

## NEW LEAVE POLICY APPROVED

The Highway Commission Wednesday approved a new vacation and sick leave policy for Highway Department employees. The policy, which is similar to the one approved by the Legislative Council, is designed to provide Highway employees the most equitable and beneficial leave provisions possible.

The new policy takes into account the importance of a sound program of fringe benefits for employees in terms of increased productivity and personnel stability.

Under the policy, all regular full-time employees will be eligible for vacation leave with pay after six months of continuous service.

Vacation leave will accrue according to the formula given below:

<u>Number of Years Service With State</u>	<u>Accrued Vacation Per Month</u>	<u>Accrued Vacation Per Year</u>	<u>Annual Maximum Vacation Accrual</u>	<u>Maximum Consec. Days Vac.</u>
1 day to 3 yrs.	1 work day	12	17	12
3 to 5	1 1/4 work days	15	20	15
5 to 12	1 1/2 work days	18	23	18
12 to 20	1 2/3 wk. days	20	25	20
20 & over	1.833 wk. days	22	27	22

All regular full-time employees will be eligible for sick leave after one month of continuous service. Sick leave will accrue at the rate of one work day per month with a maximum accrual of 90 days.

Any employee may utilize his sick leave upon approval of the appropriate authority for absences due to illness or non-occupational injury, emergency doctor or dentist appointments, or death or serious illness in the employee's immediate family.

The new policy is retroactive to January 1, 1974.

The improvements contained in the new policy represent benefits provided Highway Employees through the efforts of the Legislative Council and the Arkansas Highway Commission.

## Carpools Should Check Insurance Coverage

If you are a member of a carpool or if you are thinking about forming or joining one, you should check your insurance policy to be sure you and your passengers will be adequately covered.

Generally speaking, a carpool passenger is the same as any other passenger you carry in your car and is covered by policy in the same manner.

An exception can arise when one member of the carpool performs all the driving, charging the rest of the pool members a flat fee that does not necessarily reflect an exact share of the cost. In such a case the driver may be judged to be operating a "public livery conveyance" and his insurance may not adequately cover his passengers.

Ordinarily, however, when carpool members rotate driving or otherwise operate on an actual cost basis, standard insurance is applicable.

In most cases, a person who regularly drives to work pays a 15 to 40 per cent higher premium than for a car used solely for pleasure. If only one car in a pool is used, premiums might be reduced on those cars left at home.

## Gasoline Poses Danger

The Department of Transportation's National Highway Traffic Safety Administration warns motorists that it is extremely hazardous to transport gasoline in portable containers in the trunks of cars.

Only in the most extreme emergencies should the transportation of extra fuel be considered, and in those circumstances the container should be rugged, securely closed, and protected against accidental spillage or damage. Even then, such containers should be removed from the vehicle immediately upon completion of travel. Special care must also be taken to insure that vehicle occupants are not exposed to gasoline fumes.

## Long Hours Worked Keeping Roads Open

The Highway Commission and Director Henry Gray wish to express their gratitude to the employees who worked long, hard (and cold) hours overtime keeping the highways open and safe during recent ice and snow.

Reports have been received of crews working around the clock in some of the harder hit areas. Some Districts were particularly hit hard with ice storms and freezing rain, but it is apparent an excellent job was done in most instances in keeping roads open.

## Credit Union Has Annual Meeting

The Capitol Credit Union recently held its 25th annual meeting and elected four new board members. They are Kern Treat of the Legislative Council, Gail Price of Finance and Administration, Jim Mode of the State Auditor's Office and Jim Clark of Social Services.

Members of the Credit Union also named Kie Hall of Teacher Retirement to the Audit Committee, and Robert Boyd of Social Services and Major L. E. Gwyn of Public Safety to the Credit Committee.

The Capitol Credit Union was created in 1949 by a group of state employees. Active membership has grown to 2,000 members, according to manager Charles Bradford. It is a way for members to borrow and save that is economical and convenient. As an example of how the Credit Union has grown, there were 569 loans totaling \$305,000 made in 1971 compared to 1,077 loans totaling \$602,000 in 1973.

Any state employee may join by paying a 25¢ membership fee and a minimum deposit in savings of \$5.00. Deposit in savings may be any amount and may be withdrawn at any time.

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

## Suggestion Box Moved

Following the first meeting of the new Employees Advisory Committee, the suggestion box in the Central Office Complex was moved from the lobby to a more convenient location in the basement near the Employees Bulletin Board.

Suggestions from employees in the Districts may be mailed to the Employees Advisory Committee, Arkansas Highway Department, Box 2261, Little Rock, Arkansas 72203.

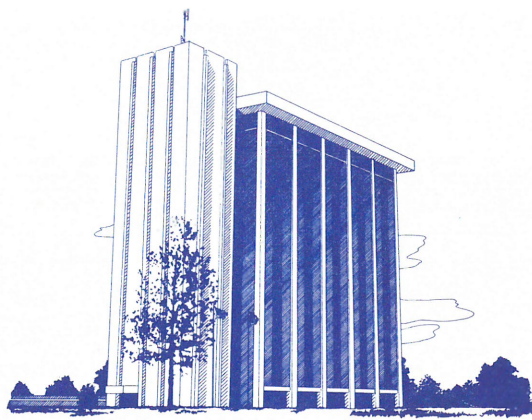
Director Henry Gray recently announced that five new members had been named to the committee for the one-year period ending January 1, 1975. They are Virginia Tackett, chairman, Legal Division; Bryan Davis, Environmental Development; Henry Droughter, EEO; Lee Gibbons, Traffic Division; and Larry Johnson, Planning and Research.

Members of the committee said they were looking forward to receiving signed suggestions from employees who were interested in improving the operation of the Department.

## Job Vacancies Listed

The Personnel Office has listed ten job vacancies that presently exist in the Central Office and District Six. Anyone interested in applying should contact the Personnel Office.

*Accountant – Grade 14 – Internal Audit*  
*Agronomist – Grade 15 - Roadside Development*  
*Computer Programmer – Grade 13 – Computer Ser.*  
*Night Watchman – Grade 1 – Building & Grounds*  
*Data Processing Operator – Grade 8 – Computer Ser.*  
*Custodial Worker – Grade 1 - Building & Grounds*  
*Boiler Operator – Grade 2 – Building & Grounds*  
*Laborer – Grade 1 – District Six*  
*Relocation Counselor – Grade 13 – Right of Way*  
*Parts Clerk – Grade 2 – District Six*



## Cost of Living Considered for July Raises

Director Henry Gray has said that the Highway Commission recognizes that salary increases which were thought to be adequate last year, have not kept pace with the skyrocketing cost of living and that all funds budgeted for salaries during the 1974 - 75 fiscal year will be used, if possible, for the July 1st raises.

Gray pointed out that salary limitations are established by the Legislature but that every effort will be made to grant equitable salary increases, within the existing appropriation.

He also noted that, as in the past, the employee's attitude and productivity are the primary factors that influence the decision of those who must make recommendations as to the amount of an individual's raise.

It is possible that some difficulty may be encountered in certain grades and steps in granting the increases, and from preliminary reviews, it appears our work force can not be increased. In some instances it may be reduced through

attrition.

This is the first time the Highway Commission has provided blanket authority to grant pay raises approximating the limitations of the budget. The action denotes the Commission's concern for the well being of each employee as well as its desire to maintain a high level of professionalism within the Highway Department.

In another development concerning salaries, the Employee's Advisory Committee reports that two suggestions have been submitted concerning the possibility of AHD employees receiving a cost of living salary increase. The Committee met with the Director and the Assistant to the Director to discuss the possibility and were told that the Commission and the Director, concerned with the steadily rising cost of living, will make every effort to convince the 1975 legislature that a cost of living increase, which would include an escalator clause, is necessary.

## Proof Needed for Leave Benefits

When the Highway Commission adopted our new leave policy, it approved the use of time working for other state agencies for the purpose of computing annual leave benefits.

Excerpts from our leave policy reads: "years of service includes the total number of years employment with all agencies of Arkansas Government whether such employment is continuous or not. However, years of service with other state agencies will not apply unless the employee furnishes proof of other state employment."

All that is required for this proof is an original written letter or statement from the state agency certifying the dates of employment.

Upon receipt of this statement in the Personnel Office, the time will be added to your Highway Department Service to determine your rate of accrued vacation.

## Policy on Political Activities

With another election season upon us, Governor Bumpers has issued a memorandum to all Department heads reminding state employees of the legal prohibitions contained in Arkansas law in regard to political activity of state employees.

As citizens of the state, State Employees can, should and are encouraged to participate in the election process. Assistance to candidates may be rendered on your own time so long as state property is not involved. Employees are not to endorse candidates in their official capacity as state employees or in any public way. In your official capacities you should remain neutral and since your status as employees of the state is public knowledge, public endorsements of particular candidates can easily be interpreted as endorsements in your official capacity and should be avoided.

## Additional Holiday Approved

The Highway Commission has approved a Minute Order designating V-J Day, August 14, as a legal holiday for Highway Department employees.

AHD employees are now given ten regularly scheduled holidays each year in addition to annual leave and sick leave.

The holidays are: New Year's Day, Robert E. Lee's Birthday, Washington's Birthday, Memorial Day, Independence Day, V-J Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.

## Blood Quota Exceeded

Employees of the Central Office and District Six exceeded this year's quota in the Red Cross Blood Program by seven units. This means that anyone working in the Central Office or District Six, or their immediate family, is eligible to receive as much blood as might be needed due to illness or accident.

During the month of April, we will begin working on our new quota, which is 130 units. Blood may be donated at the blood drawings which are held from time to time at the Highway Department, or at the American Red Cross at 401 South Monroe in Little Rock.

Listed below are those who donated two or more units of blood during the past year. There were more than 60 others who donated one unit.

Dorothy Carr - 4, George Green - 4, M. D. Head - 4, Frank Caple - 4, Lawrence Foreman - 4, Henry Hart - 3, Richard Kerr - 3, Patricia Koonce - 3, Ken Brock - 3, Don Martin - 3, James McCarthy - 3, Bonnie Wesson - 3.

The following persons gave two units: Earl McDaniel, Danny Mitchell, Avalee Padgett, C. A. Porterfield, Roy Shelby, John Stiefel, Douglas Sutton, Virginia Tackett, Frank Vozel, Don Cahoon, James Carvell, Donald Donaldson, Bobbie Fulton, W. E. Kirkpatrick, Madge Livingston, James Lowder, J. D. Magness and Ronny Lewis.

## Severe Weather Reporting

During the months of April, May and June, severe weather activity will be at its peak in Arkansas.

The National Weather Service has asked that AHD employees notify the Little Rock Central radio operator of tornado sightings, severe thunderstorm activity and flash flooding. The radio operator will telephone those reports to the National Weather Service Office.

## Job Vacancies Listed

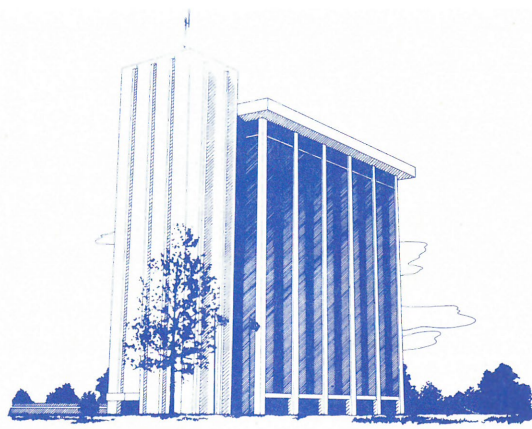
Here are the position vacancies which presently exist in the Central Office and District Six. Anyone interested in applying should contact the Personnel Office:

*Accountant - Grade 14 - Internal Audit*  
*Computer Programmer - Grade 13 - Computer Serv.*  
*Draftsman - Grade 7 - P&R*  
*Sociologist - Grade 16 - Environmental Development*  
*Boiler Operator - Grade 2 - Bldg. & Grounds*  
*Landscape Architect - Grade 14 - Env. Dev.*  
*Laborer - Grade 1 - District 6*  
*ROW Technician - Grade 13 - ROW (Engineering)*  
*Auto-Diesel Mechanic - Grade 3 - Central Shops*  
*Relocation Coordinator - Grade 13 - ROW (Relocation)*  
*Attorney - Grade 17 - Legal*  
*Engineering Aide - Grade 4 - District 6*  
*Stereo Compiler - Grade 9 - Photogrammetry*  
*Minority Recruiter - Grade 12 - Personnel*  
*Computer Operator I - Grade 8 - Computer Serv.*  
*Carpenter - Grade 3 - Central Shops*  
*Maintenance Repairman - Grade 2 - Motor Pool*  
*Clerk Typist - Grade 4 - ROW (Acquisition)*  
*Geologist - Grade 13 - Env. Dev.*



The new telephone number for Transit Planning is 2308.





## SALARY INCREASE PROPOSED

A Special Session of the Legislature began June 24 and among the items being considered is a proposal of the Highway Commission to provide Highway Employees with a 5½ percent cost-of-living salary increase in addition to the regular step increase. (SB 127).

Several other proposals have been made in the Legislature to give State Employees a cost-of-living salary increase but none has been approved. All Salary Schedule Forms (125s) for Highway Employees have been temporarily withheld pending a decision by the legislature on the proposed raises. This has been done to eliminate the possibility of having to change the 125s after they are distributed. However, all salary increases will be retroactive to July 1.

Due to the present inflated state of the economy, Department budgets will be utilized within very close dollar amounts of the authorized appropriations in order to afford each employee the greatest possible salary or hourly wage to which they are entitled.

A proposal also is being considered by the legislature that would increase authorization of travel expenses for State Employees. The new proposal would allow employees \$25 per day for in-state travel and \$35 per day for out-of-state travel.

In an attempt to provide employees with the greatest possible benefits, the Department, through provisions of Act 746 and under the provisions of Federal Legislation, is paying overtime to both salaried and hourly employees.

A number of benefits for Highway Employees have been improved during the past year. In addition to the overtime, the Department has adopted a new sick leave and annual leave policy essentially in accordance with what has been adopted for other state agencies. The Department also adopted the holiday schedule that has been accepted for all State Employees by the Legislative Council.

## RETIREMENT SYSTEM EXPLANATION

There has been some misunderstanding among AHD personnel concerning the three options available upon retirement. The following is a brief explanation of each option. Upon retirement, an employee must select one:

1. Straight Life: Pays the retiring employee 100% of annuity benefits for his life. Upon retiree's death, the named beneficiary receives the excess of the retiree's contributions and interest thereon, over the total annuities paid, if any.

2. Option A: Pays the retiring employee ninety percent (90%) of the annuity benefit. This (90%) annuity is guaranteed for one hundred twenty (120) months (10 years) or for life, whichever is the longest. Upon retiree's death the named beneficiary will receive the same annuity as the retiree, for any balance of the guaranteed one hundred twenty (120) month period.

3. Option B: The annuity benefit paid to the retiring employee shall be reduced to 85%, with an additional adjustment to the percentage for the difference in age between the employee, and his spouse or other qualified beneficiary.

(a) Annuity will be 85% (without further adjustment) provided the retiree and the qualifying beneficiary are the same age on the first payment due date of the annuity.

(b) Annuity will be 85% minus 0.5% (½ of 1%) for each year of fraction thereof, that the beneficiary's age is less than that of the retiring member.

Example:

A member is 67 years of age at retirement and the spouse is 64 years of age. Since the spouse is three years younger, the 85% will be reduced by 1½% (3x0.5%). The member's annuity would therefore be 83½% of the regular annuity.

(c) Annuity will be 85% plus 0.5% for each year or fraction thereof that the beneficiary's age is more than that of the retiring member.

Example:

A member is 65 years of age at retirement and the spouse is 66 years of age. The 85% annuity will be increased by ½% (1x0.5%). The member's annuity would therefore be 85.5% of the regular annuity.

Upon death of a retired member who chose Option B, the beneficiary would receive a lifetime annuity equal to one-half (50%) of the amount that the member had been receiving.

Qualifying beneficiary for Option B:

(1) Spouse of employee, provided that the date of marriage is at least two years before date of retirement.

(2) Dependent of employee, provided the dependent is at least 40 years of age and has been receiving more than ½ support from the retiring employee for at least two years before date of retirement.

Widow (er)

If an employee, with at least 10 years of creditable service, dies before retirement the beneficiary may exercise one of the following options:

(1) Withdraw all of the employees contributions with interest to July 1, preceding the date of withdrawal.

(2) Exercise Option A or B, on the date the deceased would have been old enough to retire, with the creditable service that the deceased had on the date of death. Option B would be one-half of the deceased employee's benefits under this option.

Once an option has been chosen and payments have started, switching options is prohibited by law.

When an individual is ready to retire the Division Chief or District Engineer should be notified in order that an application for retirement can be completed.

Information regarding the retirement system may be obtained from your payroll office or from the Highway Employees Retirement System in the Central Office.

## SMITH ELECTED TO RETIREMENT BOARD

Ballots to elect an employee member of the Board of Trustees for the Highway Employees Retirement System for the two-year period July 1, 1974 - June 30, 1976, were counted on June 6, 1974.

Mr. M. S. Smith III received a majority of votes cast and was therefore certified by the panel of judges as the elected member.

## MOVING ALLOWANCE INCREASED

Effective July 1, reimbursement of moving expenses will be increased from \$200 to \$400.

Reimbursement of actual moving expenses may be authorized when certified by the Division Head or District Engineer that the transfer is in the best interest of the Department and that no qualified personnel is available locally, and when supported by an acceptable receipt as having been paid, and with prior approval by the Deputy Director and Chief Engineer.

The Highway Commission approved the increase because the transfer of field personnel is sometimes necessary and moving costs have risen sharply in recent months.

## GASOLINE SITUATION EASES

The Assistant to the Director has issued a memorandum directing all personnel to obtain gasoline for state vehicles at Highway Department pumps when possible.

The gasoline shortage has eased to some extent, and as a result AHD pumps have adequate supplies most of the time. If a station does not have an adequate supply, the use of a credit card is permissible.

## NO PARKING IN VISITOR LOT

No parking by employees will be allowed on the Visitor Parking Lot in front of the Central Office Building except for employees who need to park near the building for physical reasons.

This permission may be obtained from the Assistant to the Director.

## JOB VACANCIES LISTED

Here are the position vacancies which presently exist in the Central Office and District Six. Anyone interested in applying should contact the Personnel Office.

*Draftsman - Grade 7 - Roadway Design*

*Draftsman - Grade 7 - Bridge Design*

*Draftsman - Grade 7 - Secondary Roads*

*Auto-Diesel Mechanic - Grade 3 - District 6*

*Clerk Typist - Grade 4 - M&T*

*Carpenter - Grade 3 - Central Shops, Jacksonville*

*R-O-W Technician - Grade 13 ROW (Utilities)*

## EAC ISSUES PROGRESS REPORT

The Employees Advisory Committee has issued a progress report on several items that it has had under consideration.

An investigation into the suggestion of ranks for Weights and Standards Employees found that the assignment of rank without corresponding levels of and responsibilities would have little merit. However, certain steps were recommended to improve morale and performance and the recommendations were approved. The following actions will be taken.

- A review by the Administration to determine if restructuring of W&S to provide a scale of increasing responsibilities giving personnel incentive to become more proficient and making advancement within the unit possible. The question of rank to indicate level of responsibility with commensurate pay could then be re-examined.

- Sleeve hashmarks to indicate longevity.

- Arm patches reading "Arkansas Highway Police, Weights & Standards Division" instead of "Weights & Standards Police."

There was a substantial response to the EAC poll of employees regarding city bus service, to and from the AHD Central Office. This has been turned over to Metroplan for study.

The EAC also suggested an employee salary plan submitted to the committee encompassing cost-of-living-comparability raise, annual anniversary step increase, special quality increase, and raises for promotion, was forwarded to the Administration with the recommendation that it be given serious consideration for future salary planning.

A suggestion from P&R, M&T and Permits that some type of protective covering between the south entrance to the Planning and Research Building and the northeast corner of the main building be provided. The suggestion has been forwarded to Jim Francis of Roadside Development for an estimate of cost and feasibility.

Under investigation and consideration are several other suggestions including personnel matters, building improvements, furtherance of higher educational opportunities for career employees and a suggestion for a clothing exchange for Highway Employees.

Remember . . . EAC represents all employees in all 10 Districts as well as the Central Office. Your suggestions are welcome.

## MAGAZINE IS MOVED

In an attempt to achieve more efficient utilization of Central Office personnel and space, the "Arkansas Highways" magazine has been transferred to the Art Section of the Planning and Research Division. All questions, correspondence and articles for the magazine should be directed to Charles Frazier in P&R. His telephone number is 569-2205. Inquiries and correspondence for the "Employee Newsletter" should continue to be directed to Information Services Section.

In another move, the Program Planning Section, headed by Roger Almond, has been moved from P&R to the office of the Assistant Chief Engineer for Planning. This staff also will include the Fiscal Management Scheduling personnel.

## INTER OFFICE MEMORANDUM

DATE June 5, 1974

TO: Jim McCall, Adm. Ass't.  
FROM: Bill Looney, <sup>BL</sup>Public Information Officer  
SUBJECT: Items for the Next Employees News Letter

Item I - It has been suggested by Mr. Cooper and Mr. Lowder that we include an article in the next Employees News Letter explaining the "before" procedures and the "after" procedures for determining overtime pay, with a note that there is an exception for certain administrative and professional personnel. (Under the new Federal law, the holidays, sick leave and vacations are excluded from the hourly count toward the 40 hour work week minimum.) It is suggested that you contact Mr. Thomas Keys for any additional information needed.

Item II - It is suggested that you contact Mr. McCarthy and get a down-to-earth explanation for our employees that will clear up some past misunderstandings on the following three options under our State Highway Retirement System that have not been clear in the past:

1. Regular
2. Option A
3. Option B.

As an example - the regular retirement option provides that an employee will draw his full retirement until death. Option A guarantees the employee 90 percent of the retirement benefits for a period of 10 years, while Option B has a provision that guarantees 85 percent for the employee for the rest of his life or a designated beneficiary to receive one-half of these benefits, depending upon the age of the beneficiary. It should probably be noted that a woman usually outlives her husband by an average of \_\_\_\_\_ years.

WPL:fj



## COST-OF-LIVING RAISES GIVEN

The "cost-of-living" raise, authorized by Act 46 of the Special Legislative Session of 1974, provides that Arkansas Highway Department employees enjoy the same cost-of-living increase in pay as other State Employees.

As the Director has stated previously, Act 46 changes, or supersedes, the pay increases that were approved by the Arkansas Highway Commission some 30 days ago. Many of you knew the amount of the increase that had been proposed for you.

Under Act 46, some employees are receiving slightly more than they would have under the AHC proposal and others are receiving slightly less.

Act 46 provides that everyone employed by the Highway Department will receive a cost-of-living increase. This was not possible before Act 46 became law due to AHD salary and budgetary limitations.

Some employees would have preferred to stay with the AHD plan and others prefer the plan as set forth by Act 46. Highway Department employees, on the whole, possibly could have fared better with a one-step or 5½ percent cost-of-living increase that was in our salary and wage budget approved by the General Assembly in the last regular session. That law gave the Highway Department certain liberties in budgeting that would have allowed the cost-of-living increases.

There perhaps has been some misunderstanding among AHD employees concerning the amount of raise you were to receive. The one point that should be remembered is that Act 46 DID NOT provide a cost-of-living increase IN ADDITION to the proposed AHC cost-of-living increase, but it provided a statutory raise instead that SUPERSEDED the cost-of-living raise that had been approved by the Highway Commission.

## NO-FAULT INSURANCE EXPLAINED

Act 138 of 1973 makes it mandatory (effective July 1, 1974), for all automobile liability insurance carriers doing business in the State to provide three types of coverage in addition to the basic liability coverage to their policyholders. The policyholder has the option to reject any or all of the coverage, but this must be done in writing or the coverages are automatically added to the policy upon renewal.

Here is an explanation of the different types of coverage:

**1. Medical and Hospital Benefits:** All reasonable and necessary expenses for medical, hospital, nursing, dental surgical, ambulance and prosthetic services incurred within 24 months after the automobile accident, up to an aggregate of \$2,000 per person and may include any nonmedical remedial care and treatment rendered in accordance with a recognized religious method of healing. Expenses for hospital room charges may be limited to semi-private accommodations.

**2. Income Disability Benefits:** Seventy (70%) percent of the loss of income from work during a period commencing eight (8) days after the date of the accident, and not to exceed fifty-two (52) weeks, but subject to a maximum of \$140 per week. In the case of a non-income earner, such benefits shall consist of expenses not to exceed \$70 per week, or any fractional part thereof, which are reasonably incurred for essential services in lieu of those the injured person would have performed without income during a period commencing eight (8) days after the date of the accident, and not to exceed fifty-two (52) weeks.

**3. Accidental Death Benefits:** The sum of \$5,000 to be paid to the personal representative of the insured should injury, sickness or disease resulting from an automobile accident cause death within one year from the date of the accident.



You may be carrying one or more of these coverages on your automobile liability policy at the present time, and thus feel that you do not need the new coverages offered. However, before rejecting any or all of these new coverages, be sure to check with your insurance agent and have a clear understanding as to the coverages you desire to carry.

## RETIREMENT BENEFITS IMPROVED

Persons receiving retirement benefits under the Highway Employees Retirement System were given a six (6) percent increase in benefits as a result of action by the Legislature during its recent Special Session.

Act 94 of 1974 provided for the increase, which will be financed during the first year by an appropriation of \$90,000 from General Revenues.

The Legislature and the Retirement System Board felt the raise was necessary because of the increase in the cost of living during the past year.

Act 94 also provides that effective July 1, 1975, both Employer and Employee contributions to the Retirement System will be increased by one-half (½) of one percent to pay for the increase in the retirement benefits following the first year.

This means that effective next July 1, the Employee will contribute to the Retirement System an amount equal to 5½ percent of his salary and the Employer will contribute an amount equal to 6 percent.

Your Retirement Board is always working to improve the Highway Employees Retirement System and members of the Board always welcome your comments or suggestions concerning the System.

## TRAVEL ALLOWANCES INCREASE

Effective August 1, reimbursement for travel expenses was raised to a maximum of \$25 in-state and \$35 for out-of-state travel.

The Director issued an Administrative Order increasing the allowances on July 31, the same day the Commission approved a Minute Order authorizing the revision. The Minute Order pointed out that an increase in travel expense reimbursement had not been

granted for approximately one year and during that time travel expenses had consistently continued to climb.

The Administrative Order did not change any of the procedures for obtaining travel expense reimbursement nor were any restrictions changed concerning travel allowances.

Here is the new schedule showing the maximum amount that may be charged for meals and lodging:

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$3.00	\$3.50
Lunch	3.50	4.50
Dinner	5.50	6.50
Lodging	18.00	26.00

You must keep in mind that reimbursement is to be claimed for actual expenses for meals and lodging within the limitations in the schedule above, and the maximum must not be claimed unless expenditures for such purposes are actually made.

## JOB VACANCIES

Here are the position vacancies which presently exist in the Central Office and District Six. Anyone interested in applying should contact the Personnel Office.

*Draftsman - Grade 7 - Roadway Design*

*Draftsman - Grade 7 - Right of Way*

*Clerk-Steno - Grade 5 - Personnel*

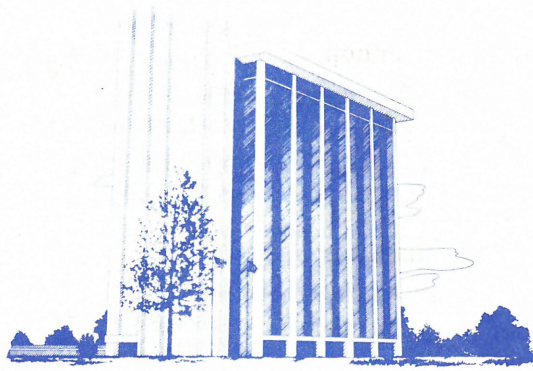
*Boiler Operator - Grade 5 - Bldg. & Grounds*

*Janitor - Grade 1 - Bldg. & Grounds*

*Inventory Technician - Grade 9 - Accounting*

*Engineering Aide - Grade 6 - District 6*

*Engineering Aide - Grade 4 - Final Estimates*



## **New Insurance Plan Goes Into Effect**

Effective October 1, Highway Department Employees covered under the State's group insurance plan will receive increased benefits under both the health insurance policy and the life insurance policy.

The improvements were made possible as a result of negotiations between the State Insurance Committee and The Equitable Life Assurance Society. Gip Robertson, who is assistant to the director and the Highway Department's representative on the Insurance Committee, was a leader in the effort to secure improved benefits under our insurance plan.

Mr. Robertson explained the improved benefits to Central Office employees recently and stated that an effort would be made to convince the General Assembly to approve legislation that would increase the State's contribution toward the insurance.

Meetings have been held in each District in an attempt to familiarize employees with the improved plan and a new insurance booklet with more detailed information will be distributed soon.

Some of the highlights of the plan include more liberal allowances for the in-hospital and out-patient deductible, hospital room and board, maternity benefits, life insurance and an increase in maximum benefits, in addition to a change in the premium classes from the two class rate basis to a four class rate. The latter will provide a more equitable rate structure for the various combinations of the employees and their dependents.

## **Reimbursement Available for Auto Liability**

Many employees still are not aware that insurance premiums may be reimbursed for personal liability coverage on Highway Department owned vehicles. This actual cost is reimbursable up to a maximum of \$15 per year per employee.

## **Saving Bonds - Good Investment**

The Highway Department joins Governor Bumpers in the desire that more state employees take advantage of the payroll deduction plan for purchasing U.S. Government Bonds on a regular basis.

This is a golden opportunity. Today, more than ever, the Payroll Savings Plan can be your gateway to financial security. It doesn't matter what you're saving for. Payroll Savings can get you there painlessly and systematically, on any schedule you want to set for your payday allotments.

Here are some of the advantages:

(1) **FOR EDUCATION** - A college fund built with Savings Bonds can provide real tax savings. By buying the Bonds in the child's name (with parent as beneficiary rather than co-owner) and filing an annual tax return 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.

(2) **FOR RETIREMENT** - In addition, the income from these bonds is exempt from state and local taxation. Of equal advantage to our employees, according to Highway Director Henry Gray, is the fact that we can defer declaring this income for Federal taxation until later years (possibly after retirement) when a wage earner is in a lower tax paying bracket.

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

If you drive a Highway Department vehicle, you should check with your liability insurance carrier to make certain that you are covered while operating a state vehicle.

If there is an additional charge on your premium for coverage while operating a state vehicle, you may request reimbursement by completing a "Reimbursement for Travel and Other Expense" form (form 19-103) and entering the expense, designated "personal liability insurance premium" in the miscellaneous section. A bill from the insurance agent, a copy of the insurance policy or a completed copy of form 19-159 should be included.

## Fellowships to be Offered

The Federal Highway Administration will award 115 fellowships and scholarships for full-time study in the field of highway transportation during the 1975-76 academic year.

Approximately 75 fellowships worth \$5,000 each and 40 scholarships at \$2,500 each will be offered. The selected candidates will be permitted to choose the university or college they wish to attend, provided the schools offer high level courses relevant to the fellowship-scholarship programs.

The three programs and their objectives are:

### HIGHWAY SAFETY FELLOWSHIP PROGRAM:

To assist state and local agencies to develop the expert manpower needed for the implementation of their highway safety program.

**HIGHWAY TRANSPORTATION RESEARCH AND EDUCATION FELLOWSHIP PROGRAM:** To strengthen state and local highway transportation programs and to enable the transportation agencies to respond to technological advances.

**HIGHWAY TECHNOLOGY PROGRAM:** To assist state and local transportation agencies in developing the skilled manpower needed to perform technical tasks related to highway transportation and prepare technicians for increased responsibility.

Preference will be given to present employees of state, county and city governments who are interested in improving their techniques and capabilities in highway transportation.

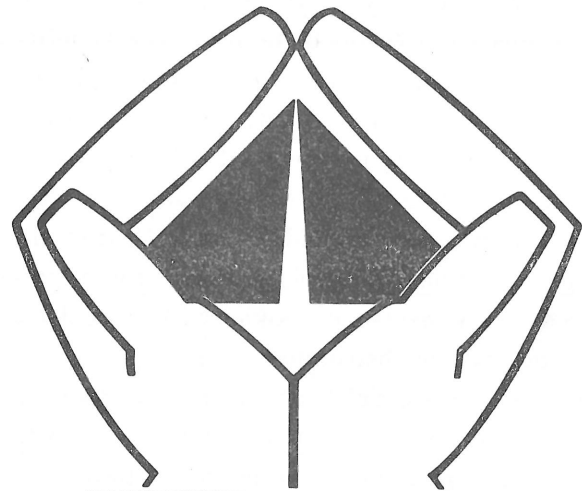
Application forms will be available at the FHWA Division Office in Little Rock or at the AHD Personnel Office.

Applications should be submitted directly to the FHWA National Highway Institute on or before December 31, 1974. Selected applicants and schools will be notified simultaneously within 60 days after the closing date.

## Job Vacancies Listed

Here are the job vacancies which presently exist in the Central Office and District Six. Anyone interested in applying should contact the Personnel Office.

*Clerk – Grade 2 – Reproduction*  
*Engineering Aide – Grade 6 – District Six*  
*Janitor – Grade 1 – Bldgs. & Grounds*  
*Clerk Typist – Grade 4 – Office Engineer*  
*Clerk – Grade 6 – Personnel*  
*ROW Technician – Grade 13 – Right of Way*  
*Draftsman – Grade 7 – Env. Development*  
*Draftsman – Grade 7 – Right of Way*  
*Draftsman – Grade 7 – Roadway Design*



**BETTER ROADS  
BETTER LIVING  
HIGHWAY WEEK  
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