



EMPLOYEE NEWS LETTER



Volume 10, Number 1

January 4, 1982

EMPLOYEE SUGGESTION SYSTEM

Act 856 of 1981, created an Employee Suggestion System for the employees of the State of Arkansas which allows monetary awards for suggestions from State employees that are effective in improving the economy of Government Operations.

All full-time AHTD employees in active status are eligible to participate in the Employee Suggestion System.

An eligible suggestion is any submitted suggestion which states a specific problem and proposes a specific method or process to resolve the problem, all of which has been submitted by an eligible employee on an official suggestion form.

Ineligible suggestions are as follow:

1. Those affecting classification compensation or staffing.
2. Those requiring legislative action for implementation.
3. Those outside the scope of State government.
4. Those which suggest a study or survey.
5. Those affecting a program, process or method covered by moratorium or having prior consideration.
6. A suggestion which is a duplicate of another suggestion which has been submitted within the last two years.

Monetary awards for suggestions which actually result in a cost savings to State Government shall be \$25.00 or 5% of the amount of any net savings, but limited to a maximum of \$2,500 unless a larger award is recommended by legislative resolution.

When implementation of a suggestion will not result in an actual cost savings but would visibly improve the operations of a process or program, or improve public relations, safety or effectiveness of operations, recognition of the suggestion will be made by the issuance of a suitable certificate and a monetary award of \$25.

EMPLOYEE BENEFIT SHEET

An Employee's Benefit Sheet is being distributed with this issue of the Newsletter to each employee. This is an IBM printout that shows the different deductions made, the type of insurance coverage and benefits for each employee. Questions pertaining to any of our Employee's Insurance plans should be directed to Brenda Mayton, Group Insurance Section of the Fiscal Services Division, telephone 569-2420.

CANCERCARE--HOSPITAL INTENSIVE CARE INFORMATION

American Family Life Assurance Company has introduced new versions of its Cancer and Hospital Intensive Care policies.

The NEW CANCER PLAN provides benefits on a daily (per diem) basis without regard to the actual expense incurred. Benefits include both inpatient and outpatient indemnities with no limit on the number of days for either.

The NEW INTENSIVE CARE policy also pays a daily indemnity (\$150; \$300; or \$450 per day, depending upon the plan selected) and now the product pays, beginning with the very first day of ICU confinement, whether the confinement is for injury or illness.

Employees currently covered under one of the other versions of Cancercare and/or Intensive Care may continue their present coverage.

Current brochures, applications and information will be available at all Department headquarters.

For further information contact your agent of record:

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

ADDITIONAL LIFE INSURANCE ENROLLMENT PERIOD

Effective December 1, 1981, the Arkansas Highway and Transportation Department contracted with a new company to provide coverage for the Additional Life Insurance Plan previously handled by INA. This new plan will result in reduced rates for every category of employee. The new company is the North American Company for Life Insurance (hereinafter referred to as NORTH AMERICAN).

Employees may enter the plan during a 60-day open enrollment period from January 1, 1982 to February 28, 1982. Meetings will be scheduled within the Central Office and throughout the Districts to explain the new plan and answer any questions you may have concerning the coverage. All employees will be notified regarding the time and dates.

Any employees having questions about the new insurance plan may contact Brenda Mayton in the Central Office at 569-2420.



EMPLOYEE NEWS LETTER



Volume 10, Number 2

January 29, 1982

CODE OF ETHICS LAW

Act 570 of 1979, the Arkansas Code of Ethics Law, requires all state employees in Grade 21 or above to file a Code of Ethics form with the Secretary of State's office on or before January 31 of each year.

Code of Ethics forms are also required for all persons who are elected public officials of the State or any political subdivision; all candidates for nomination or election to public office; all municipal judges or city attorneys; and all persons serving by appointment on any State, county or local board, agency, commission or department.

Forms are available in the Personnel Office on the first floor of the Central Headquarters building.

WASHINGTON'S BIRTHDAY

Monday, February 15, 1982 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.



ROAD CREWS DESERVE THANKS

The following editorial appeared in the January 21, 1982 issue of the Mountain Echo at Yellville.

It sums up many of the compliments the Department has receive following one the worst winters storms in years.

The Opinion Page

Road Crews Deserve Thanks

In these winter days of freezing cold, snow, sleet and ice, there is a group of people whose work to provide safe passage along the highways of Marion County is all too often overlooked.

They are the men of the state, county and city road crews who brave the bitter cold, such as we have had the past couple of weeks, to grade, sand and salt the roadways to make them safe as possible for motorists.

While the rest of the county sleeps on snowy nights, these men are out attempting to minimize the inconvenience and danger of slick roads in these Ozark mountains.

Marion County — indeed all of northwest Arkansas — is in a very peculiar position.

On the one hand, the area is far enough south that there are but a few winter storms during the year that slick the highways of the area. If you look at average daytime highs, our climate in the winter is, normally, very moderate. Certainly there is no cause to purchase the kind of snow removal equipment the northern states must have in order to dig out from under blizzards.

Yet, on the other hand, north Arkansas seems to be just far enough north to have winter storm fronts from the northwest dip into the area and leave a blanket of the white stuff a few times each year.

That is when the road crew workers face their longest hours as they battle the elements to clear our highways, if nothing else, emergency passage.

And, after they are done it is rare they get more than complaints and questions of why a better job was not done.

They deserve better.

At least they deserve a hearty "thank you" from the people they work so hard and so long to serve.

Think about it the next time you hear the motor and see the flashing orange light go by your warm home on a cold, wintry night.

RED CROSS DONORS

On December 7, 1981 the following employees of the Central Office and District Six donated blood to the American Red Cross. We would like to say "thank you" to each of these employees.

Steven Alexander
Cindy Allison
Phillip Ammons
Gary Ashley
Guy Ashenberger
John Baldwin
Billy Barnett
Randy Binns
June Booher
Bertie Carr
Wayne Casteel
Charlene Chance
Linda Chivers
Polly Cloud
Michael Coogan
Gary Cooper
Jane Craft
Sue Dean
Harry Dinsmore
Jerry Dixon
Sylvia Doster
Anna Elam
Perry Ellis
Ed Flanagan
Lawrence Foreman
Carl Gaines
Tammy Gibson
Mary Green
Robert Green, Jr.
Solon Hale
David Hamilton
Katherine Hamilton
John Hancock
David Harmon
James Hastings
Rudy Hodges
Ken Holmes
Doyle Hughes
John Jackson

Janice Johnson
Ronald Johnson
Wm. G. Jones
Pat Koonce
Libby Lakin
James Lowder
Danny Mathis
Leslie McSwain
Donald Mitchell
Hugh Murray
Patricia Payne
Calvin Peevy
Joanne Potts
Judy Prewitt
Charles Rain
Charles R. Rainey
Charles Ridge
Melvie Rippond
James Sanders
Maxine Shaff
Paul Simms
Karen Shelton
Betty Smart
Charles Smothers
Patty Stewart
Billy Strickland
C.D. Stroud
Jerry Stussy
Dan Telford
Mary Toler
Doris Tracy
Ronald Vine
Brenda Walden
Bonnie Wesson
Henry Williams
Robert Williams, Jr.
Troyce Wilson
Mark White



EMPLOYEE NEWS LETTER



Volume 10, Number 3

February 26, 1982

A Message from the Director. . .

Once again Highway and Transportation Department employees have demonstrated their dedication and professionalism by doing an outstanding job this past winter to keep our highways open for industry and the traveling public.

While many people stayed home where it was safe and warm, hundreds of our employees were called out to work before dawn and kept busy well into the night clearing snow and ice from the state's roadways and bridges.

Your untiring efforts to serve the public were noted. Letters of appreciation from all over the state were received by the District Engineers and the staff at the Central Office. Many of these letters were from fellow state employees at the State Police who also should be commended for their outstanding performances this winter.

Editorials praising our snow and ice removal efforts were written in many of the state's newspapers, and others wrote news articles detailing our early preparations and emergency actions for handling the winter's ice and snow problems.

Since the Highway and Transportation Department is a highly visible agency, with our work being carried on in full view of the public, it is extremely important that we conduct ourselves in a courteous and professional manner at all times.

The Highway Commissioners and I are extremely proud of the way you conducted yourselves during the recent adverse weather conditions. Your fast and efficient response reflects favorably upon you and the Highway and Transportation Department as a whole.

Thank you all for a job well done!

Henry Gray
Director of Highways
and Transportation

USE OF SICK LEAVE

Minute Order 74-82, under Sick Leave Usage, states that an employee may use sick leave for death or serious illness in the employee's immediate family.

This is to revise the interpretation of the term immediate family to include grandchildren. Immediate family will now consist of the following: husband, wife, mother, mother-in-law, father, father-in-law, daughter, daughter-in-law, son, son-in-law, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather and grandchildren.

This supersedes the interpretation as set out in a memorandum dated September 29, 1972.

CAPITOL CREDIT UNION

The Annual Meeting of the Capitol Credit Union will be held at 6:30 p.m., Thursday, March 25, 1982, in the State Health Department Auditorium, 4815 West Markham, Little Rock. The entrance to the auditorium is on the southwest side of the building.

All members are urged to attend the meeting. New officers will be elected and each member has one vote, but you must be present to vote.

Credit Union reports will be given and there will be a drawing for door prizes.

For those of you who aren't aware, for the first time the Credit Union was able to pay the maximum interest allowed (7%) on savings accounts for the quarters ending September 30 and December 31, 1981. Your Credit Union is a good investment. Your support and interest makes this possible. Please come to the Annual Meeting and take an active part in the administration of your Credit Union.



EMPLOYEE NEWS LETTER



Volume 10, Number 4

March 12, 1982

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.

For information regarding duties and qualifications, refer to the Classification Specification Manual in your District, Division or in the Personnel Section. All applicants must fulfill the requirements of the classifications specifications. All interested qualified persons should contact the Personnel Section or the appropriate District Office.

<u>CODE</u>	<u>TITLE</u>	<u>GRADE</u>
027	Staff Construction Engineer	25
034	Staff Design Engineer	24

Closing Date for Application is March 16, 1982, unless otherwise approved by the Director of Highways and Transportation.

EEO POLICY STATEMENT

AND AFFIRMATIVE ACTION COMMITMENT

The following is a copy of Administrative Order 82-5 which is a revised EEO Policy Statement and Affirmative Action Commitment:

The Department executed a Certificate of Assurances with regard to the Equal Employment Opportunity Program and is therefore legally obligated to insure equal employment opportunities for all persons regardless of race, color, religion, sex, handicap, age or national origin, as a fundamental agency policy.

The Arkansas State Highway and Transportation Department's internal employment practices are an integral part of the agency's total commitment and support of its Equal Employment Opportunity Program.

For effective administration and implementation of the EEO Program, there must be involvement, commitment and support of executives, managers and supervisors. You have been advised by my office that responsibility for positive implementation of the Affirmative Action Plan will be expected of and shared by all management and supervisory personnel. You have been further advised that you will be held accountable for your actions in this area and will be evaluated in carrying out these responsibilities.

The major responsibility must be recognition and removal of any barriers to equal employment opportunity, identification of problem areas and of persons unfairly excluded or held back and action enabling them to compete for jobs on an equal basis.

This type of commitment not only benefits those who have been denied equal employment opportunity, but will also greatly benefit the organization by attaining maximum utilization of the great reservoir of untapped human resources and skills, especially among women and minority groups.

Therefore, each of you is assigned the specific responsibility for equal opportunity in all employment practices, including (but not limited to) recruitment, hiring, transfers, promotions, training, compensation, benefits, recognition, layoffs and other terminations within your area of authority.

Henry Gray
Director of Highways
and Transportation



EMPLOYEE NEWS LETTER



Volume 10, Number 5

April 9, 1982

REPORT FROM THE DIRECTOR

The Arkansas Highway and Transportation Department put forth a tremendous effort to improve and maintain the 16,092 mile Arkansas State Highway System, despite the fact that unfavorable economic conditions, including a drastic reduction in the availability of Federal and State transportation funds, severely cut back the Arkansas Highway Commission's construction program during 1981.

The economic conditions that have affected the Department's construction program are also handcuffing its maintenance efforts and causing the elimination or reduction of basic services, including right-of-way mowing, litter pickups, and pothole patching. Services scheduled for termination and/or reductions include rest area maintenance, roadside park maintenance, mapping services, technical assistance to local governments, and the commuter parking lot program.

Despite these setbacks, the efficient management of resources has allowed the Department to maintain at least a minimal level of service. Several cost-cutting procedures have been implemented during the year.

A job freeze has reduced the number of Department employees by 500 in the last 18 months. Fuel efficient diesel automobiles are replacing older gasoline powered cars, and maintenance and construction personnel are working four-day weeks during daylight savings time. Other cost-saving methods implemented during 1981 included the evaluation of materials conservation techniques, thus negating many manhours of manual operations; the development of a sign reclamation procedure, thus permitting the recycling of previously unusable signs; and the expansion of the Herbicide Program, which has helped diminish the frequency of mowing operations.

Even though it appears evident that the highway-user's dollar can be stretched only to a certain point, the Department fully intends to investigate and implement other feasible cost-saving procedures in order to efficiently utilize the available revenues provided the Department and to protect the public's \$3 Billion State Highway System investment.

The people of Arkansas and its leaders are facing grave decisions concerning the future of their transportation system. Decreasing motor fuel usage, increased truck weights, Federal Government cutbacks, and inflation are just some of the problems that must be addressed if the Department is to be expected to continue to provide safe, efficient, effective, and economical transportation systems for the people of this State.

Henry Gray
Director of Highways
and Transportation

FOUR-DAY WORK WEEK

Effective April 15 until latter September all field maintenance personnel, shop crews, and store-room personnel will work a 4-day, 10-hour schedule

Monday through Thursday. The 4-day week will include Area Foremen, Job Superintendents, Shop Foremen and District Equipment Maintenance Supervisors. Also included will be Traffic Division striping and signing crews, Materials and Research Division geotechnical field crews, Maintenance Division Heavy Bridge crews and Surveys Division survey parties.

On those weeks containing a holiday, the work schedule will revert to a 5-day, 8-hour week. Vacation or sick leave for a 10-hour day will be charged as 1.25 days. Half days will be charged as .625 days.

The District will rotate the service station personnel so that one person will be on a 5-day, 8-hour work week to allow the station to be kept open all week.

Work hours will be 7:00 a.m. to 5:30 p.m. with a half-hour for lunch.

This action is necessary to reduce travel expense, conserve energy and minimize expenditures due to declining highway revenues.

SUMMER EMPLOYEES

This year the Department will again utilize some summer student workers to supplement the regular work force, but due to current funding problems, the Department will not be able to hire as many as in past years. The vast majority this year will be used in the field on maintenance work.

GROUP HEALTH INSURANCE DEDUCTION

There will be no group health insurance deduction ("Group" on the payroll deduction card) made for the pay period ending April 14, 1982, which is the payroll check received April 23, 1982. This is due to the premium being based on semi-monthly deductions (24 times a year) and payrolls being paid bi-weekly (26 times a year). Deductions for North American Life ("Life" on the payroll deduction card) will be made from this paycheck to catch up payment due. All other deductions will also be made.

AHTD HARD HAT POLICY

Yellow safety hard hats are available to all employees desiring to take advantage of this safety headgear when performing Department functions in the field. This yellow hard hat has an AHTD emblem and is issued at no cost to the employee. Employees are encouraged to wear the hard hat when working in areas where there is a possible danger of head injury from impact, from falling or flying objects, or from electrical shock and burns. Hard hat wear is mandatory by all Department employees when assigned to structural or bridge work and to any area where overhead or underground work poses a threat to your personal health.

An employee may choose to wear the hard hat at all times. However, if he choose not to wear the

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hard hat, he must wear a yellow soft hat (baseball cap) with the AHTD emblem while working in the field except in those areas where the hard hat is required. One soft hat will be issued to each employee upon request, and the hat may be turned in for a replacement up to twice a year. If the soft hat is lost, it will be the employee's responsibility to purchase a new soft hat at their expense. The soft hats will be made of mesh for summer use and foam-lined for winter use.

Hard hats or soft hats are not required to be worn when working inside buildings or when operating in a closed motor vehicle. When an employee leaves the Department, it will be the responsibility of the supervisor to collect all safety headgear issued.

The District Engineer or Division Head will be responsible for determining if hard hats are required in any questionable area of operation under his direction.

The existing hard hat policy remains in effect until the new soft hats are available, which will be in approximately 30 days.



EMPLOYEE NEWS LETTER



Vol. 10, Number 6

May 6, 1982

HEART FUND AND CANCER FUND DRIVE

This year the statewide fund raising drives for the American Heart Association and American Cancer Society are being conducted at the same time.

We are all familiar with the efforts of these two great organizations. They depend a great deal on the contributions of private citizens to help in their fight to improve the quality of life for all of us.

The American Heart Association is involved in an extensive research and education campaign to detect and treat heart related problems.

The American Cancer Society has also made tremendous advances in the diagnosis and treatment of cancer. Over 3 million Americans are alive today, thanks to your help in supporting the Cancer Society.

State employees are being asked to show their continued support for these two organizations by donating a small amount to the fund raising drive.

As one of the largest state agencies, the Highway and Transportation Department has an opportunity to set an example and lead the way.

In the past, it has been suggested that AHTD employees set a minimum contribution goal of \$1.00 per employee. With over 3700 employees supporting this effort, there is no doubt we can lead all other state agencies.

Please join in the fight against heart disease and cancer by donating to the 1982 campaign fund.

Send your contributions to this worthy cause to the Public Affairs Office, Room 1002, Central Office Building in Little Rock by Friday, May 21st.

If you prefer to contribute to just one of the campaign drives, please indicate which one when you send in your donation.

INSURANCE UPDATE

FROM THE STATE EMPLOYEES INSURANCE OFFICE
APRIL, 1982 BULLETIN 10

WEIGHT LOSS - WHAT IS AND IS NOT COVERED

Although obesity is a health problem which may contribute to other conditions, most weight loss methods are not considered covered charges under our Plan, since obesity is not an illness or injury.

There are two types of obesity: Endogenous obesity is caused by an underlying physical problem such as thyroid problems or diabetes. This type is usually corrected by treating the underlying problem; therefore, most charges would be covered. Exogenous obesity, however, is caused by overeating. This is usually treated by changing the habits that cause the problem. Many methods are used for this, including treatment at an increasing number of Weight Clinics. Bills incurred at these clinics are not covered even though they may be recommended by a physician, because the treatment is elective and not due to an illness or injury.

Some charges for weight loss may be covered if the person is "morbidly obese." This is defined as grossly overweight for the patient's size, resulting in an immediate threat to his life. In these cases, surgery may be ordered. Payment will be considered for this surgery if the following conditions are met:

- I. Patient must be at least 100 pounds overweight.
- II. Patient must have been under a doctor's care and trying other weight loss methods for one year.
- III. Patient must be covered under our Plan and not subject to pre-existing conditions.

The claims office presently uses a prior approval system for this surgery,

(more)

(Continued)

so anyone considering it should contact them at 664-1005 or 1-800-482-8880.

GROUP HEALTH INSURANCE
QUARTERLY PLAN EXPERIENCE

October, November, and December, 1981

	<u>Claims Paid</u>	<u>Percentage</u>	<u>Premiums Collected</u>
Plan I	\$3,313,190.81	97.7%	\$3,391,707.41
Plan II	<u>51,450.86</u>	<u>57.4%</u>	<u>89,654.40</u>
Total	\$3,364,641.67	96.6%	\$3,481,361.81



EMPLOYEE NEWS LETTER



VOLUME 10 ISSUE NO. 7

JUNE 17, 1982

LIFE INSURANCE CARDS

Cards have been distributed to all insured employees who carry the State Employees Insurance. These cards indicate the amount of basic and optional life shown on our records for each employee as of May 1, 1982. It is very important that each insured employee completes his or her card and returns it by June 22. If any insured employee did not receive a card, please contact Diann Gwatney or Kay Smith at 569-2417.

The employee should verify the types and amount of coverage shown. This is for the amount of coverage the insured now has, not the amount they might desire. The annual salary, as of the last pay period, should be furnished in the space provided if optional life is carried.

Each insured employee should designate a beneficiary, no matter how recently he or she may have done so. The beneficiary's name, address and relationship should be typed or printed legibly. The card should be signed and dated by the employee. The counter signature, if need, will be furnished by Group Insurance.

After the cards are completed, please forward them to Kay Smith, Fiscal Services, as soon as possible. The new life carrier will be paying claims based on this information beginning July 1, 1982. Please call Kay Smith, 569-2417, if you have any questions.

CHANGES IN GROUP INSURANCE PLAN

Effective July 1, 1982, there will be changes in the life insurance with the State Employees Group Insurance Plan. This is not the term and permanent plan with North American that appears on the deduction card as "Life". It is the life insurance included with the State Employees Group Health and Life Plan that appears on the deduction card as "Group".

Prior to July 1, 1982 this life plan provided for \$3,000 basic life coverage for all insureds under age 70 and allowed the insured to take an optional amount based on salary up to total coverage of \$20,000. This is now being changed. The basic amount will be raised to \$5,000, and the optional amount is not based on salary. Employees may take optional coverage, in increments of \$5,000, up to \$45,000 for a total coverage of \$50,000. This optional coverage is subject to a short medical questionnaire.

Employees who now have optional insurance will keep their same total coverage. The breakdown between basic and optional will change as shown below:

Current Basic	Current Optional	Total	New Basic	New Optional	Total
3,000	-0-	3,000	5,000	-0-	5,000
3,000	7,000	10,000	5,000	5,000	10,000
3,000	12,000	15,000	5,000	10,000	15,000
3,000	17,000	20,000	5,000	15,000	20,000

Dependent life insurance with the State Employees Group Insurance Plan is being expanded effective July 1, 1982. Prior to July 1, 1982 insured employees could cover eligible depen-

dents with life insurance. One unit of dependent life cost 55 cents per pay period and has the following coverage:

Spouse	\$2,000
Each Child, by attained age	
14 days but less than 3 years	\$1,000
3 years but less than 27 years.	\$2,000

The preceding coverage is considered one unit, effective July 1, 1982, employees may take from one to five units of dependent life coverage. Each unit costs 55 cents per pay period.

More information on rates, coverage and enrollment for optional and dependent life insurance will be furnished sometime around July 1, 1982.

MAGAZINE DEADLINE

The copy deadline for the Fall 1982 Issue of the Arkansas Highways Magazine is Monday, August 2. All high school and college graduates will be included in this issue. If you have any news to be inserted in this issue, please get it to your District or Division reporter before the deadline.

Due to unforeseen circumstances the Summer 1982 issue has been delayed about three weeks. It should be ready for distribution by mid-July.

HEART FUND AND CANCER FUND DRIVE

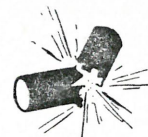
All contributions to the 1982 Heart Fund and Cancer Fund drive must be in by Monday, June 21.

Contributions are running far behind last year. In order to reach our goal, each employee has been asked to give a minimum of one dollar.

If you wish to contribute to either of these worthwhile causes, please send your contributions to: Public Affairs Office, Room 1002, Central Office Building, P.O. Box 2261, Little Rock, Arkansas 72203.

JULY 4th HOLIDAY

Monday, July 5th, will be a holiday for Highway and Transportation Department employees in observance of Independence Day. This is in keeping with Department policy which states: "If the holiday falls on Sunday, the following Monday will be observed as a holiday." All work will be suspended except in cases of emergency.



Shown below is a copy of the current pay chart for all employees. This chart should be retained for your information.

AHTD
SALARY SCHEDULE

Effective July 1, 1981
through June 30, 1983

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
01	261.00	275.00	290.00	306.00	323.00	341.00	360.00	380.00	401.00	423.00
	6786.00	7150.00	7540.00	7956.00	8398.00	8866.00	9360.00	9880.00	10426.00	10998.00
02	268.00	283.00	299.00	315.00	332.00	350.00	369.00	389.00	410.00	433.00
	6968.00	7358.00	7774.00	8190.00	8632.00	9100.00	9594.00	10114.00	10660.00	11258.00
03	270.00	285.00	301.00	318.00	335.00	353.00	372.00	392.00	414.00	437.00
	7020.00	7410.00	7826.00	8268.00	8710.00	9178.00	9672.00	10192.00	10764.00	11362.00
04	272.00	287.00	303.00	320.00	338.00	357.00	377.00	398.00	420.00	443.00
	7072.00	7462.00	7878.00	8320.00	8788.00	9282.00	9802.00	10348.00	10920.00	11518.00
05	276.00	291.00	307.00	324.00	342.00	361.00	381.00	402.00	425.00	448.00
	7176.00	7566.00	7982.00	8424.00	8892.00	9386.00	9906.00	10452.00	11050.00	11648.00
06	283.00	299.00	315.00	332.00	350.00	369.00	389.00	410.00	437.00	461.00
	7358.00	7774.00	8190.00	8632.00	9100.00	9594.00	10114.00	10660.00	11362.00	11986.00
07	288.00	304.00	321.00	339.00	358.00	378.00	399.00	421.00	444.00	468.00
	7488.00	7904.00	8346.00	8814.00	9308.00	9828.00	10374.00	10946.00	11544.00	12168.00
08	294.00	310.00	327.00	345.00	364.00	384.00	405.00	427.00	450.00	475.00
	7644.00	8060.00	8502.00	8970.00	9464.00	9984.00	10530.00	11102.00	11700.00	12350.00
09	309.00	326.00	344.00	363.00	383.00	404.00	426.00	449.00	474.00	500.00
	8034.00	8476.00	8944.00	9438.00	9958.00	10504.00	11076.00	11674.00	12324.00	13000.00
10	327.00	345.00	364.00	384.00	405.00	427.00	450.00	475.00	501.00	529.00
	8502.00	8970.00	9464.00	9984.00	10530.00	11102.00	11700.00	12350.00	13026.00	13754.00
11	348.00	367.00	387.00	408.00	430.00	454.00	479.00	505.00	533.00	562.00
	9048.00	9542.00	10062.00	10608.00	11180.00	11804.00	12454.00	13130.00	13858.00	14612.00
12	369.00	389.00	410.00	433.00	457.00	482.00	509.00	537.00	567.00	598.00
	9594.00	10114.00	10660.00	11258.00	11882.00	12532.00	13234.00	13962.00	14742.00	15548.00
13	392.00	414.00	437.00	461.00	486.00	513.00	541.00	571.00	603.00	636.00
	10192.00	10764.00	11362.00	11986.00	12636.00	13338.00	14066.00	14846.00	15678.00	16536.00
14	415.00	438.00	462.00	487.00	514.00	542.00	572.00	603.00	637.00	672.00
	10790.00	11388.00	12012.00	12662.00	13364.00	14092.00	14872.00	15678.00	16562.00	17472.00
15	441.00	465.00	491.00	518.00	546.00	576.00	608.00	641.00	677.00	714.00
	11466.00	12090.00	12766.00	13468.00	14196.00	14976.00	15808.00	16666.00	17602.00	18564.00
16	471.00	497.00	524.00	553.00	583.00	615.00	649.00	685.00	724.00	764.00
	12246.00	12922.00	13624.00	14378.00	15158.00	15990.00	16874.00	17810.00	18824.00	19864.00
17	503.00	531.00	560.00	591.00	624.00	658.00	694.00	732.00	778.00	821.00
	13078.00	13806.00	14560.00	15366.00	16224.00	17108.00	18044.00	19032.00	20228.00	21346.00
18	536.00	565.00	596.00	629.00	664.00	701.00	740.00	781.00	840.00	886.00
	13936.00	14690.00	15496.00	16354.00	17264.00	18226.00	19240.00	20306.00	21840.00	23036.00
19	571.00	602.00	635.00	670.00	707.00	746.00	787.00	830.00	902.00	952.00
	14846.00	15652.00	16510.00	17420.00	18382.00	19396.00	20462.00	21580.00	23452.00	24752.00
20	608.00	641.00	676.00	713.00	752.00	793.00	837.00	883.00	964.00	1017.00
	15808.00	16666.00	17576.00	18538.00	19552.00	20618.00	21762.00	22958.00	25064.00	26442.00
21	647.00	683.00	721.00	761.00	803.00	847.00	894.00	943.00	1024.00	1080.00
	16822.00	17758.00	18746.00	19786.00	20878.00	22022.00	23244.00	24518.00	26624.00	28080.00
22	690.00	728.00	768.00	810.00	855.00	902.00	952.00	1004.00	1088.00	1148.00
	17940.00	18928.00	19968.00	21060.00	22230.00	23452.00	24752.00	26104.00	28288.00	29848.00
23	734.00	774.00	817.00	862.00	909.00	959.00	1012.00	1068.00	1148.00	1211.00
	19084.00	20124.00	21242.00	22412.00	23634.00	24934.00	26312.00	27768.00	29848.00	31486.00
24	782.00	825.00	870.00	918.00	968.00	1021.00	1077.00	1136.00	1225.00	1278.00
	20332.00	21450.00	22620.00	23868.00	25168.00	26546.00	28002.00	29536.00	31850.00	33228.00
25	833.00	879.00	927.00	978.00	1032.00	1089.00	1149.00	1212.00	1279.00	1349.00
	21658.00	22854.00	24102.00	25428.00	26832.00	28314.00	29874.00	31512.00	33254.00	35074.00
26	887.00	936.00	987.00	1041.00	1098.00	1158.00	1222.00	1289.00	1360.00	1435.00
	23062.00	24336.00	25662.00	27066.00	28548.00	30108.00	31772.00	33514.00	35360.00	37310.00



EMPLOYEE NEWS LETTER



VOLUME 10 ISSUE NO. 8

JULY 29, 1982

CAPITOL CREDIT UNION MOVED TO NEW LOCATION

The Capitol Credit Union has moved into new office space in the 1515 Building located at 1515 West 7th Street in Little Rock. The official mailing address is:

Capitol Credit Union
1515 Building, Room 101
1515 West 7th Street
Little Rock, Arkansas 72202

Effective July 1, 1982, the Capitol Credit Union is limiting savings withdrawals to three (3) within a quarter -- after three (3) withdrawals, a fee of \$1.00 will be charged for each withdrawal by a member.

Another policy change to become effective October 1, 1982, will require a minimum savings balance of \$25. A minimum balance or a share is now \$5.00. For the last three quarters members have received 7 percent interest on their savings.

U.S. SAVINGS BOND DRIVE UNDERWAY

Beginning August 2-13, a drive will be underway to encourage state employees to take advantage of the payroll deduction plan for purchasing U.S. Savings Bonds.

Last year less than 10% of Arkansas State Employees bought bonds under this program - while in many states, more than 50% took advantage of payroll deductions to buy bonds and save. There are many advantages to buying U.S. Savings Bonds, including:

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

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

At present, U.S. Savings Bonds are paying 9% interest and mature in about 8 years. However, Congress has legislation pending that will place a floating interest that will pay about 85% of the rate of Treasury Bond interest rates. It will be retroactive. State employees may contact their payroll clerks for registration cards.

MAGAZINE DEADLINE

The copy deadline for the Fall 1982 issue of the Arkansas Highways Magazine is Monday, August 2. All high school and college graduate pictures will be included in this issue. If you have any news to be inserted in this issue, please give it to your District or Division Reporter before the deadline.

GROUP INSURANCE INFORMATION

Effective July 1, 1982, Boston Mutual Life Insurance Company became the carrier for the life insurance with the health insurance plan. The amount of basic life coverage that is included with the health insurance increased from \$3000 to \$5000. The optional insurance that had been based on salary is now available to each employee not based on salary but how much the employee wants. It is available in \$5000 increments up to \$45,000 based on health questions

and meeting underwriters requirements. Employees who have optional insurance kept the same total coverage.

The rates per thousand stayed the same but premiums are changing due to the increase in the basic life coverage. Some will increase and some will decrease.

There is also a change in dependent life coverage. In the past you could carry one unit of dependent life. A unit consists of all eligible dependents and the coverage is \$2000 for a spouse, \$1000 for a child age 14 days to three years, and \$2000 for a child of three years through age 26. The amount of dependent life an employee is now eligible for is determined by the total amount of life insurance carried by the employee. No one may carry an amount of dependent life which is more than one-half of his total life insurance amount. For example: If an employee is carrying a total of \$20,000 life insurance on himself, he may not carry more than \$10,000 (5 units) of dependent life. If a total of \$35,000 is carried, then the employee could not carry more than \$17,500 dependent life. Since the dependent life is in units of \$2000, no more than 8 units, or \$16,000 could be carried.

There will be an initial enrollment period for those employees wishing to add the new optional and dependent life. All applications for employees who are presently insured must be received by November 1, 1982. Each employee must complete an enrollment card indicating the amount of coverage requested, and a health questionnaire for each person to be insured. Please be sure that both sides of the questionnaire are completed. Due to the expected volume of applications, approval may take longer than usual.

An employee enrolling within his or her eligibility date and whose insurance becomes effective August 1 or after is eligible for health, basic life and one unit of dependent life without a health statement. However, any additional life insurance for the employee or dependents must be accompanied by the short medical questionnaire.

Applications for an increased amount of optional or dependent coverage will be accepted only during a once a year enrollment period ending November 1 of each year.

Rules for adding newly acquired dependents will remain the same. The medical questionnaire will be required for more than one unit of dependent life.

We have also had a change in the hospital portion of our insurance. Effective July 1, 1982, Arkansas Diversified Services Incorporated became the claims administrator for the Arkansas State Employees Group Insurance. This change in claims administrators only affects where to send the claims. The benefits, deductibles satisfied, claims in process, ongoing treatments, etc. will not be affected.

The Arkansas State Employees Group Plan is a self-insured plan and is not insured through an insurance carrier. Arkansas Diversified Services is retained by the Plan just to process and pay claims. Claims should be sent to:

Arkansas Diversified Services Inc.
State Employees Claim Office
P.O. Box 1460
Little Rock, Arkansas 72203
Toll Free Number 1-800-482-1234
Local 378-2501

New claim forms, enrollment forms, booklets and I.D. cards will be sent to each District and Division office as soon as they are available. The old claim forms may be used until the new ones arrive.

Continued on backside of newsletter

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Plan I Active
Bi-weekly Health and Life
Effective July 1, 1982

Coverage

Includes Health and \$5000 Basic Life	Employee Only		Employee and Spouse		Employee and Children		Employee, Spouse & Children		Employee, Spouse on Medicare		Emp., Spouse on Medicare & Ch.	
	Under 65	65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69
A	8.69	-0-	31.16	22.47	19.54	10.85	31.16	22.47	19.39	10.70	19.39	10.70

The following tables can be used to calculate insurance premiums for health and life coverage with the State Employees Group Insurance Plan. This plan includes \$5000 basic life and the option to buy more life insurance as shown in the table below. The health and life premium is shown as one amount on your payroll deduction card as "Group". (This life insurance is not to be confused with the term and permanent additional life with North American that is shown on your payroll deduction card as "Life".)

The "Group" rates are for Plan I active employees and are per pay period rates (deducted 24 of 26 bi-weekly pay periods per year).

The rates for the types of coverage are to be added together. Examples:

- An employee age 58 who only wants employee coverage with just the basic life of \$5000 would be \$8.69.
- An employee age 47 who wants employee, spouse, and children coverage, plus \$20,000 optional life, and one unit dependent life would be:

\$31.16
2.10
.55

\$33.81 (This employee would have \$5000 basic and \$20,000 optional for a total of \$25,000 life coverage).

Optional Life

Amount Optional	Age Class			
	1	2	3	4
	thru age 35	36 thru 50	51 thru 64	65 thru 69
5,000	.35	.53	2.85	5.58
10,000	.70	1.05	5.70	11.15
15,000	1.05	1.58	8.55	16.73
20,000	1.40	2.10	11.40	22.30
25,000	1.75	2.63	14.25	27.88
30,000	2.10	3.15	17.10	33.45
35,000	2.45	3.68	19.95	39.03
40,000	2.80	4.20	22.80	44.60
45,000	3.15	4.73	25.65	50.18

Dependent Life

Units	Cost
1	.55
2	1.10
3	1.65
4	2.20
5	2.75
6	3.30
7	3.85
8	4.40
9	4.95
10	5.50
-0-	-0-

ARKANSAS STATE HIGHWAY
EMPLOYEES RETIREMENT SYSTEM
JUNE 30, 1982

TO: ALL MEMBERS OF THE ARKANSAS STATE
HIGHWAY EMPLOYEES RETIREMENT SYSTEM

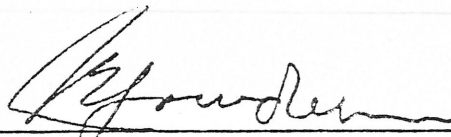
THE COMPARATIVE INFORMATION BELOW WILL GIVE YOU AN IDEA OF THE GROWTH
AND FINANCIAL POSITION OF YOUR RETIREMENT SYSTEM.

	<u>1981</u>	<u>1982</u>	<u>INCREASE</u>
NUMBER OF ACTIVE MEMBERS	4,020	3,873	(147)
NUMBER OF RETIRED MEMBERS	1,267	1,300	33
ANNUITIES	\$ 3,875,444	\$ 4,348,309	\$ 472,865
INVESTMENTS	78,757,340	92,241,016	13,483,676
INTEREST FROM INVESTMENTS	6,146,190	7,779,240	1,633,050
YIELD TO COST	8.59%	9.28%	0.69%
YIELD TO MARKET	11.29%	12.22%	0.93%

AS SHOWN ABOVE, YOUR RETIREMENT SYSTEM HAS INVESTMENTS IN INTEREST-BEARING
SECURITIES OF \$92,241,016 FROM WHICH WE RECEIVED EARNINGS OF \$7,779,240.
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:			50.50%
UTILITIES	7.38%	\$34,775,737	
TRANSPORTATION	8.16	3,586,126	
INDUSTRIAL	8.09	1,294,867	
PETROLEUM	8.86	297,824	
FINANCE	9.04	6,037,034	
DRUGS, MEDICAL AND CHEMICAL	9.02	299,274	
FOOD OPERATIONS	8.75	295,758	
F.H.A. INSURED NOTES	8.75	157,815	.18
SAVINGS AND LOAN ASSOCIATIONS	11.73	585,000	.64
CAPITAL NOTES-BANKS	9.40	787,500	.85
U.S. GOVERNMENT AGENCIES	13.36	31,021,531	33.63
COMMON STOCK-GROWTH	5.11		14.20
BANKS AND FINANCE		439,025	
DRUGS, MEDICAL AND CHEMICAL		1,910,940	
ELECTRICAL EQUIPMENT		903,594	
FOOD AND BEVERAGES		550,353	
INSURANCE		998,826	
MACHINERY, BUILDING MATERIALS AND TIMBER		1,305,995	
OIL		1,503,430	
OFFICE EQUIPMENT AND PHOTOGRAPHIC		1,808,551	
PUBLIC UTILITIES AND RETAIL TRADE		2,419,921	
TECHNOLOGICAL/MISCELLANEOUS		762,810	
TRANSPORTATION		488,505	

OVERALL, THE ASSETS OF THE RETIREMENT SYSTEM INCREASED FROM \$81,398,617 TO
\$96,050,148, A GAIN OF \$14,651,531.


J. E. LOWDER, CHAIRMAN

SAM SMITH RE-ELECTED TO RETIREMENT BOARD

Mr. Sam Smith, District 2 Engineer at Pine Bluff, was re-elected to the Board of Trustees of the Highway Employees Retirement System for two (2) years beginning July 1, 1982.



EMPLOYEE NEWS LETTER



Volume 10, Number 9

September 23, 1982

UNITED WAY CAMPAIGN

The annual United Way campaign is now underway. There are 39 worthwhile agencies of the United Way that depend on local support so they can provide the much needed services for needy people in our communities. Beginning this year the United Way of Pulaski County and the American Cancer Society, Pulaski County Chapter, have joined forces in a single campaign in an effort to reduce the number of fund raising campaigns and to enhance the quality of service. No separate drive will be held for the Cancer Society.

Highway and Transportation Department employees are encouraged to share the load with the state employees - at least \$1.00 for each employee - to support the 39 very worthwhile causes.

Contributions should be sent to the Public Affairs Office, Room 1002, before October 11, 1982. A receipt will be furnished to each employee who desires one.

CANCER INSURANCE PREMIUM INCREASE

Employees who have the American Family Life Assurance cancer insurance plan "W" (the original plan offered) and insurance plan "L" (the second plan offered) will have a premium increase this pay period. All insured with the two plans should have received a card and an explanation letter from American Family showing the increase. These increases range from 29 cents to 58 cents per pay period.

Some other insureds have had an adjustment made on the intensive care premiums. These premiums have been underdeducted. This adjustment is on three units of \$150 a day family intensive care and is an increase of 5 cents per pay period. A few other adjustments have been made to correct deduction amounts.

GROUP AND LIFE INSURANCE DEDUCTIONS

There will be no deductions for State Employees Group Insurance ("Group" on the deduction card) or for North American Life Insurance ("Life" on the deduction card) for the pay period ending 9-29-82. This is the paycheck received 10-8-82. This is due to the rates being semi-monthly (24 times a year) and pay periods being on a bi-weekly basis (26 times a year). Regular deductions will resume the following pay period.

HIGHWAY FERRIES TO BE FEATURED ON AETN

The Arkansas Educational Television Network has completed its feature story on the ferries operated by the Highway and Transportation Department. The program will be aired at 9:30 p.m., Monday, October 4, 1982 on AETN. All department employees interested in learning more about the ferries should watch this program.

ARKANSAS HIGHWAYS MAGAZINE DEADLINE

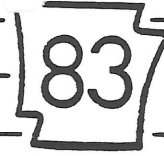
The copy deadline for the Winter 1982 Issue of the Arkansas Highways Magazine is Monday, October 25, 1982. If you have any news to be inserted in this issue, please give it to your District or Division Reporter before the deadline date.

See 1982 AHTD FACT SHEET on back.

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT



facts



AUTHORITY — Constitutional Amendment No. 42, adopted by Arkansas voters in November, 1952 (231,529 FOR, 78,291 AGAINST), established a State Highway Commission. Act 123/53 is the enabling legislation implementing Constitutional Amendment No. 42. Under this authority, a 5-member State Highway Commission was created and vested with all the powers and duties for the administration of the State Highway System.

ORGANIZATION — The Department consists of approximately 3,700 employees. There are 10 District Headquarters, 83 Area Maintenance Headquarters, and 35 Resident Engineer offices located throughout the State to provide direct control over the maintenance and construction activities of the Department.

STATE HIGHWAY SYSTEM — The State Highway System consists of 16,091 miles of the major motor vehicular routes in the State. The system covers 21 percent of the 76,466 miles of public roads in Arkansas, but accommodates 78 percent of the vehicle miles of travel, including over 95 percent of all heavy truck travel. The Arkansas State Highway System ranks 15th in the Nation in mileage, and the State ranks 27th in area. There remain on the State Highway System 759 miles of gravel or unpaved roads, the paving of which is a high priority of the Commission.

BUDGET — The Department operates on an annual budget set by the Commission and a biennial appropriation set by the Legislature. The total expenditure during Fiscal Year 1982 was approximately \$233 million, a decrease of over \$90 million from Fiscal Year 1981. Approximately \$62 million, or 26 percent of the Department's total expenditure, was used to maintain Arkansas' \$3 billion investment in its State Highway System. This compares to the 17 percent used to maintain the system in Fiscal Year 1981.

STATE REVENUE — The system's fiscal resources are derived from various road-user revenues. The majority of revenues are generated under the Motor Fuels Tax Law, the Motor Vehicle Registration Law, and the Special Motor Fuels Tax Law. After deductions for the Constitutional and Fiscal Agencies Fund, the Department receives approximately 70 percent of these revenues (15 percent goes to the cities and counties, respectively). The net to the State Highway Department Fund in Fiscal Year 1982 was \$133.5 million and is expected to be \$131.5 million in Fiscal Year 1983, due to decreased motor fuel usage. Current State motor fuel tax rates per gallon are 9.5 cents for gasoline, 10.5 cents for diesel, and 7.5 cents for LPG. As of July 1, 1982, 29 states had gasoline taxes higher than Arkansas, and 15 states impose a sales and/or variable tax on motor fuels. Diesel fuel tax rates are higher in 25 other states than in Arkansas.

FEDERAL REVENUE — Over \$93.1 million in funds from the Federal Highway Trust Fund was obligated by the Department during Fiscal Year 1982 for work on the State Highway System. An additional \$5.2 million was obligated for county roads. Depending on the availability, the Department expects to obligate from \$60 to \$80 million in Federal Funds during Fiscal Year 1983. The Federal-aid Highway Fund matching ratio is generally 75 percent Federal and 25 percent State. However, Interstate and Safety Program funding is 90-10, and Federal Bridge Replacement funds are matched 80-20.

IMPROVEMENT PROGRAM — During Fiscal Year 1982, the Department placed under contract \$124.1 million in construction projects on the system. This is slightly less than the amount undertaken in Fiscal Year 1974 and points out the need for increased highway funding. Work on the Highway Commission's Ten-Year Improvement Program, adopted in June, 1979, has slowed to the point that it will be impossible to meet the Commission's goals within the scheduled time frame. Without additional funding, many highway improvements, e.g., new location constructions, major widenings, hard surfacing of gravel roads, and replacement of critically deficient bridges, cannot be undertaken. In Fiscal Year 1982, the Department began construction on paving 73.5 miles of gravel State Highways, at a cost of \$13.4 million. Such projects are now totally funded through the Federal-aid Secondary program, which is targeted for elimination from the future highway budget.

STATE-AID — The State-Aid Road Division, authorized under Act 445/73, as amended, administers the State-Aid and Federal-aid County Road Program. The matching ratio is 70 percent State funds and 30 percent County funds. In Fiscal Year 1982, 131 contracts on 396 miles and 27 bridges were let at a total cost of \$15.1 million.

HIGHWAY COSTS — Arkansas' highway construction cost index was 135 during 1981 (1977=100), an average annual increase of 9 percent since 1977. The cost to construct an Interstate-type route on new location in a rural area is approximately \$2.0 million per mile. The cost to construct a primary two-lane route on new location is over \$700,000 per mile. Arkansas ranks lowest of the seven surrounding states in State revenue received for State Highway purposes.

THE PRICE — Depending on the size of the automobile, it costs the average road-user between 18.9 and 26.6 cents per each mile traveled to own and operate that vehicle. Of the many costs incurred, the least is for the construction and maintenance of the highways traveled, only 1.0 to 1.6 cents per mile.

HIGHWAY IMPACT — Highways are the common denominator of all transportation in our Country. During Fiscal Year 1982, vehicles traveled over 16.6 billion miles on Arkansas' highways, roads, and streets. Eighty percent of our Nation's goods and 92 percent of our passenger-travel move over highways. Our economy and standard of living are dependent upon the convenient and orderly exchange of goods and services between the producer and the consumer. Good highways assure the accomplishment of this exchange.

HIGHWAY NEEDS — The gap continues to widen between highway needs and revenues. Approximately 50 percent of Arkansas' secondary roads are in poor or intolerable condition, while 17 percent of the State's bridges are more than 50 years old. Motor fuel taxes provide more than 60 percent of the Department's funds. However, Arkansas' fuel consumption has declined over 11 percent since 1978, while highway construction costs have risen almost 12 percent. It has been determined that it would cost an additional \$91.6 million annually just to keep the current highway system at its present level of service. As present conditions deteriorate and if funding sources continue to decline, cost will increase accordingly.

PUBLIC TRANSPORTATION — The Department's role in public transportation is to coordinate and administer transportation grants for mass transportation programs and to coordinate the variety of Federal, State, and local activities to achieve maximum benefits in providing public transportation facilities to Arkansas. Programs include the construction of commuter carpool parking lots, administering over \$3.06 million in Urban Mass Transportation Assistance grants for transportation assistance for the elderly and handicapped, assisting urbanized areas in obtaining capital and operating funds, assisting in planning, and providing financial and technical assistance with vanpool programs. Since administering the programs, 9 commuter carpool parking lots have been constructed; 35 State employee vanpools have been started; and 203 vehicles for disadvantaged and elderly passengers have been obtained through the use of Federal grant monies and state loans.

STATE RAIL PLAN — The Department's responsibility regarding railroads is expressed in Act 192 of 1977, which added planning for all transportation modes as a duty of the Department. Under this Act, the Department is charged with establishing a continuous, comprehensive State plan for rail transportation and local services; administering and coordinating the State Plan; and providing for the distribution of Federal rail service preservation subsidies and other Federal assistance. The Department is also authorized to provide financial assistance for the preservation of operations and maintenance of any railroad within the State, as provided for in relevant Federal legislation, and may cooperate with other states in connection with the preservation of any rail services within this State, by entering into general contractual arrangements with other states. The Department is presently supervising 4 rehabilitation projects on 147 miles of track, at a total cost of \$7.2 million, financed with Federal Rail Administration funds and matching funds by the individual railroad companies.



EMPLOYEE NEWS LETTER



VOLUME 10 ISSUE NO. 10

OCTOBER 8, 1982

HOSPITAL INSURANCE

The State Employees Group Insurance program is a self-insured plan. The employees premiums and the participating state agencies contributions (the Highway Department pays \$41.00 a month for each insured employee) are used to pay employee's claims. The only cost to the plan is for claims and claims administration. The figures below are for claims and premiums only.

	<u>Claims Paid</u>	<u>%</u>	<u>Premium</u>
July, August,			
Sept. 1981	\$ 3,214,057.14	91.3	\$ 3,520,546.04
Oct., Nov.,			
Dec. 1981	3,364,641.67	96.6	3,481,361.81
Jan., Feb.,			
Mar. 1982	3,396,887.99	96.6	3,517,195.64
Apr., May,			
June 1982	4,018,433.63	99.5	3,547,082.61
Year to Date. . .	\$13,994,020.43	99.5	\$14,066,186.10

GROUP & LIFE INSURANCE DEDUCTIONS

There will be no deductions for State Employees Group Insurance ("Group" on the deduction card) or for North American Life Insurance ("Life" on the deduction card) for the pay period ending 9-29-82. This is the paycheck received today, 10-8-82. This is due to the rates being semi-monthly (24 times a year) and pay periods being on a bi-weekly basis (26 times a year). Regular deductions will resume the following pay period.

OPTIONAL AND DEPENDENT LIFE

Employees who want to increase their optional or dependent life insurance, with State Employees Group Insurance, must have their application and statements of health in to the Group Insurance office by Tuesday, November 30, 1982. Any applications received after this date will not be accepted. The next enrollment period for life insurance increases will be November 1983.

Any new employee applying for health coverage may also apply at the same time for the optional and/or dependent life.

This is for the term life insurance available with the Arkansas State Employees Group Insurance and not the term and permanent life insurance available through North American.

The information below is a repeat of an article in the July 29 newsletter that explains the optional and dependent life coverage and gives the rates.

GROUP INSURANCE INFORMATION

Effective July 1, 1982, Boston Mutual Life Insurance Company became the carrier for the life insurance with the health insurance plan. The amount of basic life coverage that is included with the health insurance increased from \$3000 to \$5000. The optional insurance that had been based on salary is now available to each employee not based on salary but how much the employee wants. It is available in \$5000 increments up to \$45,000 based on health questions

and meeting underwriters requirements. Employees who have optional insurance kept the same total coverage.

The rates per thousand stayed the same but premiums are changing due to the increase in the basic life coverage. Some will increase and some will decrease.

There is also a change in dependent life coverage. In the past you could carry one unit of dependent life. A unit consists of all eligible dependents and the coverage is \$2000 for a spouse, \$1000 for a child age 14 days to three years, and \$2000 for a child of three years through age 26. The amount of dependent life an employee is now eligible for is determined by the total amount of life insurance carried by the employee. No one may carry an amount of dependent life which is more than one-half of his total life insurance amount. For example: If an employee is carrying a total of \$20,000 life insurance on himself, he may not carry more than \$10,000 (5 units) of dependent life. If a total of \$35,000 is carried, then the employee could not carry more than \$17,500 dependent life. Since the dependent life is in units of \$2000, no more than 8 units, or \$16,000 could be carried.

There will be an initial enrollment period for those employees wishing to add the new optional and dependent life. All applications for employees who are presently insured must be received by November 1, 1982. Each employee must complete an enrollment card indicating the amount of coverage requested, and a health questionnaire for each person to be insured. Please be sure that both sides of the questionnaire are completed. Due to the expected volume of applications, approval may take longer than usual.

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Toll Free Number 1-800-482-1234
Local 378-2501

New claim forms, enrollment forms, booklets and I.D. cards will be sent to each District and Division office as soon as they are available. The old claim forms may be used until the new ones arrive.

Continued on backside of newsletter

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Plan I Active

Bi-weekly Health and Life

Effective July 1, 1982

Coverage

Includes Health and \$5000 Basic Life	Employee Only		Employee and Spouse		Employee and Children		Employee, Spouse & Children		Employee, Spouse on Medicare		Emp., Spouse on Medicare & Ch.	
	Under 65	65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69	Emp. Under 65	Emp. 65-69
A	8.69	-0-	31.16	22.47	19.54	10.85	31.16	22.47	19.39	10.70	19.39	10.70

Optional Life

Amount Optional	Age Class			
	1	2	3	4
	thru age 35	36 thru 50	51 thru 64	65 thru 69
5,000	.35	.53	2.85	5.58
10,000	.70	1.05	5.70	11.15
15,000	1.05	1.58	8.55	16.73
20,000	1.40	2.10	11.40	22.30
25,000	1.75	2.63	14.25	27.88
30,000	2.10	3.15	17.10	33.45
35,000	2.45	3.68	19.95	39.03
40,000	2.80	4.20	22.80	44.60
45,000	3.15	4.73	25.65	50.18

Dependent Life

Units	Cost
1	.55
2	1.10
3	1.65
4	2.20
5	2.75
6	3.30
7	3.85
8	4.40
9	4.95
10	5.50
-0-	-0-

The following tables can be used to calculate insurance premiums for health and life coverage with the State Employees Group Insurance Plan. This plan includes \$5000 basic life and the option to buy more life insurance as shown in the table below. The health and life premium is shown as one amount on your payroll deduction card as "Group". (This life insurance is not to be confused with the term and permanent additional life with North American that is shown on your payroll deduction card as "Life".)

The "Group" rates are for Plan I active employees and are per pay period rates (deducted 24 of 26 bi-weekly pay periods per year).

The rates for the types of coverage are to be added together. Examples:

- An employee age 58 who only wants employee coverage with just the basic life of \$5000 would be \$8.69.
- An employee age 47 who wants employee, spouse, and children coverage, plus \$20,000 optional life, and one unit dependent life would be:

\$31.16

2.10

.55

\$33.81

(This employee would have \$5000 basic and \$20,000 optional for a total of \$25,000 life coverage).



EMPLOYEE NEWS LETTER



Volume 10, Number 11

October 22, 1982

GROUP OPTIONAL AND DEPENDENT LIFE INSURANCE

If your age as of October 1, 1982 places you in a higher age bracket as shown on the chart below, then your State Employee Insurance Plan Optional Life Insurance premiums will increase with this paycheck. Employees who want to increase their optional or dependent life insurance with State Employees Group Insurance, must have their application and statements of health into the Group Insurance office by Monday, November 1, 1982, as stated in the newsletter of July 29, 1982. (The recent newsletter of October 8, 1982 stated the last date to apply was November 30, 1982, which is incorrect). Any application received after this date (November 1) will not be accepted. The next enrollment period for life insurance increases will be November 1983. Any new employee applying for health coverage may also apply at the same time for optional and/or dependent life. This is for the term life insurance available with the Arkansas State Employees Group Insurance and not the term and permanent life insurance available through North American.

Boston Mutual Semi-Monthly Life Insurance Premiums - Active Employees (State Plan)

<u>Optional Life</u>	<u>Age 35 and under</u>	<u>Age 36-50</u>	<u>Age 51-64</u>	<u>Age 65 to 70</u>
\$ 5,000	.35	.53	2.85	5.58
10,000	.70	1.05	5.70	11.15
15,000	1.05	1.58	8.55	16.73
20,000	1.40	2.10	11.40	22.30
25,000	1.75	2.63	14.25	27.88
30,000	2.10	3.15	17.10	33.45
35,000	2.45	3.68	19.95	39.03
40,000	2.80	4.20	22.80	44.60
45,000	3.15	4.73	25.65	50.18

SPOUSES' EARLY MEDICARE

There are several instances where a spouse is on Medicare but is not yet 65 years of age. This spouse should be put on the Medicare Supplement coverage and the premium reduced. If your spouse is on Medicare and under age 65, please check with Group Insurance, 569-2420, to see if he or she has the proper coverage and is paying the proper premium.

LEAVE WITHOUT PAY STATUS

When an employee is on Leave Without Pay, he/she may continue their insurance coverage by paying the premium plus the State's matching portion of the premium. This payment needs to be made through Group Insurance, 569-2420, and needs to be paid when due. If such premiums are not received in a timely fashion the insurance will be cancelled. There will be no claims paid if they are incurred after this cancellation date.



EMPLOYEE NEWS LETTER



Volume 10, Number 12

November 19, 1982

BULLETIN BOARD ADVERTISEMENTS

The Central Office Employee Advisory Committee received a suggestion to establish a procedure whereby all District and Central Office employees may advertise items for sale, or convey other information. Therefore, the following procedure for posting advertisements is being established, effective immediately.

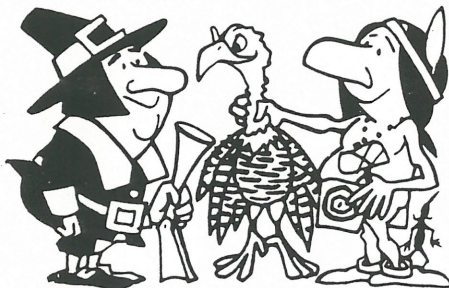
1. Type or print advertisements and send to Jackie Wallace, Personnel Office, no later than Thursday of each week.
2. The item or announcement will be posted on the bulletin board in the basement of the Central Office Complex the following Monday. Each District will receive a copy.
3. The advertisement will remain on the bulletin board for two weeks unless an extension is requested. If you wish to have the announcement removed prior to the expiration date, please notify.
4. The advertisement should identify the item, include a brief description, the name of the contact person, home or appropriate phone number and your signature.

This procedure will insure that the bulletin board is kept current and will better benefit employees.

THANKSGIVING HOLIDAYS

The Arkansas Highway Commission has declared November 26, 1982, a holiday for employees of the Arkansas State Highway and Transportation Department. This is in addition to the Thanksgiving holiday set up in Minute Order 75-156.

All work will be suspended Thursday, November 25 and Friday, November 26, 1982, except in the case of emergency.



AUTOMOBILE INSURANCE AVAILABLE SOON

The Arkansas State Highway and Transportation Department will soon offer automobile insurance to its employees on a bi-weekly payroll deduction basis. The Department feels this will be an excellent benefit for its employees. The program will be serviced by the Southern Group Casualty Insurance Agency and underwritten by Thurston Fire and Casualty Insurance Company. The plan will provide competitively rated automobile insurance on a payroll deduction basis.

Meetings will be held statewide to explain this plan. The times and dates for these meetings will be announced soon. After the meetings, applications will be available in the District Offices and in Group Insurance. There will be a toll-free statewide WATS telephone number for information, service and claims.

OPEN ENROLLMENT FOR PERMANENT ADDITIONAL LIFE INSURANCE

There will be an open enrollment period for the Permanent Additional Life Insurance Plan beginning November 29, 1982. The enrollment period will continue through December 31, 1982.

The Permanent Insurance offered through North American Company, is available for you or your spouse. It is insurance that builds cash values and may be retained when you retire or leave the Department. Individual policies are issued, and the insurance company cannot increase your premium, reduce your benefits or cancel your policy as long as premiums are paid when due. This plan offers the convenience of premium payments through payroll deduction.

This plan enables you to obtain permanent life insurance regardless of your health or age within the guaranteed issue limits.

Meetings will be held in each District and the Central Office during the first two weeks of the open enrollment period. We urge all employees to review their family life insurance needs and present coverage prior to this time. Please make every effort to attend the meeting for your District or in the Central Office so that you will be completely informed of the benefits and advantages of this Plan.



EMPLOYEE NEWS LETTER



Volume 10, Number 13

December 17, 1982

DISASTER RELIEF DRIVE FOR STATE EMPLOYEES

As you are aware, many of the state's citizens have suffered great losses in the past week. Governor White is asking all state employees to donate non-perishable foodstuffs, clothing and linen in good condition.

The Governor's Office of Voluntary Citizen Participation will coordinate this effort. Gifts will be received in Room 205, State Capitol Building, through Monday, December 20, 1982, until 5:00 p.m. Distribution will begin as soon as food and other goods arrive.

For information on furniture donations or other matters call GOVCP at 371-7540.

1983 SOCIAL SECURITY TAX

In 1983 the Social Security tax rate will remain the same as last year 6.7%. The maximum salary that is subject to Social Security will increase from \$32,400 to \$35,700. Those who earn the maximum will pay \$2,391.90 or \$221.10 more than they paid in 1982.

Every effort will be made to have the pay warrants available for distribution to Highway and Transportation Department employees on December 30, 1982.

NOTICE OF RESIGNATION

In the event an employee of the Highway and Transportation Department resigns without proper notice, an undue hardship is placed on the Department due to the length of time required for replacement.

Therefore, effective December 6, 1982, all employees are required to notify their supervisors two weeks prior to resignation. Should an employee resign without advance notice, he/she will not be recommended for employment elsewhere, nor will they be recommended for re-hire at the AHTD.

Exceptions will be considered in emergency situations, subject to approval of the Director.

CHRISTMAS AND NEW YEAR HOLIDAYS

In accordance with Minute Order 75-156, Christmas and New Year holidays will include December 23 and 24 for Christmas, and December 31 for New Year's Day.

This will provide a four-day and a three-day weekend for employees to celebrate with family and friends. The Commission and I wish you a happy and safe holiday season.

Henry Gray
Director of Highways
and Transportation



EMPLOYEE NEWS LETTER



Volume 10, Number 14

December 30, 1982

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 hospital insurance and can also be used in calculating itemized deductions. These are accumulated on the bottom of the deduction card to the left of "HOS. POR." under the heading "CANCER".

The deduction card received each payday with the check shows 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 12-22-82 received with the check on 12-30-82 is the end of the 1982 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 1-5-83 and received in January will be for the beginning of calendar year 1983.

PERMANENT LIFE INSURANCE ENROLLMENT PERIOD EXTENDED TO JANUARY 15, 1983

The North American Permanent Life Insurance open enrollment has been very successful. We are pleased with the response to this additional employee benefit.

Due to the bad weather over the last few weeks, the open enrollment period has been extended through January 15, 1983. This will allow all interested employees who were unable to attend the District meetings to still apply for permanent insurance on a guaranteed issue basis.

From now until January 15, 1983, you can obtain permanent insurance on you or your spouse regardless of your health or age (up to age 65) within the guaranteed issue limits.

After January 15, evidence of good health will be required before your application can be considered. Therefore, we urge all employees to consider their family's life insurance needs during these last few days of guaranteed issue.

Please keep in mind that all applications must be received in the Central Office on or before January 15, 1983 in order to be eligible for guaranteed issue. Any applications received after January 15 will be returned to the applicant along with a health questionnaire that must be completed before the application can be considered by North American.

If you are interested in applying for permanent life insurance, or if you would like more information, you may call the agents for the plan Collect at the following numbers between 8:30 and 5:00, 376-7878, 376-7881 or 376-0761.

AUTOMOBILE INSURANCE AVAILABLE

The Arkansas State Highway and Transportation Department now offers automobile insurance to its employees on a bi-weekly payroll deduction basis. The Department feels this is an excellent benefit for its employees. The program is serviced by the Southern Group Casualty Insurance Agency and underwritten by Thurston Fire and Casualty Insurance Company. The plan provides competitively rated automobile insurance on a payroll deduction basis.

The toll-free statewide WATS telephone number for information, service and claims, is 1-800-632-2329.

AHTD EMPLOYEE EARNINGS RECORD

000 DOE J.D. 000-00-0000

CURRENT 12-22-82

GROSS	O/T PAY	FED. TAX	ARK. TAX	FICA
685.00		95.92	23.27	45.90

RET.	GROUP	LIFE	CANCER	AUTO	BONDS
41.10	9.94	7.51	3.72		

DEF. COMP.	CRD. UN.	MIL. RET.	EIC	MISC.	NET PAY
	50.00				407.64

*****YEAR-TO-DATE*****

GROSS	FED. TAX	ARK. TAX	FICA	GROUP
17515.00	2487.78	560.67	1173.64	243.04

DEF. COMP.	EIC	CANCER	HOS. POR.
		89.42	209.97