
- Environ. Technician
EA III/10 High School Graduate. Mechanical aptitude, electrical experience desired. Field work and travel (40%) required.
- Stereoplotter Opr.
EA III/10 Vision acuity of 20/20 (with or without eyeglasses) Normal color vision. Math, photo interpretation, cartography, and/or surveying background desirable.
- Engr. Helper I
(Const) EAI/04
(Dist. 6 - OD)
EAII/07 Construction experience desirable. Ability to perform routine work as a member of a survey or inspection crew.
- Asst. Storeroom
Supv. (Dist. 6)
CL III/08 High School Graduate with experience in storeroom work including stock clerk and inventory clerk duties.

LABOR DAY

Monday, September 4, will be a holiday for Highway and Transportation Department employees in observance of Labor Day. All work will be suspended except in case of emergency.

HOSPITAL INSURANCE - PLAN I

In order to allow all employees to see the status of the State Employees Group Insurance programs, figures are reported every six months.

This plan is a self-insured plan with the employees premiums and the participating State agencies contributions being used to pay employees claims. The only cost to the plan is for claims and claims administration. The figures below are for claims and premiums only.

Month	1978	
	Claims	Premiums
January	515,133.24	623,663.75
February	619,188.75	621,076.65
March	586,202.95	626,975.70
April	502,925.72	628,455.00
May	586,991.99	632,806.00
June	553,024.00	634,810.15
Jan.-June 1978	<u>3,363,466.65</u>	<u>3,767,787.25</u>

The increase in the State agencies' contribution in July 1977 and the October 1977 change to \$100 deductible with payment of 80% of the first \$4000 and the remainder paid at 100% has improved the financial status of our insurance plan. Due to this improved status a rate increase will not be necessary at this time. You will continually be informed of the status of our plan.



EMPLOYEE NEWS LETTER



Volume 6, Number 10

September 1, 1978

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 1979-1980 academic year.

The objectives of the fellowship and scholarship programs are to assist State and Local agencies and the FHWA in developing the expertise needed for implementation of their highway programs. The programs are intended to address identified training needs of State and Local agencies and FHWA identified national emphasis areas which currently include: highway safety, energy conservation, and civil rights.

The programs are intended to enable professionals, students, technicians, and paraprofessionals to gain proficiency in the fields in which they are working or plan to work or in other disciplines impinging on their work. Areas of study may include any discipline which will contribute to the implementation of the highway programs and/or highway safety programs of the candidates' employing agencies.

Fellowship

- (a) Approximately 35 fellowship grants of up to \$6,000 each will be awarded to employees of State and local highway/transportation agencies, State highway safety agencies, and students for direct educational expenses and living stipends for up to 12 months of full-time graduate study.
- (b) Approximately 35 fellowship grants of up to \$3,500 each will be awarded to employees of State and local highway/transportation agencies, State highway safety 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 total for fees, books, and supplies.

Grants continued

Scholarship

- (a) Approximately 40 scholarship grants of up to \$4,000 each will be awarded to employees of State and local highway/transportation agencies, State highway safety agencies, and the FHWA for direct educational expenses and living stipends for up to 12 months of full-time undergraduate study.
- (b) Approximately 40 scholarship grants of up to \$2,500 each will be awarded to employees of State and local highway/transportation agencies, State highway safety agencies, and the FHWA 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 total for fees, books and supplies.

PRESCRIPTION CLAIM FORMS

Effective April 1, 1978, a new procedure was implemented for the payment of claims on prescription drugs under the State Group Health Plan.

A form was designed to insure proper payment for prescription drug claims. Payment for these expenses cannot be made without a form completed either by the insured or a pharmacist in the pharmacy where the prescription drugs were purchased. Also copies of the receipts showing purchase of these drugs must accompany the completed form.

These forms may be obtained from your payroll clerk or Group Insurance.

LABOR DAY

Monday, September 4, will be a holiday for Highway and Transportation Department employees in observation of Labor Day.

All work will be suspended except in case of emergency.

JURY BOOKLET AVAILABLE

A new booklet explaining the basic things a person who has been selected for jury duty needs to know has just been prepared by the State Attorney General's Office.

Copies of the jury booklet are available at the Information Services Office and will be furnished to Highway Employees upon request.

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Offices. Anyone interested in applying should contact the Personnel Office.

Custodial Supervisor Cust. Wk Supv/07	Experienced in house-keeping with two or more years in a supervisory position.
Repro. Work Order Clerk - Clk I/04	Clerical experience.
Clerk Typist Clk Typ I/04	Clerical experience. Type 40 wmp.
File Clerk Cl II/07	Clerical experience.



EMPLOYEE NEWS LETTER



Volume 6, Number 11

September 15, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Also included are those District vacancies requested to be advertised statewide. Anyone interested in applying should contact the Personnel Office.

Repro Equip Supv/12 Two years experience or equivalent school training in the copy camera area of graphic arts with knowledge of photographic chemistry, taking and processing half-tone, line negative, positive films and microfilm.

Invoice Clerk
Pre Audit Exam I/07 Full proficiency in operating adding machine & calculator. Ability to work with high volumes of figures. Invoice experience.

Clerk Typist
Clk Typst II/07 Clerical experience. Type 45 wpm.

Bridge Maint.
Crew Supv.
Job. Supt/17 High School Graduate or equivalent with three or more years experience in heavy bridge maintenance or similar activity.

Technician, Resident
Office No. 42
EA III/10 High School Graduate with three years or more experience in related engineering technician duties associated with highway const.

Crew Leader
Crw Ldr/12
District 6 High School Graduate or equivalent with three or more years experience in highway maintenance or related activities.

PATTERSON RESIGNS FROM HIGHWAY COMMISSION

Highway Commissioner J.C. "Jake" Patterson of Lavaca has resigned from the Highway Commission. The resignation was effective September 11.

Patterson was appointed to a 10-year term by the late Governor Winthrop Rockefeller in 1969. His term was to have expired in January.

In a letter to Governor David Pryor, Patterson said he was resigning because of his "belief that no individual should serve on a state board or commission while seeking an elective office." Patterson is a candidate for the State Senate from District 8 in western Arkansas.

Patterson said he has enjoyed working with the Department and that it is a great organization with tremendously dedicated employees.

PENDERGRAFT APPOINTED TO HIGHWAY COMMISSION

Ross Pendergraft of Fort Smith has been appointed by Governor David Pryor to succeed Patterson on the Highway Commission.

Pendergraft is vice president of the Eastern Division of the Donrey Media Group. He is a member of the Arkansas Publishers Association and serves on the board of the Arkansas Press Association.

Pendergraft was a member of the original State Turnpike Authority in 1962. He is the president of the Fort Smith Chamber of Commerce and a director of the City National Bank of Fort Smith.

A native of Abbott, Pendergraft has been active in many local, state and regional civic and government interest groups and has been a supporter of tourist and economic development for the State.

UNITED WAY

Remember that September 25, 1978 is the last day to turn in your United Way contribution to the Information Services Office, Room 1002.

**EIT EXAM
REVIEW COURSE**

A course designed for those preparing for the Engineer in Training (EIT) Examination will be held for six (6) consecutive Wednesdays beginning September 20 through October 25, 1978. The classes will be held at the Graduate Institute of Technology located at 12th and McAlmont in Little Rock.

Twelve (12) sessions, from 1:00 - 4:00 p.m. and 5:00 - 8:00 p.m. will be held. Advanced registration is required. Participants may register for individual 3-hour sessions at \$15.00 each or all 12 sessions for \$120.00. Classes will be conducted by engineers from business and educational institutions.

The course is to provide an organized schedule of study for those preparing for the EIT Examination; to provide professional help to those areas where a person feels he has the greatest need; and, to relate from past experience about examination format, types of questions, timing, etc.

For further information contact Jim Gilbert or Hugh Wadley in the Personnel Office, 569-2452.

INA ADDITIONAL LIFE INSURANCE

Because of a large number of requests, INA is changing their optional life insurance plan to allow you to select additional life insurance up to a total of \$50,000. The minimum amount of insurance you may choose is shown in the following schedule:

<u>Annual Salary</u>	<u>Minimum Life Amount</u>
up to \$8,000	\$ 4,000
\$ 8,000 to \$12,000	\$ 8,000
\$12,001 to \$16,000	\$12,000
\$16,001 and Over	\$18,000

Above this minimum amount you may select any amount you wish in \$2,000 increments up to a total \$50,000 maximum.

If at least 300 employees choose this optional life insurance or add to that which they already have, then INA will "guarantee issue" \$10,000 of coverage. If you select over \$10,000 then the addi-

tional amount over the \$10,000 will be approved or disapproved based on your answers to the health questions on the new enrollment form. This guaranteed amount applies only to employees under age 50. All of the life insurance applied for by employees age 50 or over is subject to approval of the answers to the health questions. If 300 employees do not enroll then all the new coverage will be based on the health questions.

For those of you currently insured for \$3,000, \$7,000 or \$17,000 your coverage will automatically increase November 1, by \$1,000 of term insurance to make your total coverage an even amount. This additional \$1,000 of life insurance will raise your monthly cost according to the following schedule. Any additional insurance you select because of this change in the INA policy will also be based on the schedule below.

<u>Age Brackets</u>	<u>Monthly Cost per \$1,000</u>
Under age 25	.25
25 to 30	.28
30 to 35	.31
35 to 50	.44
50 to 65	1.25
65 and Over	2.88

The life insurance being offered is term insurance; it covers your life during your employment. After your enrollment form is approved, you will be sent a proposal with information to allow you to convert your term insurance to permanent insurance which builds cash value. The permanent insurance may be continued even if the group policy cancels or you leave employment.

This enrollment period will continue through October 31, 1978.

You will be notified when your request for coverage is approved; the amount approved; and the effective date of coverage.

If you have any questions concerning our insurance plans, you may contact Group Insurance in the Accounting Division.



EMPLOYEE NEWS LETTER



Volume 6, Number 12

October 27, 1978

DEADLINE FOR ADDITIONAL LIFE INSURANCE

The following article is being reprinted from the newsletter of September 15, 1978. It concerns the additional life insurance offered as a group plan by I.N.A. (Insurance Company of North America.)

All employees who wish to take this additional coverage must send in an application form by October 31, 1978 which is this Tuesday.

INA Additional Life Insurance

Because of a large number of requests, I.N.A. is changing their optional life insurance plan to allow you to select additional life insurance up to a total of \$50,000. The minimum amount of insurance you may choose is shown in the following schedule:

<u>Annual Salary</u>	<u>Minimum Life Amount</u>
up to \$8,000	\$ 4,000
\$ 8,000 to \$12,000	\$ 8,000
\$12,001 to \$16,000	\$12,000
\$16,001 and Over	\$18,000

Above this minimum amount you may select any amount you wish in \$2,000 increments up to a total \$50,000 maximum.

If at least 300 employees choose this optional life insurance or add to that which they already have, then I.N.A. will "guarantee issue" \$10,000 of coverage. If you select over \$10,000 then the additional amount over the \$10,000 will be approved or disapproved based on your answers to the health questions on the new enrollment form. This guaranteed amount applies only to employees under age 50. All of the life insurance applied for by employees age 50 or over is subject to approval of the answers to the health questions. If 300 employees do not enroll then all the new coverage will be based on the health questions.

For those of you currently insured for \$3,000, \$7,000 or \$17,000 your coverage will automatically increase November 1, by \$1,000 of term insurance

to make your total coverage an even amount. This additional \$1,000 of life insurance will raise your monthly cost according to the following schedule. Any additional insurance you select because of this change in the I.N.A. policy will also be based on the schedule below:

<u>Age Brackets</u>	<u>Monthly Cost per \$1,000</u>
Under age 25	.25
25 up to 30	.28
30 up to 35	.31
35 up to 50	.44
50 up to 65	1.25
65 and Over	2.88

The life insurance being offered is term insurance; it covers your life during your employment. After your enrollment form is approved, you will be sent a proposal with information to allow you to convert your term insurance to permanent insurance which builds cash value. The permanent insurance may be continued even if the group policy cancels or you leave employment.

This enrollment period will continue through Tuesday, October 31, 1978.

You will be notified when your request for coverage is approved; the amount approved; and the effective date of coverages.

If you have any questions concerning our insurance plans, you may contact Group Insurance in the Accounting Division.

VETERAN'S DAY

Saturday, November 11, 1978 is Veteran's Day. Veteran's Day is one of eleven pay holidays provided by the Legislature and the Highway Commission each year, in addition to your regular vacation leave and sick leave. Since November 11 falls on a Saturday, Highway and Transportation Department personnel will observe the holiday on Friday, November 10, 1978.

Friday, November 10, is also a payday for Department personnel. Because of the holiday, every effort will be made to have the paychecks issued on Thursday, November 9, 1978.

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Also included are those District vacancies requested to be advertised statewide. Anyone interested in applying for these positions should contact the Personnel Office.

Functional Title – Class/Grade

Desired Qualifications

Radio Equipment Repairer
Comm. Maint. Spec I/10

Technical training with one years experience in maintenance of radio receiving and transmitting equipment. Knowledge of FCC rules and regulations. Ability to climb towers.

Multi-Axle Truck Driver (Jacksonville)
Equipment Operator II/08

Two years experience in operation and maintenance of heavy trucks. Knowledge of bridge construction materials.

Clerk Typist
Clerk Typist I/04

Clerical experience. Type 40 wpm.

Bookkeeper, District (District 9)
Bookkeeper III/12

High School Graduate or equivalent supplemented by two years of advanced training related to bookkeeping. Three years experience in bookkeeping or related field.



EMPLOYEE NEWS LETTER



Volume 6, Number 13

November 22, 1978

INSURANCE CLAIMS DELAYED

Insurance claims filed by Department employees with the American Fidelity Insurance Company have been two to three months behind in being paid. In order to catch up on the backlog, American Fidelity turned a large number of claims over to their home office in Oklahoma City for processing early in November. This has reduced the claim payment time to a month. More claims are being sent to their home office which should reduce the backlog and claim processing should be back to normal by December 15. The normal processing time for a properly filed claim is 3-5 days. Please be sure in filing a claim to follow the instructions on the top of the claim form. Be sure to put your social security number on the claim and on the bills submitted with the claim.

Any questions concerning a claim should be referred to American Fidelity at the address shown on the claim form. The Little Rock telephone number is 664-1005 and the long distance toll free number is 1-800-482-8880.

Any questions concerning insurance or a question on a claim that is not satisfactorily answered by American Fidelity should be referred to the Group Insurance Section at the Central Office in Little Rock.

THANKSGIVING HOLIDAYS

Thursday, November 23rd and Friday, November 24th, 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 24th is a payday, every effort will be made to have paychecks available the afternoon of Wednesday, November 22nd.

LIFE INSURANCE

Many employees have life insurance on dependents through our State Employees Group Plan and

many have Intensive Care Insurance with the company that handles the cancer insurance (intensive care is also covered under our health insurance plan.)

Please notify Group Insurance of the death of any employee's dependents or if any employee or one of his dependents is placed in a hospital Intensive Care Unit. Group Insurance will check to see if the employee has coverage and start the necessary paperwork.

Sometime after the first of the year all employees will receive a sheet showing what coverage they have.

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Also included are those District vacancies requested to be advertised statewide. Any interested persons should contact the Personnel Office.

Radio Equip. Repairer
Comm. Maint. Spec.
I/10

Technical training with one years experience in maintenance of radio receiving and transmitting equipment. Knowledge of FCC rules and regulations. Ability to climb towers.

Stereoplotter Opr.
EA III/10

Vision acuity of 20/20 (with or without eye-glasses). Normal color vision. Math, photo interpretation, cartography and/or surveying background.

Bookkeeper, District
Bookkeeper III/12
(District 9)

High school graduate or equivalent supplemented by two years of advanced training related to bookkeeping. Three years experience in bookkeeping or related field.



EMPLOYEE NEWS LETTER



Volume 6, Number 14

December 8, 1978

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Any interested persons may contact the Personnel Office.

Maid Cust Wrkr II/02	Ability to read & write. Some housekeeping experience.
Asst. Storeroom Supv. Asst Strrm/Supv/10	High school graduate or equivalent with experience related to storeroom stocking and inventoring.
Cartographer Cart I/10	High school graduate or equivalent with experience in photography drafting.
Statistical Asst. Stat Asst/09	High school graduate or equivalent with experience related to statistical and economic analysis.
P&R Technician EA III/10	High school graduate or equivalent. Some college preferred or technical experience related to transportation program fiscal control.

HOLIDAY REMINDER

Christmas Eve, December 24th, and Christmas Day, December 25th, are both holidays for Highway and Transportation Department employees. However, since Christmas Eve falls on Sunday this year, employees will have Monday, December 25th and Tuesday December 26th, as days off.

The New Year's holiday will be Monday, January 1st.

All work will be suspended except in cases of emergency.

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

TRAINING ADVISORY COMMITTEE

On-the-job training has long been recognized as an important technique in developing personnel to their full potential in order to increase efficiency and productivity. It also assists the employee in career development and aids the Department in recruitment and retention of qualified employees.

Due to the many seminars, inspector schools, National Highway Institute training sessions, and other training meetings it is necessary that the Department establish a formalized method and procedure in this area. Director Henry Gray has designated Jim Gilbert, Assistant Personnel Officer as Training Coordinator and has created a Training Advisory Committee to assist the Training Coordinator with assessment of training needs, program coordination, formulation of goals and priorities, and other related functions.

The following individuals have been selected to serve on this committee: Melba Shepard, James R. Tucker, Danny Flowers, William Tyler, Roger Almond, Alan Holmes, James Briley and Russell Bintliff.

CREDIT UNION NOTICE

The Capitol Credit Union will be closed December 28th and 29th for year end closing of records.

ARKANSANS LEADS IN PLAN PRODUCTION

A recent nationwide survey on the dollar volume of construction plans produced by each state as compared to the number of design engineers and technicians revealed that Arkansas led the nation in dollar value of plans produced per employee.

Last year designers at the Highway and Transportation Department produced \$1,630,000 of plans per employee.

In a memo to each design division head, Director Henry Gray said, "This is an outstanding accomplishment and you and your staff are to be congratulated for a job well done."

ENGINEERING TECHNOLOGY

The Spring 1979 class schedule for the Department of Engineering Technology at the University of Arkansas at Little Rock has been released.

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 principals to real industrial work problems. Approximately half of the courses offered are engineering courses. This provides interested highway employees an opportunity to expand on their work skills.

For further information contact R.A. Cromwell, Acting Director of Engineering Technology, UALR, Telephone 569-3364 or Jim Gilbert, Personnel Office, AHTD, 569-2452.

PARK - RIDE LOT DESIGNATED

The Arkansas Highway and Transportation Department, in an effort to promote public transportation, has designated forty parking spaces in the southwest corner of the AHTD Central Headquarters parking lot for use as a park and ride commuter lot. The facility will be served by Central Arkansas Transit in Little Rock and South Central Arkansas Transit from Malvern and Benton. Morning and afternoon service is planned.

A modular aluminum frame shelter with plexiglass walls is planned to be erected by the bus companies so that patrons will be protected from the elements.

This is a significant step by AHTD to promote energy conservation, reduce downtown traffic congestions, and provide needed service to the transportation disadvantaged.

Central Arkansas Transit buses began using the lot December 4th. Buses on the Mabelvale routes make three morning and afternoon stops at the parking lot. The morning stops are at 6:55, 8:40 and 10:15 a.m. They will arrive downtown at 7:45, 9:25 and 10:50. The buses returning to the lot in the afternoon will leave downtown at 3:00, 4:40 and 5:50 p.m.

South Central Arkansas Transit has not started its service yet but expects to announce a schedule in the near future.



EMPLOYEE NEWS LETTER



Volume 6, Number 15

December 22, 1978

HOLIDAY REMINDER

Christmas Eve, December 24th, and Christmas Day, December 25th, are both holidays for Highway and Transportation Department employees. However, since Christmas Eve falls on Sunday this year, employees will have Monday, December 25th and Tuesday, December 26th, as days off.

The New Year's holiday will be Monday, January 1st, 1979.

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

CREDIT UNION NOTICE

The Capitol Credit Union will be closed on December 28th and 29th for year end closing of records.

INA ADDITIONAL LIFE INSURANCE

Most of the applications submitted for the INA Additional Life Insurance have been received from INA in the Group Insurance office and the approved amounts are now being processed. The approvals that have been received will be effective January 1, 1979. The deductions for this coverage will begin with the paycheck received January 5, 1979. Those employees whose applications have been processed will receive a letter showing the amount and cost of the insurance previously carried, the amount and cost of the approved increase, and also the new total life amount and the total cost per pay period. The amounts should be checked for accuracy and any questions should be directed to the Group Insurance Section of Accounting at 569-2417. Those employees having submitted applications that have not been returned will be notified. When those remaining applications have been approved the employee will receive a letter showing the effective date, coverage amount, and cost.

INCOME TAX DEDUCTIONS

Premiums for hospitalization insurance may be used in calculating itemized deductions for income tax purposes. In addition to hospitalization insurance, our group policy includes basic life, optional life, and dependent life insurance, and these premiums can not be used as an income tax deduction. The amount that may be used in calculations is accumulated on the deduction card received with the paychecks, in the bottom right corner under the heading "HOS. POR." (Hospital Portion).

The cancer insurance premiums are considered hospitalization insurance and can also be used in calculating itemized deductions. They are accumulated on the bottom of the deduction card to the left of "HOS. POR." under the heading "CANCER".

The deduction cards received each payday with the checks show gross salary, payroll deductions, and net pay. The bottom section of the card shows year-to-date totals on pay and deductions that relate to income tax. These figures are accumulated on a calendar year basis. The card dated 12-13-78 received with the check on 12-22-78 is the end of the 1978 calendar year. This card should be retained. It is your only record of total hospitalization premiums which will not be on your W-2.

The next deduction card, which will be dated 12-27-78 and received 1-5-79 will be for the beginning of calendar year 1979.

AHTD EMPLOYEE EARNINGS RECORD

250	DOE	JD	598-23-2039		
CURRENT 12-13-78			023		
GROSS	O/T PAY	FED. TAX	ARK. TAX	FICA	
424.00		69.58	10.02	25.65	
RET.	GROUP	LIFE	CANCER	AUTO	BONDS
25.44	6.18	1.12	3.14		
CR. UNION	PRIOR	MIL. RET.	MISC.	NET PAY	
35.50				247.37	
***** YEAR-TO-DATE *****					
GROSS	FED. TAX	ARK. TAX	FICA	GROUP	
10147.20	1582.47	222.31	613.89	148.32	

CANCER 37.68	HOS. POR. 106.70
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POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Any interested person may contact the Personnel Office.

<u>FUNCTION TITLE</u>	<u>CLASS/GRADE</u>	<u>DESIRED QUALIFICATIONS</u>
Maid	Cust. Worker II/02	Ability to read and write. Some housekeeping experience.
Leave Clerk	Clerk I/04	High School graduate or equivalent.
General Secretary	Secretary I/08	Two years experience in secretarial or related work. Type 50 wpm. Short hand 80 wpm.
Clerk Typist	Clerk Typist II/07	One years clerical experience. Type 45 wpm.