



# EMPLOYEE NEWS LETTER



Volume 8, Number 1

January 17, 1980

## POSITION VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>
Electronics Technician EA IV/13	AA degree or equivalent experience in electronics.
Section Head, Hydraulics CE VI/23	BSCE degree and Registered Professional Engineer experienced in highway design and/or in hydrology.
Testing Lab Technician EA III/12	High School graduate or equivalent. Experience or knowledge related to laboratory testing of construction materials.
Senior Engineering Helper EA III/12	Construction inspection experience with knowledge of surveying.
Cashier Clk IV/10	High School graduate or equivalent with experience in bookkeeping or related field.
Clerk Typist Clk Typist/06	Clerical experience. Type 40 wpm.
Statistical Analyst EA II/10	High School graduate or equivalent with experience in statistical analysis and reporting.
Data Entry Operator Data Entry Opr/09	High School graduate or equivalent with experience in data entry.
Assistant District Engineer CE VII/24 District 6	Bachelor's degree in Civil Engineering or equivalent experience and a Registered Professional Engineer.
District Engineer District 9	BSCE degree and/or Registered Professional Engineer experienced in highway engineering. Supervisory and administrative ability required.

## PERSONNEL CHANGES

Effective January 24, 1980, Hurley Perkins, District Engineer at Harrison, is being transferred to Russellville to assume the duties of District Engineer of District 8 replacing David Moore who resigned.

Effective January 14, 1980, Ralph Fulton, Assistant District Engineer, District 6, Little Rock, was transferred to the central office to assume the duties of Assistant State Construction Engineer replacing Mickey Reese who resigned.

### ROBERT E. LEE'S BIRTHDAY

Friday, January 18, 1980, will be a 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.

As Friday, January 18, is a payday for Department personnel, every effort will be made to have the checks ready on Thursday, January 17.

## EARNED INCOME STATEMENTS

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 employees 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 from the Personnel Office.

## ARKANSAS TRANSPORTATION CONFERENCE

The Arkansas Transportation Conference, sponsored by the Arkansas Highway Commission and the Governor's Office, will be held February 11-13 at the Camelot Inn in Little Rock. Many distinguished officials representing business and government have been extended invitations to attend the Conference. Important issues affecting the transportation industry will be addressed. Director Henry Gray will open the program, and Deputy Director and Chief Engineer B.K. Cooper will moderate a panel discussion on freight transportation. Commission Chairman George Kell will speak at the luncheon February 13. Other keynote speakers scheduled are Governor Bill Clinton, U.S. Representative Bill Alexander and U.S. Senator Dale Bumpers.

### IN ACCORDANCE WITH THE REHABILITATION ACT OF 1973

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department program or activity.

The Arkansas State Highway and Transportation Department does not discriminate in admission or access to, or treatment or employment in, its program and activities. Information of an alleged violation will be forwarded to Gip I. Robertson, Jr., Assistant to the Director, Room 1009, Central Office Complex, 569-2225.

### EMPLOYEES BENEFIT SHEET

Within the next two paydays, each employee will receive a sheet showing employee benefits as of 12-31-79. The sheets will show employees their salary, deductions, insurance coverage, other benefits, and tell where to find additional information.

Please note that the benefit sheet is for the calendar year 1979. Any changes that went into effect after 12-31-79 are not shown on the sheet. The sheet should be retained and updated by the employee as a record of coverage and benefits. Please check the sheet carefully to verify your coverage and deductions. It will be assumed the coverage and deductions are correct unless Group Insurance is notified otherwise.

If you have any questions concerning the benefit sheet contact either:

Your Payroll Clerk  
or  
Group Insurance  
Brenda Mayton or Helena Roberson  
P.O. Box 2261  
Little Rock, Arkansas 72203  
Phone 569-2417

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The total figure for Group Insurance on the Employee Benefit Sheet is not to be used for income tax purposes, the figures to use are the amounts shown as hospital portion and cancer insurance on the deduction card dated 12-12-79 received with the paycheck on 12-21-79.

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## CANCER AND INTENSIVE CARE INSURANCE

Cancer Insurance and/or Intensive Care Insurance is available for employee only or employee and family coverage. Employees may pick either insurance or a combination of the two. The insurer for the plans, American Family Life Assurance Co., is offering both a new cancer plan and a new intensive care plan with increased benefits. Brochures with information applications and deduction authorization cards are available from your payroll clerk or Group Insurance.

No action is required by any employee now covered by the current plans if they want to continue their present coverage.

The amount deducted from the paycheck for cancer and/or intensive care insurance is shown on the payroll deduction card under "Cancer".

### Cancer

The new plan is the only cancer plan available for employees and dependents not covered by the current plan. Any new enrollee should complete an Application for Cancer Insurance and a Premium Deduction Authorization card. To change coverage complete an Application for Conversion and a Premium Deduction Authorization card.

The cost of the new coverage per pay period is \$3.05 for individual coverage and \$4.29 for Family coverage.

### Intensive Care

In the past only one unit of Intensive Care insurance was available, this has now been changed so an employee may take one (\$130 per day) or two (\$260 per day) units. For any changes or new enrollees an Application for Intensive Care and a Premium Deduction Authorization should be completed.

The cost per pay period for the coverage is \$.46 one unit individual, \$.92 one unit family, \$.92 two units individual, and \$1.84 two units family.

All enrollment cards should be sent to:

Cullus Z. Walker  
P.O. Box 673  
Newport, Arkansas 72112  
Phone 523-2342

### LEGISLATIVE SESSION

The Arkansas State Legislature convened in an extended session January 7, 1980. The session has dealt primarily with the issues of property tax and usury. Once the extended session is complete, Governor Clinton will call a Special Session, where additional items will be considered.



# EMPLOYEE NEWS LETTER



Volume 8, Number 2

February 15, 1980

## PERSONNEL VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>
Section Head, Traffic Engineering CE V/22	BSCE Degree and a Registered Professional Engineer with experience in traffic engineering or related field.
Clerk Typist Clk Typst/06	Clerical experience. Type 40 wpm.
Division Head, Environmental Div Hd, Env/25	BS Degree in related field with knowledge and/or experience in the area of environmental analysis.
Section Head, Programming & Scheduling CE VI/23	BSCE Degree and Registered Professional Engineer with experience in transportation programs development.

Communication Maint.  
Specialist  
Comm Maint. Spec/14

First or Second Class FCC Radio Telephone license. Statewide travel. Ability to climb towers.

Division Section Secretary  
Secretary II/10

Two years experience in secretarial or related work. Type 50 wpm. S.H. 80 wpm.

Stereoplotter Operator  
EA III/12

AS Degree or equivalent experience in surveying or cartography. 20/20 visual acuity required.

Computer Operator  
Comp Opr/10

Training or experience in operation of IBM 370-145 system.

Assistant District Engr.  
CE VII/24  
District 9

BSCE Degree or equivalent experience and a Registered Professional Engineer.

District Office Manager  
Dist. Off Mgr/17  
District 8

High School graduate with training and experience in Office Administration or related field.

## ADDITIONAL OPTIONAL LIFE INSURANCE

The State Employees Insurance Advisory Committee recently discussed whether or not to include in the Insurance Program for State Employees an opportunity for them to purchase additional optional life insurance. Each employee could choose the amount of this optional life insurance coverage. If such a program were adopted, it would mean that the premium for this additional insurance would be paid entirely by the employee and he/she would have to undergo "underwriting" for it. This means that the life insurance carrier selected for the program would have to review the health history of the applicants before accepting them.

There is no way to ascertain the exact premium for this additional insurance, but it probably would be somewhere near the current premium charges which are:

<u>Age Range</u>	<u>Cost Per Thousand Per Month</u>
Age 35 and under	.14
Age 36 through 50	.21
Age 51 through 64	1.14
Age 65 and over	2.23

The State Employees Insurance Advisory Committee would like to know how State Employees feel about this possible option. Please answer the survey below and return it to the Highway Group Insurance Office, Fiscal Services, P.O. Box 2261, Little Rock, Arkansas, 72203. The deadline for receipt of these responses is April 15, 1980. This opinion sheet will be used for information purposes only and is not an application.

- I would be interested in having extra optional life insurance subject to underwriting procedures and guidelines and at my own expense.
- I am not interested in having extra optional life insurance.

## **SAFETY SECTION**

Effective February 11, 1980, the Safety Section will become a section within the Planning and Research Division. This minor realignment will provide more efficient operation of the safety program by allowing the administrative functions to be conducted through the Administrative Section of that Division. The programs and areas of responsibility will remain unchanged at this time.

### **1980 RESIDENT ENGINEERS' CONFERENCE**

Plans are now being made for the 1980 Resident Engineers' Conference to be held in the First Floor Auditorium of the Highway & Transportation Building on Wednesday, Thursday, and Friday, February 27-29, 1980.

The Conference will begin promptly at 10:00 a.m. on Wednesday, February 27th. The Wednesday and Thursday programs will consist of various topics which should be of interest to AHTD Divisions, FHWA and Contractors. The Friday program will be for Construction Division personnel only.

A Banquet with an After-Dinner speaker is planned for Thursday evening, February 28, 1980, at the Little Rock Hilton Inn, which is located adjacent to I-630 at 925 South University.

District Engineers and Assistant District Engineers are

urged to attend if their work-load permits. Each Resident Engineer should allow his first Assistant and any Graduate Engineer or Registered Professional Engineer in his Residency to attend if the work-load permits. If circumstances should prevent a Resident Engineer's attendance, prior approval from this office should be obtained. Otherwise, each Resident Engineer will be expected to attend.

### **EQUIPMENT MANAGEMENT SYMPOSIUM**

The Equipment Management Symposium will be held February 26-28, 1980, in North Little Rock, Arkansas. The Symposium will be a working session intended to examine the current state-of-the-art of EMS development in state transportation agencies. The five states conducting EMS work under FHWA contract will make presentations; however, open discussion will be encouraged to facilitate the exchange of information. Attendance is open to all interested parties.

### **WASHINGTON'S BIRTHDAY**

Monday, February 18, 1980, will be a holiday for Highway and Transportation Department employees, in observance of George Washington's Birthday.

All work will be suspended except for the case of emergencies.



# EMPLOYEE NEWS LETTER



Volume 8, Number 3

March 28, 1980

## 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.

Please return your contribution to the Information Services Office at the Central Office Building in Little Rock by Friday, April 11, 1980.

## INSURANCE CHANGES

A study of claims experience for insureds with medicare supplemental coverage has shown the need for a rate increase. The rate increase is effective April 1, 1980. The cost to the active employee for employee coverage will not change because of an increase in the amount paid by the Highway and Transportation Department. The premium for medicare supplemental coverage for a spouse increases to \$21.40 a month (\$10.70 a pay period).

Due to a change in the Age Discrimination in Employment Act, there is a change in the State Employees Group Insurance Plan. In the past, the life insurance amount of an insured employee or retiree was reduced to age 65. Effective April 1, 1980, insured employees and retirees will be able to keep the full amount of their life insurance until age 70. At age 70 the life insurance amount will reduce to 25% of the amount carried prior to age 70.

Effective January 1, 1980, those insureds with Medicare supplemental coverage (insured age 65 or over or any other insured under Medicare) will have a \$100 deductible to satisfy each year. It is assumed that you have Part B. If you do not, the Group Insurance Office will be glad to assist you in obtaining it.

## CERTIFICATION EXAMS

The Institute for Certification of Engineering Technicians has announced that certification examinations for engineering technicians and engineering technologists will be administered during 1980 on April 26, August 16, and November 29. Candidates will have the opportunity to complete the examination on any one of the three test dates. The examinations will be given in Room 104 of the Engineering Building at the University of Arkansas at Little Rock.

The Certified Engineering Technician and Certified Engineering Technologist qualifications generally correspond with those of persons who have completed associate and baccalaureate degrees, respectively, in engineering technology. However, a person may prepare for the examination by self-study and work experience.

Information and application forms are available from:  
Mr. George J. Gangloff  
Examinations Coordinator  
Institute for Certification of Engineering  
Technicians  
2029 "K" Street, N.W.  
Washington, D. C. 20006

## PERSONNEL CHANGES

Effective March 20, 1980, the following personnel changes were made.

Earl Kirkpatrick was promoted to assume the duties and responsibilities of Assistant Division Head of Materials Division. Earl began his career with the Department in 1960, working as a construction inspector and survey party chief in District 2 until 1968 when he returned to school to continue his education. He returned to work with the Department in 1970 after receiving a BSCE degree from the University of Arkansas and has worked in the Roadway Design and State Aid Divisions. Earl is a registered professional engineer.

Marshall C. "Chip" Young has been promoted to Assistant District Engineer at District 8. Chip graduated from the University of Arkansas at Fayetteville with a BSCE degree and is a registered professional engineer. Prior to his graduation he spent several summers, beginning in 1962, with the Highway Department as an instrumentman and in various other positions out of the Resident Engineer's office in Fort Smith. In 1967, he returned to the Department as a Resident Engineer and has served in that capacity until his promotion.

Ruben C. McConnell, Assistant District Engineer, District 8, will assume the duties and responsibilities of Resident Engineer in the Russellville office. He graduated from the University of Arkansas at Fayetteville with a BSCE degree and is a registered professional engineer.



# EMPLOYEE NEWS LETTER



Volume 8, Number 4

April 25, 1980

## PERSONNEL VACANCIES

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

<u>FUNCTIONAL TITLE</u>	<u>DESIRED QUALIFICATIONS</u>
Drafter Drftmn I/09	High school graduate or equivalent with training in vocational drafting.
Programming Analyst EA V/15	High school graduate or equivalent with experience in federal-aid contract analysis and ability to read roadway and bridge plans.
ROW Plans Designer ROW Tech I/16	High school graduate or equivalent with experience in highway design or related area.
State Aid Design Engr. CE V/22	BSCE degree and Registered Professional Engineer with experience in highway design.
Materials Area Engineer CE V/22	BSCE degree and Registered Professional Engineer with related experience.
Materials Technician EA II/10	High school graduate or equivalent. Ability to operate simple laboratory testing equipment.
Computer Programmer Prgmr/15	High school graduate or equivalent with training or experience in COBOL, program design and other related tasks. Background in math or statistics.
Estimates Checker Est Chkr/10	High school graduate or equivalent with math background. Construction field experience helpful.
Section Head, Safety Adm Of IV/22	Bachelor's degree in related field with experience in occupational safety and health programs.

Resident Office Technician  
EA IV/13 High school graduate or equivalent with related highway construction experience.

Asst. Resident Engineer  
(Springdale)  
CE V/22 BSCE and/or Registered Professional Engineer with experience in highway construction.

District Three is seeking an engineer or senior inspector interested in assuming responsibility for project supervision of the Red River Bridge and approaches on U.S. 67 at Fulton. Anyone interested should contact Charles Mitchell, District 3 Engineer, at Hope, Arkansas, or the Personnel Office.

## AMERICAN CANCER SOCIETY DRIVE

The Pulaski County Chapter of the American Cancer Society needs your help! 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.

The local chapter urges all Pulaski County employees to read the enclosed brochure and send your contribution to the Information Services Office at the Central Office Building in Little Rock by Friday, May 9, 1980.

## CHANGES IN INSURANCE

The enclosed sheet shows changes in the State Employees Group Insurance Plan as of December 1, 1979. This sheet should be attached to your present Insurance Booklet. A new booklet will be printed at a later date. If you have any questions or problems concerning the Group Insurance Plan please call or contact:

Brenda Mayton or Helena Roberson  
P.O. Box 2261  
Little Rock, Arkansas 72203  
Telephone: 569-2417

## INSURANCE 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 4-30-80 which will be the paycheck received 5-9-80. Regular deductions are to resume the following pay period.



# EMPLOYEE NEWS LETTER



Volume 8, Number 5

May 29, 1980

## PERSONNEL CHANGES

Effective May 19, 1980, the Safety Section returned to its independent status under the Assistant Chief Engineer, Planning and Development. James R. Mansfield was promoted to assume the duties and responsibilities of Section Head.

Mr. Mansfield has a Bachelor of Arts degree with a major in Industrial Education from U.C.A. He is a veteran of the U. S. Navy and received special training in damage control, welding, and firefighting while on active duty. Prior to his promotion, Mansfield assisted in administering the Equipment Management Program in the Equipment and Procurement Division. To this position, he brings with him 17 years of educational experience from the Benton School District.

## AHTD ENERGY COORDINATOR

A. E. Johnson, Jr., Assistant Chief Engineer for Planning & Development, has been designated as the Energy Coordinator for the Arkansas Highway and Transportation Department. The Federal Highway Administration recently issued a Notice which contained a statement of policy of energy conservation and outlined a series of recommended actions that could be taken to achieve energy conservation. One of the requirements of the Federal Highway Administration Energy Policy was that each State Highway agency shall identify an Energy Coordinator.

Some of the additional requirements contained in the FHWA Notice include: the development of an energy conservation plan; the submission of ridesharing, van pooling, fringe parking, high occupancy vehicle lane utilization, and traffic signal optimization strategies; the inclusion of a line item for energy planning in the annual HP & R work program; and the coordination of

energy conservation projects with all the urbanized areas in the state over 50,000 population.

Please cooperate with Mr. Johnson in every way and offer him any ideas that you have in achieving energy conservation.

## PERSONNEL VACANCIES

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

### FUNCTIONAL

<u>TITLE</u>	<u>DESIRED QUALIFICATIONS</u>
Transportation Engineer	BSCE degree and Registered Professional Engineer with experience in transportation planning. Ability to direct special transportation studies.
Program Development Engineer	BSCE degree and Registered Professional Engineer with experience in highway planning & project programming.
Equipment Specialist	High School graduate or equivalent. Five years experience in equipment maintenance with thorough mechanical knowledge of equipment used by AHTD. Constant travel.
Construction Job Supt. (Dist. 1)	High School graduate or equivalent. Five years experience in related highway construction & maintenance.

## VALUE ENGINEERING PROGRAM

The Department has begun a Precontract Value Engineering (VE) Program. VE is the systematic application of recognized techniques which identify the function and provide the necessary function reliably at the lowest overall cost.

The VE program will be a part of the responsibility of the Design Speciality Section. The team will report their VE proposals to the VE Executive Committee for approval and implementation. The Committee will consist of:

Brooks O. Nichols, Asst. Chief Engineer-Design, Chairman

J. E. Lowder, Asst. Chief Engineer-Operations

G. I. Robertson, Jr., Asst. to the Director for Administration

There is no state that has started a VE program that has found it unproductive. In these days of double-digit inflation, withholding of Federal funds

and extraordinary interest rates, it is mandatory that VE become a viable tool in providing a necessary function reliably at the lowest overall cost to the taxpayer.

## PAVEMENT MANAGEMENT PROGRAM

Effective May 4, 1980, the Department began a Pavement Management Program. Pavement Management encompasses all the activities involved in the planning, design, construction, maintenance and rehabilitation of the pavement portion of a public works program.

The Pavement Management program will be a part of the responsibility of the Design Specialty Section. An eight-member committee has been established to monitor and refine program procedures.



# EMPLOYEE NEWS LETTER



Volume 8, Number 6

June 6, 1980

## RETIREMENT BOARD ELECTION

Today is the deadline to mail in your vote for the position vacancy on the State Highway Employees Retirement Board.

The nominees for the position are: Mr. Sam Smith, District Engineer, Pine Bluff, and Mr. A. E. Johnson, Jr., Assistant Chief Engineer-Planning and Development.

If you have not marked your ballot, please do so and drop it in the mail today.

## MAGAZINE DEADLINE

The deadline for articles for the Fall 1980 issue of the Highway Magazine is July 30. If you have any news to be included in that issue, please get it to your District or Division reporter before that date.

## CONSTITUTIONAL CONVENTION

The Constitutional Convention will reconvene June 16, for two weeks, to finalize its proposals for a new State Constitution which will be voted on in the November General Election.

Last year the convention decided to retain the independent constitutional status of the State Highway Commission and will bring the matter up again for a final vote.

## PAY CHART

On the reverse side of this newsletter is a copy of the current pay chart for all employees that has been in effect since July 1979 and is a part of the Department's operating budget.

This chart should be retained for your information.

## JOB VACANCIES

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

### FUNCTIONAL TITLE

### DESIRED QUALIFICATIONS

Section  
Secretary

High school graduate or equivalent with experience in secretarial field. Type 50 wpm s.h. 80 wpm.

General  
Secretary

High school graduate or equivalent with related experience. Type 50 wpm. s.h. 80 wpm.

Section Head,  
State Aid

BSCE degree with experience in highway design.

Station  
Attendant

Ability to read and write. Experience in servicing of cars and light trucks.

Estimates  
Checker

High school graduate or equivalent with math background. Construction field experience helpful.

Clerk Typist

High school graduate or equivalent. Type 45 wpm.

Asst. Sec. Head,  
Public Transportation

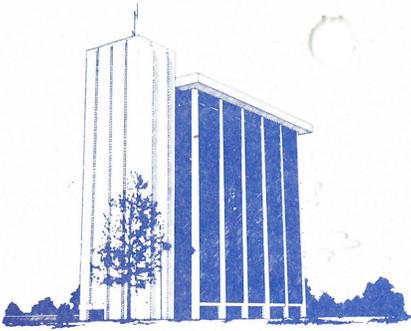
Bachelors degree in Engineering, Urban Planning or related field or equivalent experience in transit related activities. Knowledgeable in Transportation Planning. Ability to assist with organization and operation of transit systems.

Area Foreman  
(Dist. 1)

High school grad. or equivalent. 5 yrs. hwy. maintenance or related experience. Supervisory ability.

AHTD  
SALARY SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
01	232.00	245.00	258.00	272.00	287.00	303.00	320.00	338.00	357.00
	6032.00	6370.00	6708.00	7072.00	7462.00	7878.00	8320.00	8788.00	9282.00
02	237.00	250.00	264.00	279.00	294.00	310.00	327.00	341.15	364.00
	6162.00	6500.00	6864.00	7254.00	7644.00	8060.00	8502.00	8870.00	9464.00
03	242.00	255.00	269.00	284.00	300.00	317.00	334.00	352.00	371.00
	6292.00	6630.00	6994.00	7384.00	7800.00	8242.00	8684.00	9152.00	9646.00
04	247.00	261.00	275.00	290.00	306.00	323.00	341.00	360.00	380.00
	6422.00	6786.00	7150.00	7540.00	7956.00	8398.00	8866.00	9360.00	9880.00
05	252.00	266.00	281.00	296.00	312.00	329.00	347.00	366.00	386.00
	6552.00	6916.00	7306.00	7696.00	8112.00	8554.00	9022.00	9516.00	10036.00
06	257.00	271.00	286.00	302.00	319.00	337.00	356.00	376.00	397.00
	6682.00	7046.00	7436.00	7852.00	8294.00	8762.00	9256.00	9776.00	10322.00
07	262.00	276.00	291.00	307.00	324.00	342.00	361.00	381.00	402.00
	6812.00	7176.00	7566.00	7982.00	8424.00	8892.00	9386.00	9906.00	10452.00
08	267.00	282.00	298.00	314.00	331.00	349.00	368.00	388.00	409.00
	6942.00	7332.00	7748.00	8164.00	8606.00	9074.00	9568.00	10088.00	10634.00
09	281.00	296.00	312.00	329.00	347.00	366.00	386.00	407.00	429.00
	7306.00	7696.00	8112.00	8554.00	9022.00	9516.00	10036.00	10582.00	11154.00
10	297.00	313.00	330.00	348.00	367.00	387.00	408.00	430.00	454.00
	7722.00	8138.00	8580.00	9048.00	9542.00	10062.00	10608.00	11180.00	11804.00
11	316.00	333.00	351.00	370.00	390.00	411.00	434.00	458.00	483.00
	8216.00	8658.00	9126.00	9620.00	10140.00	10686.00	11284.00	11908.00	12558.00
12	335.00	353.00	372.00	392.00	414.00	437.00	461.00	486.00	513.00
	8710.00	9178.00	9672.00	10192.00	10764.00	11362.00	11986.00	12636.00	13338.00
13	356.00	376.00	397.00	419.00	442.00	466.00	492.00	519.00	548.00
	9256.00	9776.00	10322.00	10894.00	11492.00	12116.00	12792.00	13494.00	14248.00
14	377.00	398.00	420.00	443.00	467.00	493.00	520.00	549.00	579.00
	9802.00	10348.00	10920.00	11518.00	12142.00	12818.00	13520.00	14274.00	15054.00
15	401.00	423.00	446.00	471.00	497.00	524.00	553.00	583.00	615.00
	10426.00	10998.00	11596.00	12246.00	12922.00	13624.00	14378.00	15158.00	15990.00
16	428.00	452.00	477.00	503.00	531.00	560.00	591.00	624.00	658.00
	11128.00	11752.00	12402.00	13078.00	13806.00	14560.00	15366.00	16224.00	17108.00
17	461.00	486.00	513.00	541.00	571.00	602.00	635.00	670.00	707.00
	11986.00	12636.00	13338.00	14066.00	14846.00	15652.00	16510.00	17420.00	18382.00
18	497.00	525.00	554.00	585.00	617.00	651.00	686.00	724.00	764.00
	12922.00	13650.00	14404.00	15210.00	16042.00	16926.00	17836.00	18824.00	19864.00
19	534.00	564.00	594.00	626.00	661.00	698.00	737.00	777.00	820.00
	13884.00	14664.00	15444.00	16276.00	17186.00	18148.00	19162.00	20202.00	21320.00
20	571.00	602.00	635.00	670.00	707.00	746.00	787.00	830.00	876.00
	14846.00	15652.00	16510.00	17420.00	18382.00	19396.00	20462.00	21580.00	22776.00
21	607.00	640.00	676.00	712.00	751.00	792.00	836.00	882.00	931.00
	15782.00	16640.00	17576.00	18512.00	19526.00	20592.00	21736.00	22932.00	24206.00
22	644.00	680.00	717.00	755.00	797.00	841.00	888.00	937.00	989.00
	16744.00	17680.00	18642.00	19630.00	20722.00	21866.00	23088.00	24362.00	25714.00
23	680.00	718.00	758.00	799.00	843.00	890.00	939.00	990.00	1044.00
	17680.00	18668.00	19708.00	20774.00	21918.00	23140.00	24414.00	25740.00	27144.00
24	717.00	756.00	798.00	842.00	889.00	938.00	989.00	1044.00	1101.00
	18642.00	19656.00	20748.00	21892.00	23114.00	24388.00	25714.00	27144.00	28626.00
25	753.00	795.00	839.00	885.00	934.00	985.00	1040.00	1097.00	1157.00
	19578.00	20670.00	21814.00	23010.00	24284.00	25610.00	27040.00	28522.00	30082.00
26	790.00	834.00	880.00	928.00	980.00	1033.00	1090.00	1150.00	1213.00
	20540.00	21684.00	22880.00	24128.00	25480.00	26858.00	28340.00	29900.00	31538.00



# EMPLOYEE NEWS LETTER



Volume 8, Number 7

June 20, 1980

## POSITION VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>
Division Secretary Exec Sec/13	High School graduate or equivalent with experience in secretarial field. Type 50 wpm, Shorthand 80 wpm.
Division Section Secretary Sec II/10	High School graduate or equivalent with experience in secretarial practices and procedures. Type 50 wpm, Shorthand 80 wpm.
General Clerk Clk I/04	High School graduate or equivalent.
Crew Leader Crw Ldr/15 (District 8)	High School graduate or equivalent with three to five years experience in highway maintenance.

## DEFERRED COMPENSATION PLAN

Effective July 1, 1980, full time employees of the Highway and Transportation Department can participate in the State Employees Deferred Compensation Plan. This plan is serviced by First Variable Life Insurance Company based in Little Rock. The plan is under the administration of the State Employees Advisory Committee. This program is strictly voluntary.

The plan is a tax deferred investment program. It permits an employee to authorize a portion of his or her salary to be payroll deducted and invested.

The amount withheld and any investment earnings are not subject to current State or Federal Income Taxes. Taxes are payable when the deferred income plus earnings are paid to you, generally at retirement when most people are in a lower income tax bracket.

Each employee should receive an explanation booklet with their paycheck. If an employee desires more information, the booklet has a post card that may be sent to First Variable, who will then contact the employee.

If an employee wishes to enroll in this program, the enrollment forms are available only from:

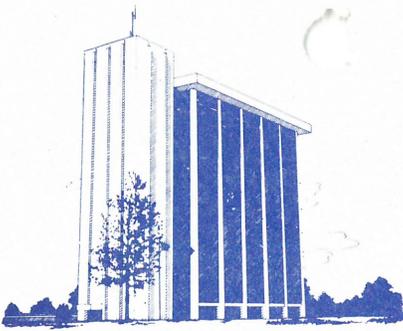
First Variable Life Insurance Company  
590 Plaza West Building  
McKinley and Lee Streets  
Little Rock, Arkansas 72205

or Call

First Variable at (501) 611-1500  
1-800-482-8949

## JULY 4 HOLIDAY

Friday, July 4, is a legal holiday for Highway and Transportation Department employees. Since this is a payday, every effort will be made to receive pay checks on Thursday, July 3, 1980.



# EMPLOYEE NEWS LETTER



Volume 8, Number 8

July 3, 1980

## POSITION VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>		
Elect., Plbg., Mech., Repairer Maint Reprmn/10	Ability to read and write. Knowledge of electrical wiring, basic plumbing and basic mechanical repairing. 6-23.	Cartographer Cart/11	High school graduate or equivalent. Training and/or experience in cartographic drafting. 6-30.
Section Head, Photogrammetry Adm Off IV/22	Bachelor's Degree or equivalent experience in specialized or related field. Technical knowledge of photogrammetric techniques and principles. Managerial ability. 6-23.	Inventory Clerk Clerk II/06	High school graduate or equivalent. 6-30.
Legal Secretary Sec II/10	High school graduate or equivalent. Type 50 wpm. Dictation 80 wpm. Experience in secretarial practices and procedures. 6-30.	Inspector Inspector/13 District 4	High school graduate or equivalent. Experience in highway construction engineering techniques and procedures. Knowledge of surveying and ability to read plans and specifications. 6-30.
Surveys Rodman EA II/10	High school education or equivalent. Knowledge of surveying.	Div. Section Sec. Sec II/10	High school graduate or equivalent. Type 50 wpm. Dictation 80 wpm. Experience in secretarial practices and procedures. 6-30.
Surveys Instrumentman EA IV/13	High school education or equivalent. Knowledge of surveying practices and principles. Experience in operation of surveying instruments. Statewide travel. 6-30.	General Secretary Sec I/08	High school education or equivalent. Type 50 wpm. Dictation at 80 wpm. Knowledge of secretarial practices. 6-30.
Transportation Planner Trans Plnrr/19	Bachelor's Degree in Transportation Planning or related field with experience in urban and transportation planning methods and techniques. 6-30.	Realty Appraiser Realty Appr/19	Bachelor's Degree in Business Administration, Real Estate or related field; or, equivalent experience in realty appraisal. 6-30.

## CONSTITUTIONAL CONVENTION

The Constitutional Convention has completed its work of drafting a new constitution. The one hundred delegates that had been elected two years ago by the citizens of the State and approved by the Legislature adjourned June 30, 1980, at 4 p.m.

During the ten-week working sessions that took place in the House of Representatives chambers, the delegates held several lively sessions to review

and debate the present organization of the Highway and Transportation Department.

On Monday, June 30th, the delegates completed their work and officially signed the new constitution draft, which includes provisions for the five Highway Commissioners to retain their independent constitutional status - as previously approved by the Mack-Blackwell Amendment of 1952.

As soon as the proposed new constitution is printed, we will try to furnish each employee a copy, in order that each will have an opportunity to study it prior to the November 4th election when voters will be asked to approve it.

### **INCREASE IN DEPARTMENT'S INSURANCE CONTRIBUTION**

Effective July 1, 1980, the insurance rates for active employees went up \$5.00, which will be offset by an increase in the portion of insurance paid by the Highway and Transportation Department.

The monthly cost for active under 65 employees health insurance with \$3,000 life insurance will be \$36.38; of this, the Department will pay \$28.00, leaving the employee cost at \$8.38 (\$4.19 per pay period). This will NOT increase the cost to the employee.

### **EXTENSION OF INSURANCE COVERAGE AFTER TERMINATION OF EMPLOYMENT**

Any employee leaving employment with the State, and who is enrolled in the Insurance Program, may request in writing that they keep their insurance

coverage for an additional 120 days or until they are covered under other group coverage, whichever comes first. This request must be made within seven (7) days of termination of employment and the terminating employee will have to pay the premium including the Department's matching. This premium must be submitted to the Group Insurance office by the premium due date.

Any employee with a vested interest in the retirement system may continue their insurance through the Department as long as they have a vested interest and they pay the premiums.

Any questions on insurance should be directed to:

Brenda Mayton or Helena Roberson  
Group Insurance  
Fiscal Services  
P. O. Box 2261  
Little Rock, Arkansas 72203  
Phone: 569-2417

### **NEW TELEPHONE SYSTEM**

On Monday, July 7th, the Central Office Complex and District Six will begin utilizing a new Dimension PBX telephone system. This system represents the latest in communications technology and will be much faster and more efficient than the present system.

A series of one-hour classes were held the past two weeks for all Central Office employees. If there are any questions regarding the new system, please contact the Communications Counselor for your Division or Section.



# EMPLOYEE NEWS LETTER



Volume 8, Number 9

July 18, 1980

## POSITION VACANCIES

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

<u>Functional Title</u>	<u>Desired Qualifications</u>
Mail Clerk Grade 04	High school education or equivalent.
Geotechnical Aide Grade 08	Ability to read and write. Statewide travel. Valid State driver's license.
Assistant Section Head Photogrammetry Grade 19	Bachelor's degree or equivalent experience in specialized or related field. Knowledge of photogrammetric techniques and principles.
District Maintenance Superintendent District 10 Grade 22	High school graduate or equivalent. Experienced in highway and bridge maintenance with knowledge of related Departmental policies and procedures.

## HEAT WAVE DAMAGES HIGHWAYS

The Highway and Transportation Department has asked the Federal Highway Administration for \$11.7 Million in Federal emergency funds to repair highway damage caused by the record high temperatures the past several weeks.

Governor Bill Clinton declared a special state of emergency Monday, July 14, because of the damage to the highways.

The Department is surveying each of its ten Districts and the count as of Monday, July 14, is 273 blowups statewide. The most severe damage is occurring in District 10 in Northeast Arkansas, which reported 79 blowups. District 6 in Central Arkansas reported 52 blowups. There are 752 miles of asphalt pavement with severe bleeding problems.

A blowup occurs when the concrete pavement expands from the heat and pushes the pavement up. Bleeding occurs when the asphalt becomes so hot it liquifies and runs, causing the aggregate material to loosen from the surface.

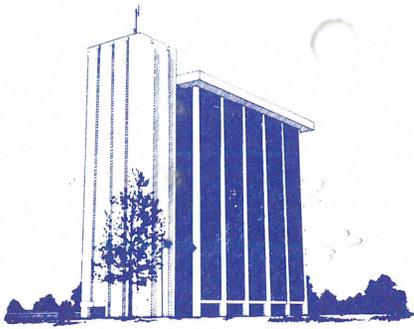
## LIFE INSURANCE

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 received 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.

In addition to this Optional Life with the State Group Plan Additional Life Insurance is available through I.N.A. Additional Life has a minimum amount based on salary, with eligible employees allowed to take up to \$50,000. Changes in Additional Life because of salary will be made effective September 1 of each year.



# EMPLOYEE NEWS LETTER



Volume 8, Number 10

August 29, 1980

## Arkansas State Highway Retirement System Financial Report June 30, 1980

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

	<u>1979</u>	<u>1980</u>	<u>Increase</u>
Number of Active Members	4,480	4,462	(18)
Number of Retired Members	1,125	1,200	75
Annuities	2,830,070	3,403,861	573,791
Investments	55,858,342	66,806,391	10,948,049
Interest from Investments	3,880,490	4,908,379	1,027,889
Yield to Cost	7.57%	8.20%	0.63%
Yield to Market	8.63%	9.75%	1.11%

As shown above, your Retirement System has investments in interest-bearing securities of \$66,806,391 from which we received earnings of \$4,908,379. These investments are composed of the following securities at cost:

	<u>Average Rate Earned on Cost</u>	<u>Cost</u>	<u>Portfolio</u>
Corporate Bonds:			70.14%
Utilities	7.41%	35,062,419	
Transportation	8.17	3,582,645	
Industrial	8.10	1,293,514	
Petroleum	8.86	297,614	
Finance	9.06	6,029,774	
Drugs, Medical and Chemical	9.02	299,194	
Food Operations	8.79	294,334	
F.H.A. Insured Notes	8.75	167,352	0.25
Savings and Loan Associations	11.85	595,000	0.89
Capital Notes-Banks	9.39	800,000	1.20
U.S. Government Agencies	11.17	12,711,282	19.03
Common Stock-Growth	4.87		8.49
Banks and Finance		349,478	
Drugs, Medical and Chemical		686,892	
Electrical Equipment		350,267	
Food and Beverage		119,652	
Insurance		362,942	
Machinery, Building Materials and Timber		634,894	
Oil		677,647	
Office Equipment and Photographic		966,479	
Public Utilities and Retail Trade		900,182	
Technological/Miscellaneous		624,830	

Overall, the assets of the Retirement System increased from \$57,832,219 to \$69,191,746, a gain of \$11,359,527.

J.E. Lowder, Chairman

## HOLIDAY REMINDER

Monday, September 1, 1980, 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.

## POSITION VACANCIES

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

<u>Functional Title/Grade</u>	<u>Desired Qualifications</u>
Staff Attorney 22	J.D. degree with experience in the practice of law. Licensed to practice law in the State of Arkansas.
Photogrammetrist 19	Bachelor's degree in related field or equivalent experience. Knowledge of photogrammetric techniques. Experienced in operating stereoplotting equipment.
Sociologist 19	Master's degree in Sociology or related field. Experience in sociological studies.
Data Processing Proj. Leader/19	Bachelor's degree in Computer Science or related field. Experience in systems analysis and design. Knowledge of COBOL programming.

Bituminous Lab  
Technician/10

High school education or equivalent. Related experience or training.

Administrative  
Aide/10

High school graduate or equivalent. Experience in administrative or related work. Type 50 wpm. Dictation at 80 wpm.

Sign Maker  
10

Ability to read and write. Experience in sign fabrication helpful. Moderate physical effort required.

Surveys Rodman  
10

High school graduate or equivalent. Knowledge of basic surveying principles. Statewide travel. Valid driver's license.

Survey Chainman  
8

High school graduate or equivalent. Ability to perform trigonometric calculations. Statewide travel. Valid driver's license.

Area Foreman/18  
(District 9)

High school graduate with 5 years experience in highway maintenance or related experience. Supervisory ability



# EMPLOYEE NEWS LETTER



Volume 8, Number 11

September 12, 1980

## NEW CLAIMS ADMINISTRATOR

Effective September 1, 1980, Insurnational Inc. became the new Claims Administrator for the State Employees' Health Insurance Program. The new address will be Suite 650, Plaza West Building, McKinley and Lee Streets, Little Rock, Arkansas, 72205. The phone numbers will remain the same — Little Rock - 664-1005, Toll-free Wats - 1-800-482-8880. The old claim forms will be honored until new forms are available. New explanation booklets are being prepared at this time and should be ready for distribution within 90 days. This change is an administrative change only — our plan is self-insured, therefore, the coverage and any deductibles that are satisfied this calendar year remain the same. There will be continuous handling of claims for a smooth, problem-free transition.

## LIFE INSURANCE BENEFICIARIES

Under the life insurance plans available to Highway employees it is necessary to name a beneficiary or beneficiaries for each policy. It is important that the insured employee realizes that these beneficiaries can only be changed by written request. This information is confidential and is available only to the insured. If the employee wishes to check this information he can request a copy of his insurance card from the Group Insurance Office by writing to:

Group Insurance  
P.O. Box 2261  
Little Rock, Arkansas 72203  
or by calling: Brenda Mayton - 569-2420  
or Helena Roberson - 569-2418

## 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 excess 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. The benefit is payable without a deductible.

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

## ADDITIONAL LIFE INSURANCE

Highway employees who have additional life insurance with I.N.A. (Insurance Company of North America) are reminded that your coverage and premium increased automatically September 1st if you received a raise in salary that changes your salary bracket, as shown below.

<u>Annual Salary</u>	<u>Life Amount</u>
\$ 4,000 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

Above this minimum amount you may select any amount you wish in \$2,000 increments up to a total \$50,000 maximum. If you already have more than the minimum amount, based on your salary, there will be no change.

Additional life insurance is term insurance and can be converted to permanent insurance at your request. Additional information on conversion will be sent to each employee with increased coverage.

This coverage should not be confused with the Optional Life Insurance available with the State Group Plan. If you receive a raise that changes your salary bracket, your life insurance with the State Group Plan will automatically be increased at the time of salary change.



# EMPLOYEE NEWS LETTER



Volume 8, Number 12

September 26, 1980

## UNITED WAY

United Way campaigns in counties throughout the State are either now underway or will begin soon. There are many agencies of the United Way that depend on local support so they can continue to provide much needed services for people in their communities, and all Highway and Transportation Department employees are encouraged to contribute to this worthwhile cause.

## 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 1981-82 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.

## THREE WAYS TO SAVE GAS BY DRIVING SMARTER

You're ahead of the game any time you can avoid frequent stops and starts. It takes three times more fuel to get up to cruising speed than it does to maintain that rate. So coasting to stoplights can save you gas, especially if you time it so the light turns green before you can come to a full stop.

\*\*\*\*\*

At 40 mph or faster, you'll use more gasoline by driving with your car windows open than you will by operating an air conditioner with all the windows closed. Open windows cause that much 'drag'.

\*\*\*\*\*

There's no question that short trips burn more gasoline per mile than longer trips. According to the Environmental Protection Agency, 90 2-mile trips take as much gas as 60 4-mile trips, all other factors being equal.



# EMPLOYEE NEWS LETTER



Volume 8, Number 12 '83

October 10, 1980

## AGE CHANGE FOR LIFE INSURANCE

If your age as of October 1, 1980 places you in a higher age bracket as shown on the charts below, then your Optional Life Insurance and INA Additional Life Insurance premiums will increase.

### Semi-Monthly Life Insurance Premiums - Active Employees

Salary	Optional Life	Age 35 and Under	Age 36-50	Age 51-64	Age 65 to 70
\$4,000- 8,000	3,000	.21	.32	1.71	3.34
8,001-12,000	7,000	.49	.74	3.99	7.80
12,001-16,000	12,000	.84	1.26	6.84	13.38
16,000- over	17,000	1.19	1.79	9.69	18.95

### INA Additional Life Insurance

The chart below shows the term cost per thousand.

	Semi-monthly cost per \$1,000
Under age 25.....	.12½
Age 25 to 30.....	.14
Age 30 to 35.....	.15½
Age 35 to 50.....	.22
Age 50 to 65.....	.62½
Age 65 and up.....	1.44

## NEW INSURANCE IDENTIFICATION CARDS

New group insurance identification cards are being distributed to employees with this pay check. The new claims administrator is Insnational, Inc. All employees should sign the new identification card and destroy the old American Fidelity card .

If you have "employee only" or "employee and children" coverage, you will receive only one new card. If you have "employee and spouse" or "employee, spouse and children" coverage, you will receive two new cards.

The green cards are for Plan I coverage and the brown cards represent Plan II coverage.

Please check the information on the new cards for accuracy. If you have group insurance coverage and did not receive a card, please contact Brenda Mayton, Group Insurance, telephone 569-2420.

## MAGAZINE DEADLINE

The deadline for articles for the Winter 1980 issue of Arkansas Highways is October 15, 1980. Because of the Veteran's Day holiday, November 11, and the Thanksgiving Day holiday, November 27, the magazine staff must have the copy ready for the printer earlier than usual in order to get the magazines printed and distributed before December 19. If you have any news to be included in that issue, please get it to your District or Division reporter before the deadline.

## UNITED WAY HELPS YOU

The story of United Way of Pulaski County is a story about people, realizing and responding to the needs of themselves and their neighbors. As the community grows and changes so does United Way. There is the constant need for more people to be helped. You can make that possible.

By giving the United Way, you help provide vital services for fatherless boys, hot meals and activities for the elderly, job training for the handicapped, nursing care for the young and old, counseling for all ages, plus many more services from which you can benefit.

But there is more. You are helping yourself. The 38 agencies with over 100 services funded by United Way are available to you and your family. There are wholesome recreational programs for your children. There is disaster relief if your family has been hurt by a tornado or flood. Maybe you're thinking of retirement activities. There are several senior citizen groups that keep life enjoyable after retirement.

United Way is for you, your family, your neighbors, your fellow employees and your friends. Remember, in the long run it works for all of us.

All Pulaski County employees have received pledge cards. Please return your contribution to Information Services, Room 1002, by Monday, October 13, 1980.

**Thanks to you  
it works . . .  
FOR ALL OF US**





# EMPLOYEE NEWS LETTER



Volume 8, Number 1314

November 7, 1980

## POSITION VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Any interested person may contact the personnel office. Closing date for application is November 14, 1980, unless otherwise approved by the Director of Highways and Transportation.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Stereoplotter Operator Grade 12	High school education or equivalent. Knowledge of photogrammetric compilation and mapping methods and related photo interpretation techniques. Requires 20/20 visual acuity.
Design Engineer Grade 19	Bachelor's degree in Civil Engineering. Highway design or related experience. Knowledge of construction specifications and techniques. EIT desired.

## 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 10-29-80 which will be the check received 11-7-80. Regular deductions are to resume the following pay period.

## VETERAN'S DAY HOLIDAY

Tuesday, November 11, 1980 will be a holiday for Highway and Transportation Department employees in observance of Veteran's Day. All work will be suspended except in cases of emergency.

## THE GREAT AMERICAN SMOKEOUT

All Highway and Transportation Department smokers are urged to join in pledging a day of freedom from cigarettes on Thursday, November 20.

That's the day the American Cancer Society has set for the Great American Smokeout. The campaign here at the Department and across the nation is aimed at getting millions of smokers to try a day without a cigarette.

Many smokers are overwhelmed by the thought of quitting outright. The American Cancer Society is asking us to try just one day at a time. Even if a smoker goes back to the cigarette habit the day after the Smokeout, they'll have established a good feeling of control that may help in a decision to cut back or give up smoking altogether. The Society's concentrated effort to focus attention on this single aspect of cancer control offers an opportunity to develop positive health attitudes throughout the community.

## DEPARTMENT'S PROPOSED PAY PLAN

On the back is a copy of the Department's new proposed pay plan. This plan is being presented as a part of the Department's Biennial Budget to the members of the Legislature for their consideration for adoption, to be effective July 1981. This plan is a means to provide MERIT INCREASES, COST OF LIVING INCREASES and PROMOTIONAL PATTERNS never before a part of any pay plan under which the Department has operated. It is still a proposal and has not been approved by the Legislature.

This changes the present 26 grades to 18 grades. It changes the present 9 steps to 6 steps. EVERY eligible employee within the Department will receive a reasonable salary increase at the time the new plan becomes effective. Employees then will have the possibility of a step increase, if their work merits an increase. COST OF LIVING increases will be granted to every employee within the Department, when authorized by the Legislature, without advancing your step. At the time an employee is promoted to a higher level job, a step for a merit increase will be available, and based upon percentages as shown in the pay plan. Lower grade steps provide a greater percentage range for promotion. This allows a greater dollar increase in relation to upper pay scales.

The plan is being explained in detail to all supervisory levels within the Department, in District and Central Office meetings. You are encouraged to discuss the benefits with your supervisor in order to understand the plan. You need to UNDERSTAND and SUPPORT the plan if you think it provides for YOUR BENEFIT, and the Department's.

Keep this copy, study the plan, and discuss it with others. We feel that you, as loyal and dedicated state employees, deserve a pay plan adequate to provide a pay scale that can stay in balance with the cost of living and maintain a stable promotional pattern. This plan, or one similar, is essential as a step in the right direction.

### SALARY SCHEDULE

PRESENT GRADE	NEW GRADE	STEP 1	STEP 2	STEP 3	STEP MID 4 RANGE	STEP 5	STEP 1ST 6 YEAR MAX.
03	01	6968.00	7351.00	7755.00	8181.00	8630.00	9104.00
04	02	7672.00	8093.00	8537.00	9006.00	9501.00	10023.00
05	03	8375.00	8835.00	9320.00	9832.00	10372.00	10942.00
06 & 07	04	9221.00	9727.00	10261.00	10824.00	11419.00	12047.00
08 & 09	05	10066.00	10619.00	11202.00	11817.00	12466.00	13151.00
10 & 11	06	11083.00	11691.00	12333.00	13010.00	13725.00	14479.00
12	07	11987.00	12645.00	13339.00	14071.00	14774.00	15512.00
13	08	13366.00	14040.00	14748.00	15492.00	16266.00	17079.00
14 & 15	09	14319.00	15041.00	15800.00	16597.00	17426.00	18297.00
16	10	15618.00	16406.00	17234.00	18103.00	19008.00	19958.00
17	11	16732.00	17576.00	18463.00	19394.00	20363.00	21381.00
18	12	18251.00	19172.00	20139.00	21155.00	22212.00	23322.00
19	13	19470.00	20446.00	21473.00	22556.00	23683.00	24867.00
20 & 21	14	21253.00	22316.00	23432.00	24604.00	25834.00	27125.00
22	15	22555.00	23683.00	24867.00	26110.00	27415.00	28785.00
23	16	24603.00	25833.00	27125.00	28481.00	29905.00	31400.00
24	17	26109.00	27414.00	28785.00	30224.00	31735.00	33321.00
25	18	28481.00	29905.00	31400.00	32970.00	33970.00	34987.00

PLAN CHARACTERISTICS

1. PROVIDE PROMOTION PATTERN AT ALL LEVELS. PROVIDES FOR MAJOR AND MINOR PROMOTIONS WITHOUT COMPRESSION TOWARD MAXIMUM.
2. PROVIDES GREATER LEVELS OF PERCENTAGE IN LOWER GRADES FOR PROMOTIONS AND MERIT INC.
3. PROVIDES FOR COST OF LIVING INCREASES WITHOUT ANY AFFECT ON INTEGRITY OF PLAN.
4. PROVIDES MERIT INCREASES WHERE APPLICABLE. PROVIDES COMPLETE CONTROL OVER MAXIMUM MERIT PAY OR PER GRADE/PER JOB BASIS.
5. RETAINS COMPLETE LEGISLATIVE CONTROL OVER MAXIMUM ASSIGNED PER GRADE.
6. PROVIDES FOR SIMPLE CHANGEOVER FROM PRESENT PLAN WITHOUT REDUCTION OF COMPENSATION WHILE PROVIDING INCREASED COMPENSATION AT TIME OF CHANGEOVER.
7. PROVIDES ANY LEVEL OF COST OF LIVING AND/OR MERIT INCREASES DESIRED BY LEGISLATURE.
8. PROVIDES CONTINUOUS INTEGRITY OF PAY PLAN REGARDLESS OF ECONOMIC CONDIT



# EMPLOYEE NEWS LETTER



Volume 8 Number 14 <sup>15</sup>

December 19, 1980

## AHTD PAY PLAN PRESENTED TO LEGISLATIVE COUNCIL

Highway Director Henry Gray, Assistant Director-Administration Gip Robertson, Jr. and three members of the State Highway Commission presented the proposed new pay plan for highway employees to the members of the Legislative Council Monday, December 15, 1980.

After listening to a detailed explanation by the highway officials, the plan was filed with the State Personnel Committee to be considered along with several other proposals.

## AHTD HOLIDAYS

The Arkansas Highway Commission has declared December 26, 1980, and January 2, 1981, holidays for employees of the Arkansas State Highway and Transportation Department. These are in addition to the Christmas Eve, Christmas Day and New Year's Day holidays set up in Minute Order 75-176.

All work will be suspended except in case of emergencies.

This provides for one five-day and one four-day weekend which will enable employees to celebrate the holidays with their families and friends. The Commission wishes you and your family a safe and enjoyable holiday season.

Due to the number of holidays at Christmas and New Year's, the payroll date for the pay period ending December 24, 1980 has been set for Tuesday, January 6, 1981. This will be the first pay check for the 1981 calendar year. District offices should pick up payroll warrants in Fiscal Services Division on January 5, 1981.

## 1981 SOCIAL SECURITY

The pay period ending 12-24-80 is the first pay period for the 1981 calendar year and will be reported for income tax and social security purposes on the 1981 W-2's. This is a requirement of the Federal Income Tax Law, because employees will receive their checks in January, 1981.

For 1981 the Social Security rate will be 6.65% (this is an increase over the present rate of 6.13%) on a maximum salary of \$29,700.00. This will be an increase in tax of \$387.38 over last years tax for those earning \$29,700.00. The maximum amount of Social Security for 1981 will be \$1,975.05.

## 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 pay checks, in the bottom right corner under the heading "HOS. POR." (Hospital Portion).

The cancer insurance premiums are considered hospital 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 12-10-80 received with the check on 12-19-80 is the end of the 1980 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 12-24-80 and received in January will be for the beginning of calendar year 1981.

### AHTD EMPLOYEE EARNINGS RECORD

250		DOE J.D.		000-00-0000	
CURRENT 12-10-80					
GROSS	O/T PAY	FED. TAX	ARK. TAX	FICA	
531.00		77.52	14.77	32.55	
RET.	GROUP	LIFE	CANCER	AUTO	BONDS
31.86	5.58	8.10	3.14		
DEF. COMP.	CRD. UN.	MIL. RET.	EIC	MISC.	NET PAY
	50.00				307.48

### \*\*\*\*\*YEAR-TO-DATE\*\*\*\*\*

GROSS	FED. TAX	ARK. TAX	FICA	GROUP
13050.00	1856.76	349.02	799.96	133.92
DEF. COMP.	EIC	CANCER	HOS. POR.	
		81.64	100.56	

## 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 1979 will not be paid unless filed before December 31, 1980.

Claims should be filed with:

Insurnational Incorporated  
Arkansas State Employees' Claim Office  
650 Plaza West Building  
Little Rock, Arkansas 72205

If you have any doubts as to whether or not certain expenses are covered, you should submit them and let Insurnational 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 from the Group Insurance Section in the Central Office.

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EMPLOYEE BENEFIT SHEET

An Employee's Benefit Sheet will be distributed soon to each employee. This is an IBM printout that shows the different deductions made, the type of insurance coverage, and benefits for each employee.

CENTRAL OFFICE  
EMPLOYEES' ADVISORY COMMITTEE

The following employees have been appointed to the Central Office Employees' Advisory Committee.

- Doris Griffin . . . . .Public Transportation
- Richard Butler. . . . .Roadway Design
- Becky Finney . . . . .Personnel

The Central Office Committee shall appoint a Chairperson to represent the Central Office on the Statewide Committee. The new appointees replace Ron Johnston, Kathy King and Chuck Freeman who served the past two years on the Central Office Advisory Committee.

CAPITOL CREDIT UNION

The Capitol Credit Union will be closed Dec. 23, 1980 through January 2, 1981 for year end book closings. Any necessary business with the Credit Union should be conducted before this time.

PERSONNEL VACANCIES

Listed below are the position vacancies which presently exist in the Central Office. Any interested person may contact the Personnel Office. Closing date for application is December 29, 1980.

<u>Functional Title</u>	<u>Desired Qualifications</u>
Inspector Grade 13	High school graduate or equivalent. Experience in all areas of asphaltic materials sampling, testing and plant control.
Computer Operator Grade 10	High school graduate or equivalent. Three months experience in IBM 360 or 370 or Vo-Tech to include OJT in IBM 360 or 370 installation.
Drafter Grade 9	High school graduate or equivalent. Training or experience in civil drafting or related field.

*Merry Christmas*

