



EMPLOYEE NEWS LETTER



Volume 7, Number 1

January 5, 1979

PERSONNEL 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 person may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Personnel Recruiter Admin Asst I/16	This position requires a person with a Bachelor's degree or equivalent experience in specialized or related field applicable to the duties required of this position. The person selected will have as their primary responsibility the recruitment, interviewing, selecting and placement of minorities.
Clerk Typist Cl Typst I/04	Clerical experience. Type 40 wpm.
Drafter Drftmn I/09	Knowledge of basic drafting principles and methods. Advanced math courses.
Bookkeeper III Bkkpr III/12	High school graduate supplemented by two years of advanced training with courses in advanced bookkeeping, accounting and operation of standard office machines; three years experience in bookkeeping or related field.
Crew Leader Crw Ldr/12 (District Six)	High school graduate or equivalent with three to five years experience in highway maintenance or signing activities.

income tax and Social Security purposes on the 1979 W-2's. This is a requirement of the Federal Income Tax Law, because employees will receive their checks in January 1979.

For 1979 the Social Security rate will be 6.13% (previous rate 6.05%) on a maximum salary of \$22,900.00. This will be an increase in tax of .08% for everyone, with the maximum Social Security being \$1,403.77 an increase of \$332.92 for those earning \$22,900.00.

The 1979 Federal Withholding tax rates will decrease for everyone except those claiming minus (-) dependents. Those who are presently claiming "minus dependents" may want to reduce the number so claimed.

The deduction allowed for each dependent increases from \$28.80 to \$38.46 which means that \$9.66 more will be added to taxable income for each minus dependent and thus more tax withheld. (The additional tax varies with the tax bracket but should range between \$2.00 and \$4.00 per pay period for each minus dependent).

NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

Membership application forms are now available for those Highway and Transportation Department employees who qualify to belong to the National Society of Professional Engineers.

If you are interested in joining the National Society of Professional Engineers, you can obtain a membership application from the Information Services Office, Central Office Building, Room 1002.

ROBERT E. LEE'S BIRTHDAY

Friday, January 19, 1979 is a designated holiday for Highway and Transportation Department employees in observance of Robert E. Lee's Birthday.

All work will be suspended except for the case of emergencies, with the exception of offices in Pulaski County which will maintain a minimum number of employees.

Friday, January 19, 1979 is also a payday for Department employees. Because of the holiday, every effort will be made to have the paychecks issued on Thursday, January 18, 1979.

1979 SOCIAL SECURITY

The current pay period, ending December 27, is the first pay period for the 1979 calendar year and will be reported for



EMPLOYEE NEWS LETTER



Volume 7, Number 2

January 18, 1979

PERSONNEL 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 person may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Drill Helper EA II/07	Statewide travel.
Accident Coding Clerk CI I/04	Clerical training or experience.
Stereoplotter Operator EA III/10	Vision acuity of 20/20 (with or without eyeglasses). Normal color vision. Math, photo interpretation, cartography, and/or surveying background.
DISTRICT Asst. Maint. Supt. Maint. Supt. I/18 (District 2)	High school graduate or equivalent supplemented with three years experience in highway maintenance and bridge construction.

EMPLOYEE BENEFITS EXPLAINED

Included with the current paycheck is an IBM printout showing for each employee:

- +Insurance premiums and coverage.
- +Credit Union and Savings Bonds deductions.
- +Total paid by employee for Group Insurance, Retirement, and Social Security (FICA).
- +Total paid by the AHTD for each employee for Group Insurance, Retirement, and Social Security (FICA).
- +Annual Leave Schedule.
- +Sick Leave Schedule.
- +Holiday Schedule.
- +Other Benefits.

The coverage, deductions and totals are as of 12-31-78 except for I.N.A. life insurance which is for 1-01-79. The boxed in area at the bottom of the sheet shows how often the deductions are made and refers to the different booklets that have detailed information. The winter issue of the Arkansas Highways magazine has a summary of these benefits.

ACT 849 of 1977

Act 849 of 1977 requires all persons employed by state agencies and institutions of higher learning to file Extra Income Statements if they receive income over and above their regular salary for professional or consultant services rendered to another public agency.

All employees of institutions of higher learning shall file this statement with the President of the institution of higher learning where the employee works. All other employees who work for any state office, agency, department, board or commission shall file with the Secretary of State.

The report requires that disclosure of both the sources of income and the amount of income received in excess of \$500.00 from each source. If the cumulative total of income received by a state employee for services covered by the Act exceeds \$500.00, but no single source provides as much as \$500.00, then no income need be reported.

Any employee of the State of Arkansas, including employees of the state-supported institutions of higher learning, who fail to file or who shall falsely file any statement as required under the provisions of this Act, shall be guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00).

The report is due on or before January 31 following the close of each calendar year. The forms may be obtained for the Personnel Office.

ROBERT E. LEE'S BIRTHDAY

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As Friday, January 19, is a payday for Department employees, every effort will be made to have the checks ready on Thursday, January 18.

NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

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EMPLOYEE NEWS LETTER



Volume 7, Number 3

February 2, 1979

PERSONNEL VACANCIES

Listed below are the position vacancies which presently exist within the Department. Also included are those District vacancies requested to be advertised statewide. Any interested person may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Court Order & Research Coordinator R-O-W Tech II/17	Three years experience in preparation of court orders and legal descriptions and ability to research right-of-way records.

<u>DISTRICT</u>	<u>Desired Qualifications</u>
Asst. Dist. Engineer CE VI/23	Bachelor's Degree in Civil Engineering and Registered Professional Engineer. Experience in highway engineering involving supervisory and administrative duties.

INSURANCE REMINDERS

Employees are reminded that covered charges incurred in the last three months of any calendar year that were applied to the \$100.00 calendar year deductible, also help satisfy the deductible for the following calendar year.

Also there have been some questions concerning coverage of tubal ligations and vasectomies in our State Employees' Group Insurance Plan. Our plan is clear on these procedures, tubal ligations and vasectomies are NOT covered under any circumstances.

I.N.A. LIFE INSURANCE BOOKLET AVAILABLE

A booklet on the AHTD Life Insurance Plan with the Insurance Company of North America (I.N.A.) is available in the Group Insurance Section, Room 402 in the Central Office building, and in the District Offices.

LIFE INSURANCE

Optional life insurance with the State Employees Group Health and Life Plan is based on salary brackets as shown below, and the premium is based on age.

State Group Plan

<u>Annual Salary</u>	<u>Life Amount</u>
up 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 have this optional coverage and 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 other life plan, additional life insurance offered as a group plan by I.N.A. (Insurance Company of North America) has a minimum amount of insurance based on salary, as shown below, the premium is also based on age.

I.N.A.

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

The increased coverage with the I.N.A. plan will become effective September 1 of each year.

AHTD CALENDAR OF EVENTS

On the back of today's newsletter is a calendar of events for AHTD employees listing paydays, holidays and current programs and seminars for your information. This will become a bi-monthly feature of the newsletter.

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
CALENDAR OF EVENTS

FEBRUARY 1979

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	\$Payday 2	3
4	5	6	7	8	9	10
11	12	13	14 Resident Engineers Conference	15 Resident Engineers Conference	16 \$Payday Resident Engineers Conference	17
18	19 Washington's Birthday	20	21	22	23	24
25	26	27	28 Commission Meeting & Bid Letting			

MARCH 1979

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Professional Engr. Seminar	\$Payday 2 Professional Engr. Seminar	3
4	5	6	7	8	9	10
11	12 Value Engineering Workshop	13 Value Engineering Workshop	14 Value Engineering Workshop	15 Value Engineering Workshop	16 \$Payday Value Engineering Workshop	17
18	19	20	21	22	23	24
25	26	27	28 Commission Meeting & Bid Letting	29	30 \$Payday	31



EMPLOYEE NEWS LETTER



Volume 7, Number 4

March 2, 1979

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 person may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Radio Equip. Repairer Comm. Maint. Sp. 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.
Realty Appraiser Real Appr I/16	Bachelor's Degree in Real Estate, Business or related field. One years experience in appraisal or related area.
Area Foreman Area Frmn/17	High School graduate or equivalent with five years experience in related highway maintenance or construction.

NO INSURANCE DEDUCTION

There will be no deduction for State Employees Group Health and Life Plan or for I.N.A. Group Life Insurance for the pay period ending 2-21-79. This is for the paycheck received 3-2-79.

HEART FUND

Heart Fund contribution material is being distributed to each employee with this week's check.

A realistic goal of a one-dollar contribution from each state employee has been set. Last year the Highway and Transportation Department employees contributed a total of \$715. 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, March 16, 1979.

GROUP HEALTH INSURANCE CLAIMS

All insurance 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 should be filed no later than April 1, 1979.

Claims will not be considered for payment if submitted beyond one year after 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.

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 out-patient expenses, including prescription drugs, are covered under Plan I and should be submitted for consideration.

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

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

HOSPITAL INSURANCE - PLAN I

In order to allow all employees to see the status of the State Employees Group Insurance program, the claims and premiums of Plan I are reported every six months.

The plan is a self-insured plan with the employees' premium and the participating State Agencies contributions being used to pay employees' claims.

Month	1978	
	Claims	Premium
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>
July	452,448.16	636,102.10
August	663,392.30	637,781.30
September	585,580.67	633,481.35
October	395,735.47	636,590.45
November	621,934.84	643,649.15
December	788,550.86	648,406.15
July-Dec. 1978	<u>3,507,642.30</u>	<u>3,836,010.50</u>
Jan.-Dec. 1978	<u>6,871,108.95</u>	<u>7,603,797.75</u>

**ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
CALENDAR OF EVENTS**

MARCH 1979

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Professional Engr. Seminar	\$ Payday 2 Professional Engr. Seminar	3
4	5	6	7	8	9	10
11	12 Value Engineering Workshop	13 Value Engineering Workshop	14 Value Engineering Workshop	15 Value Engineering Workshop	\$ Payday 16 Value Engineering Workshop	17
18	19	20	21	22	23	24
25	26	27	28 Commission Meeting & Bid Letting	29	\$ Payday 30	31

APRIL 1979

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	\$ Payday 13	14
15	16	17	18	19	20	21
22	23	24	25 Commission Meeting & Bid Letting	26	\$ Payday 27	28
29	30					



EMPLOYEE NEWS LETTER



Volume 7, Number **A5**

April 13, 1979

LEGISLATIVE REPORT

The 72nd General Assembly has gone into an indefinite recess following 87 days in session.

Among the items coming out of the session was the Highway and Transportation Department's Appropriations Act, which authorized the Department to spend the funds it receives through special revenues.

On March 20th Governor Clinton signed into law eight bills designed to produce about \$64 Million in additional revenues this year for state highways, county roads and city streets.

This money is desperately needed if we are to continue to provide a safe, modern transportation system for all of our citizens.

A key item in the Governor's Program, Act 436, calls for the immediate transfer of \$15 Million from surplus funds to the Highway Fund. This money will be divided up with 70% going to the State, 15% going to the cities and 15% going to the counties to use for emergency road repairs.

The other measures signed by the Governor are:

Act 433 — which exempts gasohol from the State's motor fuel tax, if the alcohol is produced in Arkansas.

Act 434 — raising from \$1 to \$10 the fee for a truck cab decal for operators of large, interstate trucks. This will raise about \$1.3 Million.

Act 435 — to remove enforcement of the State's "boot-leg" gasoline law from the Department of Finance and Administration to the Arkansas Highway and Transportation Department. This could bring in about \$5 Million.

Act 437 — a 1 cent per gallon increase in the state motor fuel tax. This will mean about \$14.5 Million more annually.

Act 438 — granting interest from Highway Fund monies to remain in the fund rather than go to the General Fund, raising about \$5 Million.

Act 439 — increasing the title transfer fee by \$10 to produce another \$6.5 Million.

Act 440 — raising the vehicle registration fees by varying amounts, based on weight. This will produce \$17 Million.

These funds will also be divided — 70% to the State; 15% to Counties; and 15% to the Cities.

In addition to the revenue bills, there were several bills dealing with employee benefits that have been signed into law:

Act 25 — prohibits public employers from discriminating against employees between 40 and 70 years of age.

Act 323 — authorizes the State to make contributions of up to \$23 a month during fiscal year 1980 and up to \$28 a month during fiscal year 1981 towards state employees health and life insurance plan. At the present time the State contributes \$19 a month. The additional State contribution would go into effect only when the insurance premiums are increased. The employees contribution would remain the same.

Act 597 — provides for judicial review of Worker's Compensation Commission decisions regarding State employee's claims.

Act 655 — increases benefits for retirants and beneficiaries of the four State retirement systems (including the Arkansas State Highway Employees Retirement System) based on years of service.

Two items that have been passed by both the House and the Senate, but have not yet been signed into law by the Governor are:

HB 48 — increases travel expense allowances for state employees. Sets maximum daily allowances for meals and lodging at \$35 a day in Arkansas (instead of \$25) and \$45 outside the state (instead of \$35) and while on business in metropolitan area with 2.5 million or more population, maximum will be \$50 a day.

HB 905 — establishes an employee suggestion system and Suggestion Award Board; encourages the development of ideas for improving the economy and efficiency of state government; grants awards for ideas of proper merit to be either 5% of the amount of savings or \$25, whichever is greater, but not to exceed \$1,000 unless a larger award is recommended by resolution of the Legislature.

NATIONAL TRANSPORTATION WEEK IN ARKANSAS

The week of May 13-19, 1979, is a very important week for the Arkansas Highway and Transportation Department. It is the annual observance of National Transportation Week.

This year the Department will mark the occasion by holding Open House at each of the ten District Headquarters. This will give an many citizens as possible an opportunity to visit with Department personnel throughout the State and take a first-hand look at how the Department operates at the District level.

National Transportation Week Continued

The date for National Transportation Week falls at a very critical time in the Department's history. Our highways, county roads, and city streets have been subject to three harsh winters in a row and they are badly in need of repairs and rehabilitation. Highways are high on everybody's priority list and the citizens of this State are extremely interested in knowing how the Department will meet the challenge that lies ahead.

A committee of employees in each District will coordinate the activities, which will include tours of the District Headquarter Compounds, equipment displays, informational posters and slide presentations.

Each District Committee has selected a date and time to hold their Open House and all employees are urged to assist in the activities if called upon.

DISTRICT	DATE-TIME
District 1 - Wynne	Friday, May 18 1:00 - 5:00 p.m.
District 2 - Pine Bluff	Wednesday, May 16 12:00 - 4:00 p.m.
District 3 - Hope	Wednesday, May 16 1:00 - 5:30 p.m.
District 4 - Fort Smith	Tuesday, May 15 4:00 - 7:00 p.m.
District 5 - Batesville	Friday, May 18 1:00 - 6:00 p.m.
District 6 - Little Rock	Tues. & Wed., May 15 & 16 9:00 a.m. - 3:00 p.m.
District 7 - Camden	Tuesday, May 15 12:00 - 4:00 p.m.
District 8 - Russellville	Wednesday, May 16 1:00 - 6:00 p.m.
District 9 - Harrison	Tuesday, May 15 1:00 - 4:00 p.m.
District 10 - Paragould	Thursday, May 17 2:00 - 7:00 p.m.

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 person may contact the Personnel Office.

FUNCTIONAL TITLE	DESIRED QUALIFICATIONS
Estimates Checker EA III/10	Math background. Construction field experience helpful.
Applications Systems Analyst DP Sys Anal I/15	Bachelor's Degree in Computer Science Math or related area. Knowledge of Fortran Programming language. Cobol experience desired.
Stereoplotter Operator EA III/10	Vision acuity of 20/20 (with or without eyeglasses). Normal color vision. Math, photo interpretation, cartography, and/or surveying background.
Hwy. Inventory Tech. Inv. Tech. I/10	High School graduate with one or more years related experience. Statewide travel.
Area Foreman Area Frmn/17 (District 8)	High school graduate with five years experience in related highway maintenance.
Asst. District Engineer CE VI/23 (District 3)	Bachelor's Degree in Civil Engineering and/or Registered Professional Engineer. Experience in highway engineering involving supervisory and administrative duties.



EMPLOYEE NEWS LETTER



Volume 7, Number 56

May 11, 1979

POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Please advise all employees under your supervision of these vacancies and refer interested persons to the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Asst. Maint. Engineer	Registered Professional Engineer with minimum of five years experience related to highway maintenance.
General Secretary	Bachelor's Degree in Real Estate, Business or related field. One year of experience in appraisal or related area.
Clerk Typist	Clerical experience. Type 40 wpm.
Rodman	High School graduate with math background; two years experience in surveying; ability to operate transit and level and capable of reducing and keeping field notes. State-wide crew.
Chainman	High school graduate with math background; some surveying experience, ability to operate a level and keep level notes. Statewide crew.

AMERICAN CANCER SOCIETY DRIVE

We are all aware of the efforts and goals of the Cancer Society. These are to improve the diagnosis and treatment of cancer and to find a cure. Your help is vital in continuing to search for the cure.

Please send your contributions to the Information Services Office at the Central Office Building in Little Rock by Friday, May 25, 1979.

UNION REPRESENTATION REJECTED IN DECISION BY U.S. SUPREME COURT

The United States Supreme Court said on April 30th that the State Highway and Transportation Department did not have to allow union representation of employees in the first steps of the Department's grievance proceedings.

The decision overturns rulings of the federal district court and the United States Eighth Circuit Court of Appeals at St. Louis that would have required the Department to permit the union to represent employees from the start of grievance proceedings.

The State Highway Commission and the Department administration have refused to recognize Highway Department Employees Local 1315 of the Laborers International Union as the employees' representative.

The Local and eight individual members sued for the right to have the union represent employees at all stages of the Department's grievance procedure.

The Department contended the grievance must start with the employee's supervisor; then go to the employee's district engineer or the division head, and then to one of two employer representatives who conduct a hearing and make a recommendation to the Department Director, whose decision is final.

The employees are allowed to have an attorney or any other representative present at the hearing before the employer representative, but not at the first two steps in the procedure.

LEGISLATIVE REPORT

In the April 13 Newsletter, several Acts passed by the 72nd General Assembly were presented. Since that time, Governor Bill Clinton has signed a number of other bills pertaining to the AHTD.

Act 720 - (S.B. 638) - Changes the name of the Division of Weights and Standards of AHTD to the Arkansas Highway Police Division of AHTD. Will aid AHTD in securing a \$3 Million grant of Federal Demonstration Funds.

Act 763 - (H.B. 905) - Established an employee suggestion system and suggestion Award Board; Encourages the development of ideas for improving the economy and efficiency of state government; and grants awards for ideas of proper merit.

Act 890 - (H.B. 48) - Increases the daily allowance for meals and lodging incurred by state employees' travel to \$35/day in-state; \$45/day out-of-state; and \$50/day for out-of-state travel to metropolitan areas of 2.5-million or more population. Also, requires state employees who utilize state vehicles for home-to-work transportation on a daily basis to reimburse the state at the rate of 15 cents/mile for each mile in excess of ten miles each way.

Act 894 - (H.B. 651) -AHTD only - authorizes entry on property for surveys or other activities for purpose of appraisal for public use if entry preceded by reasonable efforts to notify owner or occupant during daylight hours.

Act 932 - (H.B. 704) - provides that all future appointments to the Highway Commission be based on present four Congressional Districts so that at the earliest possible date the Commission will be composed of members from each district and one member-at-large.

Act 988 - (H.B. 1195) - Authorizes \$600,000 from State General Funds to AHTD for purpose of completing construction of Tourist Information Centers at Harrison, Mammoth Spring and Lincoln.

NATIONAL TRANSPORTATION WEEK

Next week, May 13 - 19, has been proclaimed National Transportation Week in Arkansas by Governor Clinton.

National Transportation Week is important to the entire nation. Its purpose is to bring to mind, the necessity of an efficient and safe transportation network. Transportation is a vital force in our society. It moves the nation's products, enables us to live and work where we choose and travel where we please. A good transportation system enriches our economy and strengthens our national defense. Transportation provides services essential to the social, economic and cultural development and well-being of all Arkansans.

Each District Headquarters will hold an Open House on one day during the week to give the citizens of Arkansas an opportunity to visit the Department and take a first-hand look at how the Department operates at the District level.

All Highway and Transportation Department employees and their families are invited to attend the Open House in their District. Central Office employees are invited to attend the District 6 Open House.

DISTRICT	DATE-TIME
District 1 - Wynne	Friday, May 18 1:00 - 5:00 p.m.
District 2 - Pine Bluff	Wednesday, May 16 12:00 - 4:00 p.m.
District 3 - Hope	Wednesday, May 16 1:00 - 5:30 p.m.
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District 5 - Batesville	Friday, May 18 1:00 - 6:00 p.m.
District 6 - Little Rock	Tuesday, May 15 9:00 - 3:00 p.m.
District 7 - Camden	Tuesday, May 15 12:00 - 4:00 p.m.
District 8 - Russellville	Wednesday, May 16 1:00 - 6:00 p.m.
District 9 - Harrison	Tuesday, May 15 1:00 - 4:00 p.m.
District 10 - Paragould	Thursday, May 17 2:00 - 7:00 p.m.





EMPLOYEE NEWS LETTER



Volume 7, Number 6 ⁷

May 25, 1979

CONSTITUTIONAL CONVENTION REPORT

The Constitutional Convention concluded its first week's work on May 18. The eight committees of the Convention met in the mornings and all of the 100 members met in General Session every afternoon beginning at 1:00 o'clock except Friday. On Friday, the session begins at 10:30 a.m.

The Department's Public Information Officer has been, and will attend every meeting of the Executive Committee, which is charged with the responsibility of writing the segment that includes the organization of the Highway and Transportation Department.

Two major items that the Executive Branch is yet to review and discuss in committee are those sections of the Constitution that set up the organization of the Highway and Transportation Department and the Game and Fish Department. Majority and minority report drafts are being reviewed by the Executive Committee. The majority report would re-establish the old organization, where the Governor would appoint the director and reorganize the present five-member Highway Commission, putting it back into the same political arena that existed prior to the passage of the Mack-Blackwell Amendment in 1952. The minority report would put the existing Highway Commission organization into the proposed constitution practically as it presently exists. The chairman has suggested that the committee delay discussing the highway plans until his committee has heard from some special scientific team experts and studies some eight to ten of the outstanding Highway and Transportation organizations which he has requested from the Federal Highway Administration. The chairman then plans to hold a public hearing to receive comments from all interested

groups before the General Assembly of the Constitutional Convention debates these documents.

The previous 1970 Constitutional Convention reviewed the Mack-Blackwell Highway Commission and agreed with the present setup - and put it back in - and it is felt that the highway employees should be aware of this. This is a very important matter and should be given serious consideration by every highway employee.

It has been noticed that the delegates have been most impressed by input from citizens such as telephone calls, telegrams, letters, etc.

Since establishment of the present Highway Commission, the Department has progressed from a financial condition with little flexibility and inherent bond obligations to a strong pay-as-you-go system with all roads in the State, free of tolls. Further, through dedicated professional efforts over extended periods of time, the Department led in the completion of the Interstate and was successful in obtaining major Federally-funded projects such as the Norfolk bridges, the East Belt Freeway, and special Corps of Engineers funds for bridge replacement along the Arkansas River. Such efforts are possible only with the organizational stability and firm direction afforded under the current Commission system. The Arkansas Highway and Transportation Department is now responsible for the Federal Rail Program, the Urban Mass Transit Administration, and Federal Highway Administration public transportation programs within the State.

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 person may contact the Personnel Office.

FUNCTIONAL TITLE	DESIRED QUALIFICATIONS
General Sec'y. CL II/08	High school grad. with one year's exp. in secretarial or related field. Type 50 wpm. S.H. 80 wpm.
Clerk-Typist CL I/04	Clerical experience. Type 40 wpm.
Rodman EA III/10	High school grad. with math background; two years' experience in surveying; ability to operate transit and level and capable of reducing and keeping field notes. Statewide cres. (Party Chief, Little Rock area)
Chainman (2) EA II/07	High school graduate with math background; some surveying experience, ability to operate a level and keep level notes. Statewide crew. (Party Chief, Beebe area) (Party Chief, Mt. Ida area)
Instrumentman EA IV/13	Three or more years experience in land surveying or related sub-professional engineering work. Statewide travel.
Drafter Drftmn II/11	High school graduate with three or more years exp. in architectural or related drafting.

Photogrammetry Technician
EA I/04
Knowledge of photographic principles and darkroom techniques.

DISTRICT

Res. Engineer (Clarksville)
CE V/22
Bachelor's Degree in Civil Engineering and/or Registered Professional Engineer. Strong construction background.

CONSTRUCTION PERSONNEL NEEDED

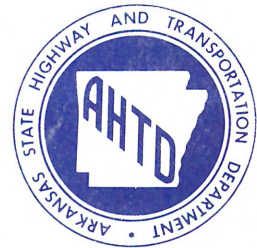
Resident Engineer Offices at Hope and Nashville, District 3, need experienced construction Instrumentmen, Sr. Inspectors and Inspectors. Anyone interested in transferring to District Three should contact the Personnel Office or Charles Mitchell, District 3 Engineer.

GROUP INSURANCE AND I.N.A. DEDUCTIONS

There are to be no deductions for State Group Insurance ("Group" on the payroll deduction card) or for I.N.A. Life Insurance ("Life" on the payroll deduction card) for the pay period ending 5-30-79 which will be the check received 6-8-79. Regular deductions are to resume the following pay period.



EMPLOYEE NEWS LETTER



Volume 7, Number 78

June 22, 1979

RETIREMENT SYSTEM CHANGES

Beginning with the pay period ending July 11, 1979, employees withdrawing their contributions to the Retirement System will receive interest if they have been a contributing member for at least one year. Interest is posted to the employee's account each pay period and the amount currently posted at the time of withdrawal will be paid. The rate of interest will remain at 3% per annum, prorated on a pay period basis.

The Reciprocal Service Agreement law was amended to allow death-in-service benefits for beneficiaries of current employees.

The Highway and Transportation Department's contributions were increased to 12.65% of payroll to enable the paying of interest after one (1) year and to increase the escalation percentage to 3% for retirees. (The current escalation increase in retirement benefits is 1½%.)

RETIREMENT BOARD MEMBER RE-ELECTED

Mr. J. E. Lowder, Assistant Chief Engineer for Operations, was re-elected to serve as a member of the Board of Trustees for a two-year term, in the recent election. His new term will begin July 1, 1979 and run through June 30, 1981.

PERSONNEL 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 person may contact the Personnel Office.

Functional Title	Desired Qualifications
Contract Technician EA III/12	High school graduate with knowledge of construction contract procedures and federal aid funding procedures.
Drafter Drftmn I/9	High school graduate with advanced vocational drafting training.
Records Clerk Clerk II/6	High school graduate supplemented by experience in business office or related area.
Sign Maker Signmn II/10	Ability to read and write. Sign fabrication or related experience.
Station Attendant Station Attn. /7	Ability to read and write. Related experience.
DISTRICT District Engineer CE VII/26 (Dist. 4 & 9)	Bachelor's degree in Civil Engineering or equivalent experience and a Registered Professional Engineer.
Mechanic Mech. /10 (Dist. 6)	Two or more years experience in repair of gasoline and diesel engines.

CONSTITUTIONAL CONVENTION REPORT

The Constitutional Convention, last week, passed the halfway mark in the present session. The schedule for the entire session is as follows:

May 14 - July 16, 1979: First Session

July 17, 1979 - June 15, 1980: Recess

June 16 - 30, 1980: Second Session

November 4, 1980: Vote on proposed constitutional changes at the general assembly.

On Wednesday, June 13th, the Executive Branch Committee, which has the responsibility of drafting the Highway Article, began work on the final drafts. During the two-hour meeting, the 13-member committee discussed three different proposals. Constitutional Convention Proposal No. 155 was voted the Majority Report by the committee and would put the Highway and Transportation Department in the Constitution exactly as it is now organized. However, two minority reports were also sent to the floor of the general assembly to be considered and debated on Tuesday afternoon, June 19th.

Constitutional Convention Proposal No. 156 (Minority Report No. 1) would change the Highway Commission up to seven members and would allow the Governor to appoint the Highway Director to serve at his pleasure.

Constitutional Convention Proposal No. 157 (Minority Report No. 2) would demote the present Highway and Transportation organization back to being responsible only for the Highway System, eliminating the additional cooperation we now have to plan for bus and railroad programs, and would authorize the Governor to appoint two Highway Commissioners in addition to the present five, to serve at the pleasure of the Governor.

The previous 1970 Constitutional Convention reviewed the Mack-Blackwell Highway Commission and agreed with the present setup - and put it back in - and it is felt that the highway employees should be aware of this. This is a very important matter and should be given serious consideration by every highway employee.

It has been noticed that the delegates have been most impressed by input from citizens such as telephone calls, telegrams and letters.

SPEECHCRAFT

Is what you SAY, always what you MEAN? Effective communication - at work, at home and in the community - is an art, and the Toastmasters SPEECHCRAFT Program can help you develop it. Enroll in the 8-week SPEECHCRAFT course, to be presented by Southwest Toastmasters. Hurry though, - SPEECHCRAFT begins this Monday night, June 25th, from 7:00 to 8:30 p.m., at the Telephone Company Auditorium, 1111 West Capitol. Call Susan Ishmael for information, ext. 2428.



EMPLOYEE NEWS LETTER



Volume 7, Number 8

July 6, 1979

STATUS REPORT ON CONSTITUTIONAL CONVENTION

The Convention spent four hours, June 19th, trying to revise the amendment under which the State Highway Commission operates as an independent constitutional agency, but when all the debates were over, the Mack-Blackwell amendment remained intact. The vote was 64 to retain the present setup and 28 against.

There were two minority proposals and four amendments to the committee proposals that would alter the present setup of the Commission. But everything went down the drain. The department is known as the State Highway and Transportation Department, but since the word "transportation" is not in the Mack-Blackwell amendment, the Commission remains the State Highway Commission. Under the new proposal, it would become the State Highway and Transportation Commission.

Some of the delegates tried to revise the organization so that the Director would be appointed to serve at the pleasure of the governor. He is now named by the Commission. Also, the delegates, for awhile, added two commissioners, making the total seven, but came back a short time later and rescinded it, leaving the number at five with 10 year terms.

PERSONNEL 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 person may contact the Personnel Office.

Functional Title	Desired Qualifications
Drafter Drftmn I/09	High school graduate with advanced vocational drafting training.
Mail Clerk Clerk I/04	High school graduate or equivalent.
Division Head Roadway Design CE VII	Bachelor's Degree in Civil Engineering or equivalent experience and a Registered Professional Engineer.
General Clerk Clerk I/04	High school graduate or equivalent.
District	
Asst. Resident Engineer CE V/22 (Dist. 6)	Bachelor's Degree in Civil Engineering or equivalent experience and a Registered Professional Engineer.
Asst. District Engineer CE VII/24 (Dist. 6)	Bachelor's Degree in Civil Engineering or equivalent experience and a Registered Professional Engineer.

PERSONNEL CHANGES

Mr. Calvin Peevy, District Engineer at Fort Smith, has been transferred to the Construction Division to assist in the overall supervision of construction activities throughout the State. Mr. Peevy is a graduate Civil Engineer from the University of Arkansas, is a Registered Professional Engineer, and most of his career has been in the construction area. He will be an asset to the administration of construction activities of the Department.

Mr. Curtis Pangle, District Engineer at Harrison, has been transferred to the State Maintenance office to assist in the coordination and supervision of maintenance activities throughout the State. Mr. Pangle is most qualified in the maintenance area since he is a graduate Civil Engineer from the University of Arkansas, is a Registered Professional Engineer, and has served in various maintenance positions during his employment with the Department. Mr. Pangle was the first graduate Registered Professional Engineer to serve as a District Maintenance Superintendent and he is well qualified to assume his new position in the State Maintenance office.

Mr. Allan Holmes, Assistant State Construction Engineer, has been promoted to District Engineer, District 4, Fort Smith. Mr. Holmes is a Registered Professional Engineer and holds a BSCE and a MSCE from the University of Arkansas. He has considerable experience in the Highway Department and has worked in the District, in the Materials and Tests Division, and in the State Construction office.

Mr. Hurley Perkins has been promoted from Assistant District Engineer, District 6 at Little Rock, to District Engineer, District 9, at Harrison. Mr. Perkins is a Registered Professional Engineer and has had a variety of experience as Resident Engineer, Assistant State Construction Engineer, Assistant State Maintenance Engineer and Assistant District Engineer. He has a long career with the Highway Department in the various facets of highway development. Hurley's father also served as a District Engineer with the Highway Department as well as many other capacities throughout his career.

Mr. Brooks Nichols has been promoted to State Design Engineer under the Assistant Chief Engineer for Planning. The new position of State Design Engineer was established by Act 794 of the 72nd General Assembly. Brooks began his career with the Department following graduation from the University of Arkansas with a degree in Civil Engineering in June, 1957. He worked as a summer employee for five years while attending college. He is a Registered Professional Engineer. With the establishment of the position of State Design Engineer, the Roadway Design, Bridge Design and State Aid Divisions will be under the direct supervision of the State Design Engineer.

DENTAL INSURANCE OPINION SURVEY

After receiving many requests from State employees for dental insurance coverage, the State Employees' Insurance Advisory Committee made a thorough study of this type of insurance, and after receiving bids from several insurance companies, the committee sent a memo to each employee requesting their opinion of a plan they feel most people can afford.

Please study this information and be sure to vote immediately for one of the items listed on the memo - either for or against the plan, or which program you prefer.

A word of further explanation - If you do not have the Health Insurance Plan, you will not be eligible for dental insurance. An annual deduction of \$25.00 is per individual and not a family as a whole. Also, if the plan does go into effect there will not be a waiting period. However, the plan will not cover any dental work already underway.

In order to complete the survey as quickly as possible, it is important that you vote on one of the three suggested items and return your ballot immediately. Just follow mailing instructions included in the Committee's memo.



EMPLOYEE NEWS LETTER



Volume 7, Number 9/10

July 20, 1979

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 may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Drafter Drftmn I/09	High school graduate with advanced vocational drafting training.
Communications Maint. Specialist - Comm. Maint. Spec./14	Requires first or second class FCC Radio Telephone license. Statewide travel. Ability to climb towers.
Estimates Checker Est. Chr./10	High school graduate or equivalent with math background.
Computer Operator Compt. Opr./10	Training or experience in operation of IBM 370-145 system.
General Clerk Clerk I/04	High school graduate or equivalent.
Area Foreman Area Frmn/18 (District 6)	High school graduate with 5 years experience in related highway maintenance or construction.
Inspector Insp./13 (District 9, Engr. No. 94)	High school graduate or equivalent with 3 years Construction Inspection experience.
Construction Instrumentman EA V/15 (District 9, Engr. No. 94)	High school graduate or equivalent with related advance training and 4 years experience.

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 in September.

CONSTITUTIONAL CONVENTION STATUS REPORT

The Constitutional Convention recessed on Monday, July 16, after nine weeks, with a preliminary draft of the proposed new Constitution. In this draft, the State Highway Commission and the State Highway Department has retained, at least temporarily, its same constitutional status set up originally by the Mack-Blackwell Amendment when the people voted, by a large majority, to make the Road Program independent of politics and to make the Highway Department an autonomous state agency of the Arkansas State Government. The vote, on July 16th, was 56 "for" and 34 "against".

In the final days, the Convention did delete the word Transportation from the Department's name. However, this additional responsibility has been given to the Highway Commission by the Legislature (Act 192 of 1977) which established the Highway and Transportation Department, with responsibility for the statewide transportation planning, coordination, and administration of Federal and State surface transportation programs - and specifically highway, rail and public transportation programs. This was not in the Amendment to the 1874 Constitution, approved by the voters in 1952.

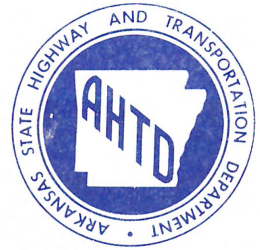
The members of the Convention have recessed and gone home for eleven months. On June 17, 1980 they will return to Little Rock and meet for about two weeks to make any required corrections, and may again reconsider the independent status of the Highway Department.

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



EMPLOYEE NEWS LETTER



Volume 7, Number 10/11

August 3, 1979

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 person may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Drafter Drftmn. I/09	High school graduate or equivalent with advanced vocational drafting training.
Division Head Planning & Research	Bachelor's degree in related field and experience in the area of transportation planning and management.
Testing Lab Technician EA III/12	High school graduate or equivalent. Experience or knowledge related to laboratory testing of construction materials.
Voucher Coding Clerk Clerk III/07	High school graduate or equivalent with accounting related experience.
<u>District</u>	
Inspector Insp./13 (Engrs. No. 31 & 32)	High school graduate or equivalent with three years construction related experience.
Construction Instrumentman EA V/15 (Engr. No. 31)	High school graduate or equivalent with related advanced training and/or four years experience.
Civil Engineer CE II/18 (Engr. No. 31)	Bachelor's Degree in Civil Engineering.
<u>Transfer Only</u>	
Senior Inspector to Engineer No. 31	

ORGANIZATION AND PERSONNEL CHANGES

Effective August 1, 1979, the organizational structure of the Arkansas State Highway and Transportation Department is being changed and updated to reflect increased emphasis on public transportation and growth in our responsibilities in the planning, design, and construction of state highways, county roads, and municipal streets. The three branches of Administration, Planning, and Operations are being expanded to five branches and are being designated as Administration, Planning and Development, Program Management, Design, and Operations. This division of responsibility will concentrate similar functions within each branch which will streamline and make more effective the delivery of transportation services to the citizens of this state.

Mr. Gip Robertson, Assistant to the Director, will continue to be in charge of the Administration Branch. Mr. J.E. Lowder, Assistant Chief Engineer, will continue in charge of the Operations Branch. Mr. C.E. Venable, Assistant Chief Engineer, will continue in charge of the redesignated Program Management Branch. Mr. Brooks Nichols was recently promoted to State Design Engineer and is being promoted

to Assistant Chief Engineer of the Design Branch. Mr. A.E. Johnson, Jr. is being promoted to Assistant Chief Engineer of the Planning and Development Branch.

In connection with these organization changes and the grouping of similar functions within each branch, the Equipment Management Section in the Maintenance Division is being transferred to the Equipment and Procurement Section which is being elevated to division status as the Equipment and Procurement Division. Mr. Maurice Head currently Section Head of Equipment and Procurement will be promoted to Chief of the Division. Doug Nielson and Al Sacco are being promoted to Division Assistants in their respective areas.

Bob Walters, Freeway Design Section Head, has been promoted to Engineer of Roadway Design to fill the vacancy created by the promotion of Brooks Nichols.

Ralph Fulton, Resident Engineer at Fort Smith, is being promoted to Assistant District Engineer at District 6 in Little Rock replacing Hurley Perkins who was promoted to District Engineer at Harrison.

MULTIPLE SCLEROSIS DRIVE

During the month of August, the Arkansas Chapter of the National Multiple Sclerosis Society will be conducting a fund raising campaign.

Last year, Arkansans contributed over \$166,000 to the State Chapter. Of that amount, \$56,000 went to provide patient services in Arkansas, \$13,800 was used to provide wheelchairs, lifts, walkers, crutches, hospital beds and other patient equipment. Over \$62,000 was sent to the National Society for research, patient services and related activities.

Multiple Sclerosis is a neurological disease - a disabling affliction of the brain and spinal cord. In MS, the substance called myelin, which insulates the nerve fibers, disintegrates and is replaced by scar tissue. This distorts or blocks nerve impulses which control such functions as walking, talking, seeing, etc. It is not a mental disease, nor is it contagious. The disease is unpredictable. Not all patients experience the same symptoms, and improvement can occur lasting for limited or extended periods of time. It is estimated that 500,000 Americans suffer from MS and related diseases.

If you would like to contribute to this year's effort, please send your contributions to "Information Services" Room 1002, Central Headquarters, P.O. Box 2261, Little Rock, Arkansas, 72203.

STATE EMPLOYEES
GROUP HEALTH AND
LIFE INSURANCE PLAN
REVISIONS ON BACK

ST. : EMPLOYEES GROUP HEALTH AND LIFE INSURAN PLAN

Dental Insurance

Based on a survey of all state employees, the State Employees Insurance Advisory Committee voted not to add dental insurance to the State Employees Self-Insurance Plan.

The result of the survey statewide was:

For the least expensive dental program1,477
 For the more expensive dental program2,737
 Against the dental program6,738

Optional Life Insurance

The State Employees Insurance Advisory Committee made an important decision on July 19, 1979, concerning the premium for the LIFE insurance portion of the State Employees Group Health and Life Plan. After careful consideration of the financial soundness of the plan, the Committee voted to reduce Life premiums in every class of coverage.

In addition, the Committee voted to have an open enrollment period for employees to add the optional life insurance at these new premiums if they desire. This open enrollment period will be September 1, 1979, through September 30, 1979. Only those active employees presently having the State Employees Group Insurance, which includes the Basic Life Insurance, will be eligible for this open enrollment. The amount of Optional Life Insurance employees may take is based on salary. To apply for this coverage, a new Arkansas State Employees Plan Group Insurance Application must be completed and returned to the Highway and Transportation Department Group Insurance Office. The comparison of cost per thousand per month for current rates and new rates effective October 1, 1979 for active employees are shown below:

	<u>Basic</u>	<u>Age 35 & Under</u>	<u>36-50</u>	<u>51-64</u>	<u>65 & Over</u>
Current Rate	\$.70	.35	.60	1.30	2.75
New Rate	.56	.14	.21	1.14	2.23
Difference	.14	.21	.39	.16	.52

The comparison of semi-monthly premiums for current rates and new rates effective October 1, 1979 and the difference in rates are shown below:

Semi-Monthly Life Insurance Premiums Effective October 1, 1979
Active Employees Under Age 65

Salary	Optional Amount	<u>Age 35 and Under</u>			<u>Age 36-50</u>			<u>Age 51-64</u>		
		New Rate	Old Rate	Diff.	New Rate	Old Rate	Diff.	New Rate	Old Rate	Diff.
\$4,000 - 8,000	3,000	.21	.53	.32	.32	.90	.58	1.71	1.95	.24
8,001 - 12,000	7,000	.49	1.23	.74	.74	2.10	1.36	3.99	4.55	.56
12,001 - 16,000	12,000	.84	2.10	1.26	1.26	3.60	2.34	6.84	7.80	.96
16,001 - Over	17,000	1.19	2.98	1.79	1.79	5.10	3.31	9.69	11.05	1.36

Semi-Monthly Life Insurance Premium Effective October 1, 1979
Active Employees Age 65 or Over

Salary	Optional Amount	Premium		
		New Rate	Old Rate	Difference
\$ 4,000 - 8,000	-0-	-0-	-0-	-0-
8,000 - 12,000	500	.56	.68	.12
12,001 - 16,000	2,000	2.23	2.75	.52
16,001 - Over	3,000	3.35	4.13	.78

Maternity Benefits

Plan I Maternity Benefits

Beginning on April 29, 1979, a new federal law became effective. This law prohibits, among other things, the establishment of a waiting period before maternity benefits can be paid. In other words, maternity claims must be paid the same as claims for any other sickness.

Therefore, if an insured delivers a child after the effective date of her insurance, she will be entitled to maternity benefits. If, however, she had consulted a doctor prior to the effective date of her insurance and he had found her to be pregnant, there would be a limitation of the dollar amount of benefits, not to exceed \$500.

Plan II Maternity Benefits

Although your insurance booklet for Plan II specifically excludes maternity benefits, this is no longer legal under the new federal law, effective on April 29, 1979. Therefore, under Plan II, if a person delivers a baby after April 29, 1979, she is entitled to have claims paid as if this was any other sickness (there is no additional premium to be charged at this time). Plan II only pays in-hospital expenses but a doctor's delivery charge will be paid and of course, the hospital charges will be paid as any other illness. If the doctor has made specific charges before delivery for office visits, these will not be paid.

The pre-existing condition limitations will be applied, on Plan II this is \$400.

Insureds on Medicare Under Age 65

In the past, insureds under 65 who have Disability Medicare have had to pay for full coverage and have had Medicare Supplement Coverage. These people will now be charged only for this Medicare Supplement Coverage. This will reduce the premiums for these insureds.

Any insured under age 65 who is on Medicare should contact Brenda Mayton at:
 Highway and Transportation Department Group Insurance Office
 Post Office Box 2261
 Little Rock, Arkansas 72203
 Telephone: 569-2417



EMPLOYEE NEWS LETTER



Volume 7, Number 11/12

September 14, 1979

POSITION VACANCIES

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

<u>Functional Title/Class/Grade</u>	<u>Desired Qualifications</u>
Microfilm Camera Operator Repro Equip Opr II/08	Ability to read and write. Knowledge of microfilm operation desirable.
Testing Lab Technician EA III/12	High school graduate or equivalent. Experience or knowledge related to laboratory testing of construction materials.
Administrative Assistant Adm Asst I/16	High school graduate or equivalent. Knowledgeable in the principles and practices of public administration and AHTD policies. Proficiency in typing and shorthand.
Division Head, Environmental Div Hd, Env/25	Bachelor of Science Degree in related field with knowledge and/or experience in the area of environmental analysis.
Section Secretary Sec III/12	High school graduate or equivalent. Experience in secretarial field. Type 50 wpm. Shorthand 80 wpm.
Leave Clerk Cl II/06	High school graduate or equivalent.

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 1980-81 academic year. 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. Although it is not a requirement of the program, it is considered highly desirable for candidates to have a minimum of 3 years work experience with their employing agencies prior to the time they will begin study.

DAVIS TO HEAD PLANNING & RESEARCH

Effective September 20, 1979, Mr. Bryan Davis, Chief of the Environmental Division, is being promoted to assume the duties of Chief of the Planning and Research Division. Davis helped to organize and has served as the first Division Head of the Environmental Division. He is a graduate of Louisiana State University and has been involved in many aspects of planning in connection with his various positions in the Department since his employment in 1967.

Davis will replace A.E. Johnson, Jr., who was recently promoted to Assistant Chief Engineer, Planning and Development.

STATE EMPLOYEES
OPTIONAL LIFE INSURANCE
ON BACK

Optional Life Insurance

The State Employees Insurance Advisory Committee made an important decision on July 19, 1979, concerning the premium for the LIFE insurance portion of the State Employees Group Health and Life Plan. After careful consideration of the financial soundness of the plan, the Committee voted to reduce Life premiums in every class of coverage.

In addition, the Committee voted to have an open enrollment period for employees to add the optional life insurance at these new premiums if they desire. This open enrollment period will be September 1, 1979, through September 30, 1979. Only those active employees presently having the State Employees Group Insurance, which includes the Basic Life Insurance, will be eligible for this open enrollment. The amount of Optional Life Insurance employees may take is based on salary. To apply for this coverage, a new Arkansas State Employees Plan Group Insurance Application must be completed and returned to the Highway and Transportation Department Group Insurance Office. The comparison of cost per thousand per month for current rates and new rates effective October 1, 1979 for active employees are shown below:

	<u>Basic</u>	<u>Age 35 & Under</u>	<u>36-50</u>	<u>51-64</u>	<u>65 & Over</u>
Current Rate	\$.70	.35	.60	1.30	2.75
New Rate	.56	.14	.21	1.14	2.23
Difference	.14	.21	.39	.16	.52

The comparison of semi-monthly premiums for current rates and new rates effective October 1, 1979 and the difference in rates are shown below:

Semi-Monthly Life Insurance Premiums Effective October 1, 1979
Active Employees Under Age 65

Salary	Optional Amount	<u>Age 35 and Under</u>			<u>Age 36-50</u>			<u>Age 51-64</u>		
		New Rate	Old Rate	Diff.	New Rate	Old Rate	Diff.	New Rate	Old Rate	Diff.
\$4,000 - 8,000	3,000	.21	.53	.32	.32	.90	.58	1.71	1.95	.24
8,001 - 12,000	7,000	.49	1.23	.74	.74	2.10	1.36	3.99	4.55	.56
12,001 - 16,000	12,000	.84	2.10	1.26	1.26	3.60	2.34	6.84	7.80	.96
16,001 - Over	17,000	1.19	2.98	1.79	1.79	5.10	3.31	9.69	11.05	1.36

Semi-Monthly Life Insurance Premium Effective October 1, 1979
Active Employees Age 65 or Over

Salary	Optional Amount	Premium		
		New Rate	Old Rate	Difference
\$ 4,000 - 8,000	-0-	-0-	-0-	-0-
8,000 - 12,000	500	.56	.68	.12
12,001 - 16,000	2,000	2.23	2.75	.52
16,001 - Over	3,000	3.35	4.13	.78



EMPLOYEE NEWS LETTER



Volume 7, Number 12/13

October 12, 1979

POSITION VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>
Radio Maint. Supvr. Comm Supvr/18	1st Class FCC Radio/Telephone license. 5 years experience serving UHF, VHF, and Multiplexing equipment including antenna systems installed on 200' towers. Ability to supervise personnel maintaining the Statewide AHTD Communications System.
Clerk Typist CI Typst/06	Clerical experience. Type 40 wpm.
Permit Clerk Permit Tech/10	High School education or equivalent.
Public Transportation Specialist - Adm Asst II/18	Bachelor's degree in related field or equivalent experience in Federally funded transportation assistance.

PERSONNEL CHANGE

Effective October 4, 1979, Steve Wilson, Assistant Division Head of the Environmental Division was promoted to assume the duties of Chief of the Environmental Division. Steve began his career with the Department in September 1972. He holds a Master of Science Degree in Wildlife Ecology from the University of Arkansas at Fayetteville.

SECTION MOVE

The Research Section of Planning and Research Division is now located in the new Sign Shop facilities on West Baseline Road. The new telephone number is 455-4724. Correspondence should continued to be addressed to the Central Office.

SAVINGS BOND CHANGES

Beginning with the pay period ending December 26, 1979, there will be a change in the U.S. Savings Bond program from the Series "E" Bond to the new Series "EE".

All employees who now participate in the payroll savings plan must inform the Accounting Division bond clerk, by December 12, 1979, of the amounts to be withheld from each paycheck and the denomination of each Series "EE" bond to be purchased.

Include your Social Security number and co-owners or beneficiary name with your request for payroll deductions. The Accounting Division must have a new payroll deduction authorization by December 12 or no deductions will be made.

Listed below are some of the features of the Series "EE" bonds:

- 1) Denominations: \$50, 75, 100, 200, 500, 1,000, 5,000, 10,000.

- 2) Cost: 50% of face value
- 3) Term of Maturity: 11 years
- 4) Yield: 4% after 2 months, 4.5% for first year and increases thereafter to yield 6.5% if held 5 or more years.
- 5) Retention Period: Redeemable anytime after 6 months from issue date.

Other information regarding the new Series "EE" Bonds can be obtained from the Accounting Division.

CAUTION ON "VERIFICATION" OF INSURANCE

Quite often, the AHTD Insurance Office, the State Employees Insurance Office, and American Fidelity Assurance Company, the Claims Administrator, receive calls from hospitals and doctors asking for the verification of insurance of a State employee. The questions include actual coverage as well as the amount of benefits to be paid. There has been a great deal of confusion and misunderstanding over replies to their questions.

"Verification" of insurance simply means that the employee has the insurance. It in no way guarantees payments of claims. Often there is a need to investigate further details such as pre-existing condition, effective date, age of dependent child, etc. Employees and dependents should be aware of this and understand the connotation.

There are also complications concerning the amount of benefits to be paid: the usual reasonable and customary charge must be determined for instance, the type of procedure which the doctor uses, the exact nature of the disease, etc. Charges for elective surgery are not paid. Any payment will only be made if the treatment is medically necessary and this must be reflected in the doctor's statement to the claims office.

Verification of insurance is not a guarantee of payment of benefits. A guarantee of payment will be supplied in writing by American Fidelity based upon medical history and necessity of treatment information supplied by the attending physician subject to limitations and other contract provisions as previously mentioned.

LIFE INSURANCE CHANGE

The first check you receive in October may contain one or more of the following insurance premium changes:

Optional Life

The State Employee's Insurance Advisory Committee decided on July 19, 1979 to drop the rates on the life insurance we receive with our health plan. Both the basic \$3,000 life premium and the Optional Life premium will decrease effective 10-1-79. The new rates are listed in your last employee's newsletter.

If you elected to add the employee Optional Life insurance during our open enrollment in September the effective date of increase is October 1, 1979 and the change will appear on this check.

October 1 is also the time when age changes, which may increase life insurance premiums, are made. If you move into a higher age bracket, which was shown in your last newsletter, your life premium may increase.

Continued on Back

Increases in salary which may move you into a higher optional life bracket are made as we receive notice of your salary increase. However, if during the year any increases were missed they have been corrected October 1, 1979.

I.N.A.

Salary and age changes are made on October 1 for your INA Life Insurance. These changes are made once a year and will appear on this check.

ARKANSAS STATE HIGHWAY EMPLOYEES RETIREMENT SYSTEM
JUNE 30, 1979

TO: All Members of the Arkansas State Highway Employees Retirement System

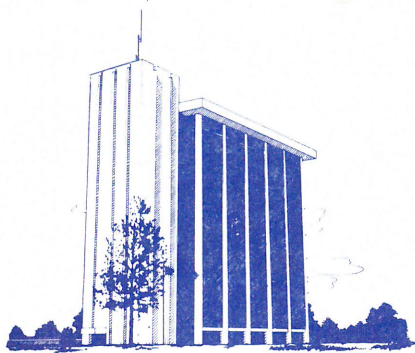
The comparative information below will give you an idea of the growth and financial position of your Retirement System.

	<u>1978</u>	<u>1979</u>	<u>Increase</u>
Number of Active Members	4,306	4,480	174
Number of Retired Members	1,065	1,125	60
Annuities	\$ 2,569,723	2,830,070	260,347
Investments (Cost)	\$47,327,645	55,858,342	8,530,697
Interest from Investments	\$ 3,182,290	3,880,490	698,200
Yield to Cost	7.26%	7.57%	.31%
Yield to Market	8.30%	8.63%	.33%

As shown above, your Retirement System has investments in interest-bearing securities of \$55,858,342 from which we received earnings of \$3,880,490. These investments are composed of the following securities at cost:

	<u>Average Rate</u> <u>Earned on Cost</u>	<u>Cost</u>	<u>Portfolio</u>
Corporate Bonds:			78.67%
Utilities	7.26%	\$33,455,761	
Transportation	8.18%	3,580,905	
Industrial	8.11%	1,292,838	
Petroleum	8.88%	297,508	
Finance	8.78%	4,726,144	
Drugs, Medical and Chemical	8.90%	299,153	
Food/Restaurants	8.83%	293,622	
F.H.A. Insured Notes	8.75%	181,614	0.32%
Savings and Loan Associations	7.76%	595,000	1.07%
Capital Notes - Banks	9.39%	800,000	1.43%
U.S. Government Agencies	9.34%	5,796,632	10.38%
Common and Preferred Stock - Earned	5.02%		8.13%
- Growth	5.06%		
Banks and Finance		347,784	
Drugs, Medical and Chemical		573,449	
Electrical Equipment		160,933	
Food, Beverages and Preferred		394,638	
Insurance		316,678	
Machinery, Building Materials and Timber		460,140	
Oil		586,550	
Office Equipment and Photographic		430,844	
Public Utilities and Retail Trade		829,410	
Technological/Miscellaneous		438,759	

Overall, the assets of the Retirement System increased from \$48,983,048 to \$57,832,219; a gain of \$8,849,171.



EMPLOYEE NEWS LETTER



Volume 7, Number 13 ¹⁴

November 9, 1979

Position Vacancies

Listed below are the position vacancies which presently exist in the Highway & Transportation Department. Any interested employee may contact the Personnel Office.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Drafter Drftmn I/09	High school graduate or equivalent with advanced vocational drafting training.
Clerk Typist Cl Typst/06	High school graduate or equivalent with some knowledge of bookkeeping principles.
Control Clerk Data Cont Clk/10	High school graduate or equivalent with vocational training in data processing field.
Inspector Insp/13	Three years construction experience. Ability to inspect and run lines and grades for heavy bridge work.
Permit Clerk Permit Tech/10	High school graduate or equivalent.
Highway Inventory Tech. Inv. Tech/10	High school graduate with one or more years related experience. Statewide travel.
Communications Maint. Spec. Comm. Maint. Spec/14	First or Second class FCC license. Knowledge of modern communications equipment. Statewide travel. Ability to service antennas and lighting systems on 200 ft. tower.
Insurance Clerk Bookkeeper II/10	Experience in hospital insurance. Accuracy in working with large values of figures.

Group Insurance and I.N.A. Deductions

There are to be no deductions for State Group Insurance ("Group" on the payroll deduction card) or for I.N.A. Life Insurance ("Life" on the payroll deduction card) for the pay period ending 10-31-79 which will be the check received today, November 9, 1979. Regular deductions are to resume the following pay period.

Holidays

Sunday, November 11, 1979 is Veteran's Day, and one of the eleven paid holidays provided by the Legislature and the Highway Commission each year, in addition to your regular vacation and sick leave. Since November 11 falls on a Sunday, Highway and Transportation Department personnel will observe the holiday on Monday, November 12, 1979.

Thursday, November 22nd and Friday, November 23rd, 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 23rd is a payday, every effort will be made to have paychecks available the afternoon of Wednesday, November 21st.

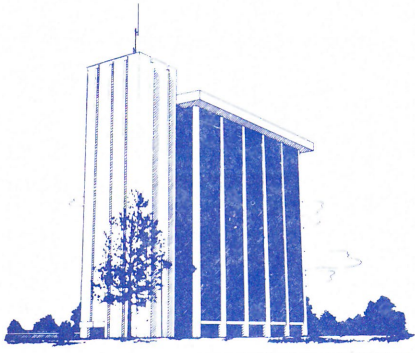
Complaint Procedures In Accordance With Title VII, Federal-Aid Highway Act of 1968, 1964 Civil Rights Act as Amended by the EEO Act of 1972 and Rehabilitation Act of 1973

The Arkansas Highway and Transportation Department has signed a "Statement of Assurances" which states that no person shall, on the grounds of race, color, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. Such action shall include but not be limited to the following: Employment, Upgrading, Demotion or Transfer, Recruitment or Recruitment Advertising, Lay-off or Termination, Rates of pay or other forms of compensation and selection for training.

Information of an alleged act of discrimination because of race, color, sex, national origin, or handicap will be forwarded to the EEO Coordinator, Room 1006, Central Office Building.

The initial report will contain a summary of conditions relating to the alleged act of complaint and the name, address and location of the complaint and agency involved.

Upon the completion of a thorough review of all complaints of alleged discrimination, the complainant will be informed of the Department's decision in the matter by letter. If the claim is rejected, the complainant will be advised of their right to appeal and the avenues available for the submission of such an appeal.



EMPLOYEE NEWS LETTER



Volume 7, Number 14

December 7, 1979

POSITION VACANCIES

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

Functional Title	Desired Qualifications
Clerk Typist Cl Typist/06	Clerical experience. Type 40 wpm. (11-26)
Statistical Assistant Stat Asst/08	High School graduate or equivalent with experience in statistical or related work and knowledge of data processing. (12-3)
District	
Equipment Maint. Supr. Dist Equip Supr/18 (Dist 5)	High School graduate with minimum of five years experience in knowing and performing the various repairs to assigned District Equipment and ingenuity in solving equipment problems. (11-26)
Assistant Resident Engineer (Dist 4) CE V/22	Bachelor's Degree in Civil Engineering or equivalent experience and a Registered Professional Engineer. (12-3)

GROUP HEALTH INSURANCE CHANGES

There have been three recent decision-making meetings of the State Employees Insurance Advisory Committee. A new insurance booklet is being prepared, which will explain your insurance program.

The Committee has now formally approved a "Plan Document" which is called the "Arkansas Self-Insurance Health Plan Agreement" and the effective date is December 1, 1979. One copy of this agreement has been sent to each District and Division. It contains some changes which are important, such as:

- 1. PRE-EXISTING CONDITIONS:** For State Employees and Dependents whose insurance first becomes effective on or after December 1, 1979, pre-existing conditions will not be covered for 12 months. Any insured who has enrolled in the Plan before December 1, 1979, will be paid benefits for pre-existing conditions as set forth at the time of his enrollment.
- 2. EXTENDED MATERNITY BENEFITS:** Any employee whose insurance becomes effective on or after December 1, 1979, will not be granted any extended maternity benefits until August 31, 1980. These benefits are NOT the regular Maternity Benefits, but are those available after an insured no longer has coverage. (The Plan will continue to pay Maternity Benefits when an employee's insurance is still in effect).
- 3. MENTAL ILLNESS AND FUNCTIONAL NERVOUS DISORDERS:** Charges in a licensed out-patient psychiatric center will be paid as any other illness.
- 4. DEPENDENTS:** The definition of dependents has been broadened to include dependent children not residing in the insured employee's household when the insured employee is legally required to support such dependent children.
- 5. HOSPITAL DEFINITION:** This has been amended, the most outstanding change being to exclude the requirement that the hospital have "operating rooms where surgical operations may be performed by licensed physicians". The definition of Hospital does not include facilities primarily providing convalescent care.

- 6. COORDINATION OF BENEFITS:** A new provision has been added to the effect that "In the case of divorced or separated parents, the benefits of a Plan which covers the parent, irrespective of sex, who has, in fact, assumed financial responsibility for the child shall be determined before the benefits of a Plan which covers the other parent".
- 7. EXTENSION OF BENEFITS:** (a) If an employee becomes totally disabled, his coverage will be extended as long as premiums are paid until the employee is eligible for other coverage (unless the Plan terminates) and (b) if an insured dependent is totally disabled, his coverage will remain in effect as long as the Insured Employee's coverage remains in effect.

Remember, this is just a summary of the changes and in the near future, there will be an amendment to the Plan containing some additional details of benefits for employees in Plan II, **although the changes described in this letter do apply to Plan II now.** You will be furnished with a new booklet when it is completed and printed, which will summarize benefits. In the meantime, if you have questions, you may contact Brenda Mayton in the Fiscal Services Division, extension 2417.

INSURANCE RATE INCREASE OFFSET BY INCREASED DEPARTMENT CONTRIBUTION

The health claims experienced in the last several months have necessitated a rate increase for the State Employees Health Insurance. On November 16, 1979, the State Employees' Insurance Advisory Committee received approval from the Legislative Council for an additional \$4.00 per month in the State Contribution for each employee's insurance premium. This means that effective December 1, 1979, the Highway and Transportation Department will be paying \$23.00 a month toward the cost to each insured active employee's premium.

This increased Department contribution offsets the rate increase and the employee's deduction will remain the same for now.

The Insurance Committee will be keeping a close watch on the claims experience and will do what is necessary to maintain the Plan's solvency.

GROUP HEALTH INSURANCE CLAIMS

Insurance health claims will not be considered for payment if submitted beyond one year after 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.

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, many out-patient expenses, including prescription drugs, are covered under Plan I and should be submitted for consideration.

Claim forms may be obtained from the District Offices or the Group Insurance Section.

DISPOSABLE BUTANE LIGHTERS

A recent News Report issued by the Georgia Highway Contractors Association, Inc., contained the following news item:

"In the last couple of months the Union-Pacific Railroad has had two fatal accidents caused by butane lighters. These accidents occurred in welding areas when an employee was welding with a butane lighter in his pocket. A spark from the welding landed on the lighter - burned through exposing the fluid which exploded. There is the same amount of force in a butane lighter when it explodes as there is in approximately three sticks of dynamite."



EMPLOYEE NEWS LETTER



Volume 7, Number 15/16

December 21, 1979

POSITION VACANCIES

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

Functional Title	Desired Qualifications
Sign Maker Sgn Mkr/10	Ability to read and write. (12-10).
Testing Lab Tech. EA III/12	High School graduate or equivalent. Experience or knowledge related to laboratory testing of construction materials. (12-10).
Administrative Asst. Admin. Asst./16	Bachelor's degree in related field or equivalent, experience in public finance with knowledge of quantitative methods. (12-10).
Statistician Stat/16	Bachelor's degree in Math or related field or equivalent experience in statistical research and analysis. (12-10).
Drafter Drftman I/09	High School graduate or equivalent with advanced vocational drafting training. (12-10).
Realty Appraiser Real Appr I/16	Bachelor's degree or equivalent experience in Real Estate Business or related field. Agricultural background preferred. (12-10).
Inspector Insp/13	Three years construction experience. Ability to inspect and run lines and grades for heavy bridge work. (12-10).
Senior Engineering Helper EA III/12	Construction and/or surveying experience. Mathematical ability. (12-10).
General Secretary Sec I/08	High School graduate with one year experience in secretarial or related field. Type 50 wpm. S.H. 80 wpm. (12-17).
Control Clerk Data Ctl Clk/10	Experience in EDP Control functions. Knowledge of bookkeeping principals. (12-17).

1980 SOCIAL SECURITY

The pay period ending 12-26-79, is the first pay period for the 1980 calendar year and will be reported for income tax and Social Security purposes on the 1980 W-2's. This is a requirement of the Federal Income Tax Law, because employees will receive their checks in January 1980.

For 1980 the Social Security rate will be 6.13% (this is the present rate) on a maximum salary of \$25,900.00. This will be an increase in tax of \$183.90 over last years tax of \$1,403.77 for those earning \$25,900.00. The maximum amount of Social Security for 1980 will be \$1,587.67.

HOLIDAY REMINDER

Christmas and New Year holidays will include, for Christmas, December 24 and 25 — for New Year's, December 31 and January 1.

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

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. These figures are accumulated on a calendar year basis. The card dated 12-12-79 received with the check on 12-21-79 is the end of the 1979 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 12-26-79 and received 1-4-80 will be for the beginning of calendar year 1980.

EMPLOYEE BENEFITS EXPLAINED

An Employee's Benefit Sheet will be distributed soon to each employee. This is an IBM printout showing for each employee the following:

- +Insurance premiums and coverage.
- +Credit Union and Savings Bond deductions.
- +Total paid by employee for Group Insurance and Social Security (FICA).
- +Total paid by the AHTD for employee on Group Insurance and Social Security (FICA).
- +Annual Leave Schedule.
- +Sick Leave Schedule.
- +Holiday Schedule.
- +Other Benefits.

The coverage, deductions and totals are as of 12-31-79. The boxed in area at the bottom of the printout shows how often the deductions are made and refers to the different booklets that have detailed information.

AHTD EMPLOYEE EARNINGS RECORD

250		DOE	J D	598-23-2039	
CURRENT		12-12-79		023	
GROSS	O/T PAY	FED. TAX	ARK. TAX	FICA	
477.00		84.50	12.27	29.24	
RET.	GROUP	LIFE	CANCER	AUTO	BONDS
25.44	6.18	1.12	3.14		
CR. UNION	EIC	MIL. RET.	MISC.	NET PAY	
35.50				270.05	
*****YEAR-TO-DATE*****					
GROSS	FED. TAX	ARK. TAX	FICA	GROUP	
11924.00	2072.72	299.28	730.94	144.36	
	EIC	CANCER	HOS. POR.		
		81.64	104.34		

COMMISSION MEETING

There will be no Highway Commission Meeting December 26th. The next scheduled Commission Meeting will be Wednesday, January 30, 1980.