



EMPLOYEE NEWS LETTER



Volume 11, Number 1

March 11, 1983

ARKANSAS STATE EMPLOYEES GROUP INSURANCE INFORMATION

Where To Get A Claim Form

Claim forms are available at all District Headquarters and the AHTD Group Insurance Office in the Central Office at Little Rock. The mailing address for the AHTD Group Insurance Office is P.O. Box 2261, Little Rock, Arkansas 72203. The office is located in Room 402 in the Central Office Building, 9500 New Benton Highway. The telephone number is 569-2420.

How To File A Claim Form

There are two types of claim forms with the Arkansas State Employees Insurance Program. A green claim form is for prescription drugs and a white claim form is for all other covered charges.

(A) Prescription drug charges - Use the green form titled "Prescription Drug Claim Form". Be sure the social security number used is the number of the employee or retiree. If you have charges for more than one insured use a separate form for each person. If you have several charges for one insured list them on one form. Complete each line for each charge. Sign and date the form, attach the drug receipts and mail to the address on the form. If possible, it is advisable to keep a copy of the receipts and the claim form and the date the claim was submitted.

(B) All other charges - Use the white form titled "Arkansas State Employee's Insurance Program - Claim Form". Be sure to write the employee's or retiree's social security number in the space headed "Employee's Social Security No." in the upper right hand corner of the claim form. Complete the claim as per the instructions at the bottom of the claim form. Mail the claim form and any itemized bills to the address shown in the upper left hand corner of the claim form. If possible, it is advisable to keep a copy of the receipts and the claim form and the date the claim was submitted.

Claim Problems

If you have a question about a claim you filed, payment you have received, or whether a particular medical procedure is covered, call the claims office. When you call, be sure to have your social security number. Also write down the name of the person who assists you, for future reference. The toll free telephone number is 1-800-482-1234, the Little Rock number is 378-2501.

If, after calling the claims office, you still have a question call or write the AHTD Group Insurance. Contact Diann Gwatney or Kay Hoggard, AHTD Group Insurance, P.O. Box 2261, Little Rock, Arkansas. The telephone number is 569-2420.

Premium and Coverage Information

If you have a question concerning your premium or what type of insurance coverages you have contact Diann or Kay in the AHTD Group Insurance Office.

Optional and Dependent Life Insurance

We have had several inquiries about the optional and dependent life that is available with the health plan. This life insurance will not be offered again until sometime this fall. The

date will be announced in a future newsletter.

This life insurance should not be confused with life insurance available from North American. Term, Permanent, and Dependent life insurance may be obtained through North American with a statement of health. For more information about the life insurance with North American, contact the AHTD Group Insurance Office.

Statements of Health

The following information concerns employees adding dependents to existing health coverage. If an employee has eligible dependents and elects dependent coverage after 31 days following the employee's eligibility date; or if an employee acquires an eligible dependent and does not elect to cover that dependent within 31 days, such dependents must furnish a Statement of Health and may be asked to furnish medical information at the employees' expense.

If an employee marries, the spouse becomes eligible for the insurance upon the date of marriage. If application is made for the insurance on or before the marriage date, the insurance will become effective on the date of marriage. Application may be made for spouse's coverage within 31 days after the marriage date and then the insurance for the spouse will become effective on the date of such application. If the insurance is not applied for within the eligibility date, a Statement of Health will be necessary for the spouse to obtain coverage.

If a Statement of Health is necessary to obtain the health coverage, the process of approval may take more than eight (8) weeks.

Coverage for Newborn Children

If an employee has "Employee Only" health insurance coverage, health coverage for a newborn child must be elected prior to the birth of the child. However, application may be made for coverage of the child within 31 days after birth with insurance becoming effective on the date of the application.

If an insured has the health insurance for other family members, a newborn child is automatically covered from birth for 90 days. Coverage will terminate at the end of 90 days unless "Children" is already in force or has been applied for.

Pre-Existing Conditions

All coverages are subject to pre-existing condition provisions. Pre-existing conditions are not covered by this plan, until the insurance has been in effect one year. Pre-existing condition means the existence of symptoms which would cause an ordinarily prudent person to seek diagnosis, care or treatment within a 90-day period preceding the effective date of the coverage, or a condition for which medical advice or treatment was recommended by a physician or received from a physician within a 90-day period immediately preceding the effective date of coverage.

RETIREE INSURANCE PREMIUM INCREASE

Effective February 1, 1983 the retirees' health insurance premiums were increased to the same total premiums as active employees. The State Employees Group Insurance Plan is a self-insured plan. The premiums paid for the active employees and retirees are used to pay our claims. Retirees have been paying premiums lower than the total active employee pre-

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mium. The increases in premium range from 39% to 62%. The actual amount the claims exceeded premiums for the last seven months is 264% which would require a premium increase of over four times the one implemented. In the seven-month period from July 1982 through January 1983 the premiums paid in by retirees totaled \$541,052.62 and the claims paid out totaled \$1,431,455.90. This is a loss of \$890,403.28 in just seven months. The increased premium is still not high enough to offset retiree claims, but it is hoped other sources of income and other cost containment measures can be developed. If you have any insurance questions, contact Diann Gwatney or Kay Hoggard, AHTD Group Insurance, P.O. Box 2261, Little Rock, Arkansas 72203, telephone 569-2420.

HEART FUND DRIVE UNDERWAY

The American Heart Association's annual statewide fund raising campaign is underway and state employees are being encouraged to again contribute to this worthy cause.

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

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 by donating to the 1983 campaign fund. Send your contributions to this worthy cause to the Public Affairs Office, Room 1002, Central Office Building in Little Rock by Friday, March 25.

LEGISLATIVE REVIEW

Several bills of interest have been proposed in the current legislative session that have a direct impact on the Arkansas State Highway & Transportation Department and its employees.

Act 7, formerly House Bill 192, raised the maximum truck weight in Arkansas from 73,280 pounds to 80,000 pounds without any revenue to repair damages to the State Highway System caused by the increased weight.

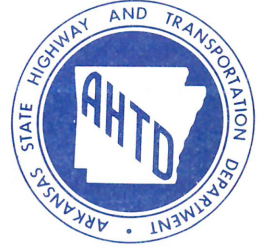
House Bill 241, which is awaiting the Governor's signature after passing both houses, allows state employees a choice of celebrating two of three holidays: Dr. Martin Luther King, Jr.'s birthday, January 15; Robert E. Lee's birthday, January 19; or the employees birthday. However, state offices will remain open all three days.

A bill of particular interest to Highway Employees was House Bill 408. This would have allowed AHTD employees to retire at any age after 30 years instead of 35. The bill passed the House, but was referred to a Joint Interim Committee for further study by the Senate. Another earlier bill granted this privilege to the school teachers.

Senate Bill 301, which will allow state employees utilizing state-owned vehicles for transportation from home to place of work whose residences are 10 miles from county line of county of work place to reimburse state 15 cents per mile for each mile in excess of 10 miles each way, has passed both houses and is awaiting the Governor's signature. This bill will repeal the law which now requires, without qualification, reimbursement for each mile in excess of 10 miles each way.



EMPLOYEE NEWS LETTER



VOLUME 11, NUMBER 2

MARCH 25, 1983

AHTD ANNOUNCES PERSONNEL CHANGES

Jim Lowder, Assistant Chief Engineer for Operations since 1969, retired after 32 years of service with the Department. Lowder began his career in 1951 as an Instrumentman in the Construction Division. Over the past 32 years he has held numerous engineering positions, including Assistant Resident Engineer, Resident Engineer, District Construction Engineer, District Engineer and State Maintenance Engineer.

The Jessieville native is a 1950 graduate of the University of Arkansas and is a Registered Professional Engineer.

As a resident engineer in North Little Rock in the mid-1950's, Lowder was in charge of the relocation of Highway 67 from North Little Rock to the Lonoke County line, which was the first four-lane divided highway with frontage roads constructed in Arkansas.

Danny Flowers, State Construction Engineer, has been promoted to Assistant Chief Engineer for Operations replacing Lowder.

Flowers began his career with the Department in June 1969, following graduation from the University of Arkansas with a degree in civil engineering. He has worked as Assistant Resident Engineer in Searcy, Resident Engineer at Rogers, Assistant Construction Engineer, Assistant District Engineer, District Six Engineer, and State Construction Engineer. Flowers is a native of Batesville and a graduate of Batesville High School. He is a registered professional engineer and a member of the National and Arkansas Societies of Professional Engineers.

Effective March 31, Norman D. Pumphrey, District Ten Engineer at Paragould, is being promoted to State Construction Engineer replacing Flowers.

Pumphrey studied engineering at the University of Arkansas and through I.S.C. He is a registered professional engineer and land surveyor and has received the Outstanding Engineer Award from the Arkansas Society of Professional Engineers, Southwest Chapter. Pumphrey's first years with the Highway and Transportation Department were spent in Construction with survey parties. He was promoted to Engineering Assistant in 1960, and to Resident Engineer in 1961, and later to Assistant State Construction Engineer.

Pumphrey is a Colonel in the Army Reserve, a graduate of the U.S. Army Engineers Advanced Officers Course, the Command in General Staff College, and the Industrial College of the Armed Forces. He has been guest lecturer at several colleges and seminars on pavement rehabilitation.

CENTRAL OFFICE EMPLOYEES' ADVISORY COMMITTEE

The following employees have been appointed to the Central Office Employees' Advisory Committee: Retha Griffin, Mail and Supplies; Brenda Walden, Planning; and Gary Lewis, Construction.

FOUR-DAY WORK WEEK

Effective April 14, 1983, all field maintenance personnel, shop crews and storeroom 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 & Research Division geotechnical field crews and Surveys Division survey parties.

On those weeks containing a holiday, the work schedule will revert to a 8-hour, 5-day 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 districts will rotate the service station personnel so that one person will be on a 8-hour, 5-day week to allow the station to be kept open all week. Each crew should have one man report early enough to service all equipment for the days work so that the crews can go immediately to their assignments. This man's schedule should be such that he is not on overtime for this assignment.

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

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 3-30-83. This is the paycheck received 4-8-83. 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.

HEART FUND DRIVE DEADLINE

All contributions to the 1983 Heart Fund Drive must be turned in by Monday, March 28.

Contributions to the American Heart Association's annual statewide drive have been running behind last year's pace. If you have not sent in your donation, please consider all the things the Heart Association does. They are involved in an extensive research and education campaign to detect and treat heart related problems. Your contributions will be put to good use in the fight against heart disease and the saving of lives.

It is not too late to help. Send your contribution to this worthy cause to the Public Affairs Office, Room 1002, Central Office Building, Little Rock.

With over 3700 employees, the Highway and Transportation Department should be able to lead all other state agencies in this effort.

LEGISLATIVE REVIEW

Several bills since the March 11 newsletter have been acted on in the current legislative session that have a direct impact on the Arkansas State Highway & Transportation Department and its employees. The following have been signed by the Governor and are now law.

- Act 459 — Governor Clinton has signed the biennial appropriation for the Highway and Transportation Department; however, the total program will depend on the revenues produced by the Federal taxes and the Weight-Distance tax on heavy trucks.
- Act 457 — Changes the ratio of county matching funds to State Aid Road funds from 70% State/30% County to 80% State/20% County.
- Act 479 — Increase monthly retirement benefits to retirees and beneficiaries of Highway Employees Retirement System who retired prior to July 1, 1982.
- Act 519 — Makes counties declared disaster areas by the Governor and Federal government due to tornadoes and floods during December 1982, eligible for State Aid Road funds during 1983 on a 90/10 matching basis; funds to be used solely for repair of county roads and bridges damaged during December storms.
- Act 464 — Provides retired Highway employees an opportunity to change their annuity option if the employee's spouse should die.
- Act 469 — Provides the State an opportunity to provide \$7 more toward each State employee's Health Insurance Premium each of the next two years - provided the Legislative Council authorizes it. The total amount is now \$41 — next year it could increase to \$48 and the following year it could increase to \$55.

The following Bills have not been signed yet by the Governor:

- S.B. 220 — Provides for a weight-distance tax on all vehicles, with certain exceptions (including natural resources and farm vehicles), with declared gross loaded weights of in excess of 73,280 pounds. Rates are, basically, 5 cents/mile based on previous years mileage records or \$175/year. Trip permits at \$8/100 miles are also provided for out-of-state users. Gross additional revenue is projected to be \$20 million/year with the AHTD to receive 70% or a projected \$14 million/year.
- S.B. 301 — Will (if given final approval by the Senate on April 4th session) require state employees utilizing state-owned vehicles for transportation from home to place of work whose residences are 10 miles from county line of county of work place to reimburse state 15 cents per mile for each mile in excess of 10 miles each way. Has passed both houses and is awaiting the Governor's signature. This bill will repeal the law which now required, without qualification, reimbursement for each mile in excess of 10 miles each way.
- H.B. 408 — Which would have provided that any Highway Employees Retirement System member with 30 years creditable service could have retired regardless of age was referred to the Joint Interim Retirement Committee for further study and this is dead for this year.
- S.B. 462 — Efforts March 18 were made to get the House of Representatives to pass the bill to allow each employee's future retirement to be figured on the four highest paid years instead of five. The House refused to consider the bill in the last hour of the session. However, when the Legislature reconvenes on April 4, it is hoped the bill will be reconsidered.
- S.B. 520 — Creates Public Employees Retirement Study Commission of seven members to study various public supported retirement systems in state including analysis of benefit relationship with Social Security retirement benefits and feasibility of consolidating various systems into single retirement plan for all public employees in state.



EMPLOYEE NEWS LETTER



Volume 11, Number 3

April 8, 1983

FOUR-DAY WORK WEEK

Effective April 14, 1983, all field maintenance personnel, shop crews and storeroom 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 & Research Division geotechnical field crews and Surveys Division survey parties.

On those weeks containing a holiday, the work schedule will revert to an 8-hour, 5-day 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 an 8-hour, 5-day week to allow the station to be kept open all week. Each crew should have one man report early enough to service all equipment for the days work so that the crews can go immediately to their assignments. This man's schedule should be such that he is not on overtime for this assignment.

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

PAYROLL 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) or for Thurston Fire and Casualty Auto Insurance ("Auto Ins." on the deduction card) for the pay period ending 3-30-83. This is the paycheck received today. 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.

LEGISLATION AFFECTS

RETIREMENT BENEFITS

The Retirement System's Board of Trustees, in cooperation with the Highway and Transportation Department,

successfully sponsored the following legislation that affected retirement benefits:

I. Option "B":

A retired member who selected Option "B" at date of retirement, may change to a Straight Life annuity if the marriage is dissolved by death or divorce. This requires that the retiree notify the Retirement System of the desire to change the benefit option, and submit a copy of the death certificate of the spouse, or a copy of the divorce decree.

II. Increase in benefits:

Effective July 1, 1983 benefits will be increased for everyone who retired prior to July 1, 1982. The rate will be in addition to the annual 3% cost-of-living increase and will be from 1% to 10%. For each year retired from fiscal year 1982 to 1973, the rate will increase by 1% (1982 = 1%, 1981 = 2%, 1980 = 3%, etc., 1973 and earlier 10%).

This increase will be added to the retiree's "base annuity" so that in future years (1984 and thereafter) the "cost-of-living" adjustment (3%), if applicable, will be applied to this increased base annuity.

We were also instrumental in keeping the total exemption of retirement benefits from the Arkansas income tax.

BARNETT PROMOTED TO DISTRICT ENGINEER

Effective April 14, 1983, Mr. Joe Barnett, Assistant State Maintenance Engineer, is being promoted to District 10 Engineer in Paragould to replace Norman Pumphrey who was promoted to State Construction Engineer. Barnett is a graduate civil engineer from the University of Arkansas and is a registered professional engineer. He has served in the capacity of Resident Engineer; Assistant District 2 Engineer at Pine Bluff; and Assistant State Construction Engineer. He is a native of Valley Springs and prior to graduation from college he worked in District 9 during the summer.



EMPLOYEE NEWS LETTER



Volume 11, Number 4

May 5, 1983

PERSONNEL CHANGES

Effective April 28, Roger Almond, Assistant District Six Engineer, Little Rock, assumed the duties and responsibilities of Assistant State Maintenance Engineer replacing Joe Barnett who was recently promoted to District Ten Engineer at Paragould. Almond is a civil engineering graduate of the University of Arkansas and a registered professional engineer. He has served as Transportation Planning Engineer, Section Head of Program Planning, and Assistant Division Head of the Planning Division.

The Programming and Scheduling Section has been transferred to and combined with the Federal Aid and Contracts Division to form a new Division of Programs and Contracts. This provides for close coordination of federal aid submissions, programming, scheduling, and contract administration. Hubert Holland is the Division Head of Programs and Contracts. He has been head of the Federal Aid and Contracts Division.

Steve Teague, who was head of Programming and Scheduling, was promoted to Assistant Division Head of Programs and Contracts. Teague began his career with the Department in 1971 and entered the Department's engineering orientation program. He selected the Planning Division as his area of duty and worked in the various functions of that division, including Section Head of Program Planning and Section Head of the Research Section. He is a graduate civil engineer from the University of Arkansas and a registered professional engineer.

RETIREMENT BOARD APPOINTEE

The Retirement Board has appointed Mr. Brooks Nichols, Assistant Chief Engineer for Design, to complete the remainder of the term of Mr. J.E. Lowder, who has retired.

AUTOMOBILE INSURANCE

Automobile insurance (including non-owned vehicle coverage) is available to Highway and Transportation Department employees on a bi-weekly payroll deduction basis. The program is serviced by the Southern Group Casualty Insurance Agency and underwritten by Thurston Fire and Casualty Insurance Company.

Brochures with information on the plan are being made available to each Division and District office. The brochure has a section that can be filled in, detached, stamped, and sent in for a quotation of premiums. This is only a quote of premium and there is no obligation to take the coverage.

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

DO YOU KNOW WHERE THESE PEOPLE ARE?

The people listed below are former AHTD employees who possibly have a cash refund due them for premiums paid on a permanent life insurance policy they had through the Department. Anyone who knows how to contact any of these persons should either contact the Group Insurance office or inform the person to call or write. The address is AHTD, Group Insurance, P.O. Box 2261, Little Rock, Arkansas 72203. The telephone number is 569-2420.

The former employee's names and last known addresses are:

Jack C. King
4222 Chloe Drive
West Memphis, Arkansas 72301

Jimmy L. Phillips
Route 3
Cabot, Arkansas 72023

Leslie Tannahill
Route 9, Box 33D
Hot Springs, Arkansas 71901



EMPLOYEE NEWS LETTER



Volume 11, Number 5

June 30, 1983

JULY 4th HOLIDAY

Monday, July 4th, will be a holiday for Highway and Transportation Department employees in observance of Independence Day. All work will be suspended except in cases of emergency.

MAGAZINE DEADLINE

The copy deadline for the Fall 1983 Issue of the Arkansas Highways Magazine is Monday, August 1. All high school and college graduates will be included in this issue. If you have any news to be inserted in this issue, please send it to your District or Division reporter before the deadline.

NICHOLS ELECTED BOARD MEMBER

Mr. Brooks O. Nichols, Assistant Chief Engineer for Design, was elected by the membership of the Arkansas State Highway Employees Retirement System as employee member of the Board of Trustees for the two-year term July 1, 1983 through June 30, 1985.

INSURANCE UPDATE

Premium Increase:

The State Employees Insurance Advisory Committee has received approval from the Legislative Council to implement a rate increase effective July 1, 1983. The increase affects both the AHTD matching and the employee's contribution.

The Highway Department matching portion for each employee will be increased from \$41.00 to \$48.00 a month.

The employee's cost for life insurance will not increase. The health rates will increase. With over 12,000 different possible combinations of active employees health, life and dependent life coverage available, the total rate is not shown, only the amount your premium will increase per pay period for your type coverage. This increase will be effective the pay check received July 14, 1983.

	Plan I Emp. under 65 increase	Plan I Emp. over 65 or on Medicare increase	Plan II Emp. under 65 increase	Plan II Emp. over 65 or on Medicare increase
Emp. Only	3.13	.54	—	.54
Emp. & Spouse	5.24	3.53	—	—
Emp. & Ch.	4.22	2.02	—	—
Emp., Sp., & Ch.	5.38	3.60	.07	.07
Emp., Sp. on Medicare	4.20	2.00	—	2.00
Emp., Sp., Medi- Care, Ch.	4.26	2.30	.07	2.30

Benefit Changes:

The State Employees Insurance Advisory Committee has approved some revisions in the Plan Agreement which determines benefits for all covered State employees. These changes will be effective July 1, 1983.

1. The lifetime maximum under Plan I has been increased from \$250,000 to \$500,000 per insured person.
2. Tubal Ligations - when Medically Necessary for the person on whom the procedure was performed - are payable up to 50% of the Usual, Customary and Reasonable charge.
3. Routine nursery charges for newborns will now be considered a covered charge if some type of dependent coverage is in effect.
4. When an employee and spouse are both employed by the State and each carries an individual policy, coverage will

automatically be effective for a newborn child. However, one of the employees would be required to apply for children coverage within 90 days after the birth in order to keep coverage continuous.

5. Coverage for Mental Illness and Functional Nervous Disorders will change for both Plans. Under Plan I, all covered charges, whether in-patient or out-patient will be payable at 80% but not to exceed \$4,000 in benefits per calendar year. Plan II provides coverage for in-hospital expenses only.
6. The \$300 supplemental accident benefit for Plan I will no longer apply to the deductible. Also, on both plans, charges must be incurred within 60 days of the accident to be eligible for the supplemental benefit. After the 60-day period, charges will be paid under the normal benefits of the Plan.
7. Fees for private duty nursing services and/or licensed out-patient nursing services are limited to a maximum payment of up to 60% of the Usual, Customary, and Reasonable Charge.
8. Dental coverage for accidents is limited to accidents caused by forces external to the mouth.
9. Payment for ambulance charges are limited to two ambulance moves per covered accident or sickness.
10. Items that are excluded specifically effective July 1, 1983 are:
 - a. Fertility devices, fertility drugs and artificial insemination.
 - b. Obesity or weight control programs and surgery to correct obesity.
11. Persons retiring from State government must select the insurance coverage they want within 30 days after retirement. As of July 1, retirees are prohibited from adding additional coverage after that time except for newly acquired dependents.

NOTE: Final decisions on coverage are made by the State Employees Insurance Advisory Committee and NOT by the Claims Administrator.

Insurance Booklets:

New Insurance Booklets with detailed explanations of Plan I, Plan II, employee life, dependent life, and deferred compensation will be available before August 1983.

Claims Administrator:

Insurnational Inc. has been selected to replace Arkansas Diversified Services, Inc. as the claims administrator of our Health Insurance Plan. The Plan is self-insured, which means the contributions made by the employees and State agencies are used to pay our claims and to hire a claims administrator to make these payments.

Claims filed July 1, 1983 and after (even if for charges incurred before July 1) should be sent to the new claims administrator. The new address is:

Insurnational, Inc.
Suite 645, Plaza West Building
McKinley and Lee Streets
Little Rock, Arkansas 72205

Little Rock Telephone Number
666-7396

Toll Free Wats Line
1-800-632-6244

The change in administrators will not change any deductibles already satisfied or any claims filed or to be filed. New claim forms will soon be available.

NEW PAY RAISES

Each employee in the Department has recently been granted a salary increase effective June 23rd in accordance with Act 459 of 1983. You were granted either an increase of 5% or \$1200.00 whichever was less; or not less than \$400.00 per year. This provision was a part of the law and pertained to all employees in State Government including those on the State Pay Plan. This Department has been allowed by that law to develop a pay plan because of the many problems we have had in the past with being unable to give pay increases to many of our long time employees.

The Highway Commission has fully supported the development of this new plan for the benefit of AHTD employees and deserves our appreciation for that support.

Our new pay plan will provide that employees not be penalized by being unable to get a normal salary increase because of having many years of service with the Department. We hope that each of you will take the opportunity also to thank your Senator or Representative for allowing the Department to utilize this new pay plan. A copy of the pay chart

for July 1983 through June 1984 is printed as part of this newsletter.

Many of our employees will find that they are not on a specific step. This should not be disturbing and occurred because of the 5% limitation placed upon your salary increase. Over a period of time we will be able to achieve our goal of all employees being on step, but in the meantime, each of you will be able to be given whatever salary increases are allowed by law. As a result of the new pay plan being 20 grades rather than 26, every employee in the Department has a lesser grade level, but every employee in the Department in their new grade has a higher maximum salary level than they had in their previous grade for the same title.

In every respect we feel that the new pay plan is superior to the old and we urge each employee to make every effort to understand the plan and feel that with full knowledge each employee will be able to fully support the new pay plan and its many beneficial provisions.

AHTD
SALARY SCHEDULE

Eff. 6-23-83

SALARY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
I		268.00	282.00	296.00	318.00	342.00	364.00	388.00
		6968.00	7332.00	7696.00	8268.00	8892.00	9464.00	10088.00
II	268.00	281.00	301.00	322.00	345.00	370.00	394.00	419.00
	6968.00	7306.00	7826.00	8372.00	8970.00	9620.00	10244.00	10894.00
III	295.00	312.00	334.00	357.00	382.00	409.00	434.00	461.00
	7670.00	8112.00	8684.00	9282.00	9932.00	10634.00	11284.00	11986.00
IV	327.00	346.00	369.00	394.00	421.00	450.00	477.00	505.00
	8502.00	8996.00	9594.00	10244.00	10946.00	11700.00	12402.00	13130.00
V	362.00	383.00	408.00	435.00	464.00	495.00	523.00	553.00
	9412.00	9958.00	10608.00	11310.00	12064.00	12870.00	13598.00	14378.00
VI	398.00	421.00	448.00	477.00	508.00	541.00	571.00	603.00
	10348.00	10946.00	11648.00	12402.00	13208.00	14066.00	14846.00	15678.00
VII	438.00	464.00	493.00	524.00	557.00	591.00	623.00	657.00
	11388.00	12064.00	12818.00	13624.00	14482.00	15366.00	16198.00	17082.00
VIII	481.00	510.00	541.00	574.00	608.00	644.00	678.00	713.00
	12506.00	13260.00	14066.00	14924.00	15808.00	16744.00	17628.00	18538.00
IX	527.00	559.00	592.00	626.00	662.00	700.00	735.00	771.00
	13702.00	14534.00	15392.00	16276.00	17212.00	18200.00	19110.00	20046.00
X	574.00	609.00	643.00	679.00	717.00	758.00	794.00	833.00
	14924.00	15834.00	16718.00	17654.00	18642.00	19708.00	20644.00	21658.00
XI	628.00	666.00	702.00	739.00	779.00	821.00	858.00	898.00
	16328.00	17316.00	18252.00	19214.00	20254.00	21346.00	22308.00	23348.00
XII	681.00	722.00	759.00	798.00	840.00	884.00	923.00	964.00
	17706.00	18772.00	19734.00	20748.00	21840.00	22984.00	23998.00	25064.00
XIII	738.00	783.00	822.00	863.00	906.00	951.00	991.00	1032.00
	19188.00	20358.00	21372.00	22438.00	23556.00	24726.00	25766.00	26832.00
XIV	798.00	846.00	887.00	929.00	973.00	1020.00	1060.00	1103.00
	20748.00	21996.00	23062.00	24154.00	25298.00	26520.00	27560.00	28678.00
XV	859.00	911.00	953.00	997.00	1043.00	1091.00	1133.00	1176.00
	22334.00	23686.00	24778.00	25922.00	27118.00	28366.00	29458.00	30576.00
XVI	924.00	980.00	1023.00	1068.00	1115.00	1164.00	1206.00	1249.00
	24024.00	25480.00	26598.00	27768.00	28990.00	30264.00	31356.00	32474.00
XVII	991.00	1050.00	1094.00	1140.00	1188.00	1238.00	1280.00	1324.00
	25766.00	27300.00	28444.00	29640.00	30888.00	32188.00	33280.00	34424.00
XVIII	1060.00	1124.00	1169.00	1215.00	1264.00	1315.00	1357.00	1400.00
	27560.00	29224.00	30394.00	31590.00	32864.00	34190.00	35282.00	36400.00
XIX	1108.00	1175.00	1219.00	1266.00	1314.00	1364.00	1405.00	1447.00
	28808.00	30550.00	31694.00	32916.00	34164.00	35464.00	36530.00	37622.00
XX	1148.00	1217.00	1261.00	1306.00	1353.00	1402.00	1441.00	1481.00
	29848.00	31642.00	32786.00	33956.00	35178.00	36452.00	37466.00	38506.00



EMPLOYEE NEWS LETTER



Volume 11, Number 6

September 22, 1983

PERSONNEL CHANGES

Effective September 1, Ray Woodruff, Assistant District Engineer, District 2, Pine Bluff, was promoted to District Engineer, District 1, at Wynne to replace Bill Mulhollen who was transferred to the Construction Division in the Little Rock office. Woodruff graduated from Brinkley High School in May, 1970. He attended Arkansas Tech at Russellville for two years and graduated from the University of Arkansas with a Bachelor of Science degree in Civil Engineering in May, 1975. He is a registered professional engineer.

Effective September 29, Bobby Joe Cornish, Resident Engineer in District 6, is being promoted to Assistant District 2 Engineer, replacing Ray Woodruff. Cornish is a graduate civil engineer from the University of Arkansas at Fayetteville and is a registered professional engineer. He began his career with the Department in June, 1970, and entered the Department's orientation program. Upon completion of the orientation program he chose the Resident Engineer's office in Little Rock as his permanent area of duty. He has served in the capacity of Assistant Resident Engineer, and since 1973, has served as Resident Engineer in District 6, Little Rock.

"PULASKI COUNTY HEALTH FAIR"

The second annual "Pulaski County Health Fair" will be held on Saturday, October 8, from 8:00 a.m. to 3:00 p.m. to provide free medical screenings for adults residing in Pulaski County. Sponsored by the American Red Cross, the University of Arkansas for Medical Sciences and KARK-Newscenter 4, the health fair will be conducted in the UAMS Ambulatory Care Center located on Elm Street at the medical center campus.

Free screenings will be provided adults (16 years of age and older) in the following areas: height and weight, blood pressure, glaucoma, foot ailments, anemia, hearing, dental and diabetes. Free medication review and nutritional counseling will also be offered.

All health screening will be conducted by qualified medical personnel who will be assisted by volunteers from the Red Cross, UAMS and KARK. Health exhibits and literature in areas related to those being screened will also be on display.

Free transportation to and from the health fair will be provided, if needed; special buses will be leaving and returning to pick-up points across the county at scheduled times. For those driving to the health fair, free parking will be available immediately adjacent to the Ambulatory Care Center.

For additional information, contact the American Red Cross at 666-0351.

C.P.R. CLASSES

Two basic C.P.R. (Cardio-Pulmonary Resuscitation) classes will be conducted at the Sign Shop Complex on October 4-5 and October 11-12, 8:30 a.m. to 4:00 p.m.

The two-day course will provide effective training in one-person and two-person CPR, obstructed airways clearance and infant resuscitation.

Acceptance will be on a first come/first serve basis because the number of participants per class is limited. You will be notified when additional classes are scheduled.

Any employee wishing to attend should contact Jean Scarlett at 569-2454 by September 27.

The American Red Cross will be offering a C.P.R. Course this Saturday, September 24, at the Arkansas Building, State Fairgrounds. If you are interested in registering for this class, contact the Red Cross at 666-0353.

END OF FOUR-DAY WORK WEEK

The four-day, 10-hour day, work week will end September 28, 1983, which is the last pay period in September.

The pay day will return to Fridays beginning with the amount due on October 7, 1983.

ARKANSAS STATE HIGHWAY
EMPLOYEES RETIREMENT SYSTEM
JUNE 30, 1983

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>1982</u>	<u>1983</u>	<u>INCREASE</u>
NUMBER OF ACTIVE MEMBERS	3,873	3,870	(3)
NUMBER OF RETIRED MEMBERS	1,300	1,336	36
ANNUITIES	\$ 4,348,309	\$ 4,778,475	\$ 430,166
INVESTMENTS	92,241,016	111,341,710	19,100,694
INTEREST FROM INVESTMENTS	7,779,240	9,607,522	1,828,282
YIELD TO COST	9.28%	8.74%	(0.54%)
YIELD TO MARKET	12.22%	9.33%	(2.89%)

AS SHOWN ABOVE, YOUR RETIREMENT SYSTEM HAS INVESTMENTS IN INTEREST-BEARING
SECURITIES OF \$111,341,710 FROM WHICH WE RECEIVED EARNINGS OF \$9,607,522.
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:			43.65%
UTILITIES	7.79%	\$37,778,991	
TRANSPORTATION	8.19	3,337,868	
INDUSTRIAL	8.08	1,295,543	
PETROLEUM	8.85	297,929	
FINANCE	9.09	5,290,202	
DRUGS, MEDICAL AND CHEMICAL	3.46	299,314	
FOOD OPERATIONS	8.72	296,470	
F.H.A. INSURED NOTES	8.75	156,733	.14
SAVINGS AND LOAN ASSOCIATIONS	8.84	460,000	.41
CAPITAL NOTES-BANKS	9.41	767,500	.69
U.S. GOVERNMENT AGENCIES	12.60	38,645,393	34.71
COMMON STOCK-GROWTH	3.75		20.40
BANKS AND FINANCE		1,222,144	
DRUGS, MEDICAL AND CHEMICAL		3,687,984	
ELECTRICAL EQUIPMENT		1,987,982	
FOOD AND BEVERAGES		2,216,960	
INSURANCE		649,106	
MACHINERY, BUILDING MATERIALS AND TIMBER		2,941,039	
OIL		1,967,423	
OFFICE EQUIPMENT AND PHOTOGRAPHIC		3,179,865	
PUBLIC UTILITIES AND RETAIL TRADE		3,951,293	
TECHNOLOGICAL/MISCELLANEOUS		911,971	

OVERALL, THE ASSETS OF THE RETIREMENT SYSTEM INCREASED FROM \$96,050,148 TO
\$114,372,310, A GAIN OF \$18,322,162.


M. S. SMITH III, CHAIRMAN



EMPLOYEE NEWS LETTER



Volume 11, Number 7

November 4, 1983

VETERAN'S DAY

In accordance with Highway Commission Minute Order 75-156, Friday, November 11, 1983 will be a holiday for Highway Department employees, in observance of Veteran's Day.

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

GROUP LIFE INSURANCE

If you have additional term life insurance with the North American Life Insurance Company and your age as of November 1, 1983 places you in a higher age bracket as shown on the chart below, your premium will increase on this check.

<u>Age Classes</u>	<u>Cost per \$1000 per month</u>
Under 25	\$.18
25-29	.20
30-34	.22
35-49	.30
50-64	.90
65 and over	2.00

If there are any questions concerning the life insurance changes, contact Diann Gwatney or Kay Hoggard at 569-2420.

FEDERAL HIGHWAY ADMINISTRATION HIGHWAY TRANSPORTATION FELLOWSHIP AND SCHOLARSHIP PROGRAMS Academic Year 1984-85

Applications are available in the Personnel Office for the FHWA Fellowship and Scholarship Programs for the 1984-85 academic years.

This year, the highway safety program is announced as a separate program with up to \$12,000 for full-time study and up to \$5,000 for part-time study. The other fellowship and scholarship programs are essentially the same as last year. The FHWA Highway Transportation Fellowship Program will award approximately 40 fellowships - up to \$7,000. The Technology Scholarship Program will award approximately 60 scholarships - up to \$5,000.

Eligibility for the Safety Fellowship Program is limited to full-time permanent employees of State and local highway/transportation agencies, FHWA, State highway safety agencies

of United States territorial governments. Faculty members presently involved in teaching highway safety and traffic engineering or who by virtue of their positions are involved in State and local safety programs are eligible.

Awards made under this program are intended for graduate study in the engineering and management facets of highway safety that concern the roadway environment rather than those concerned primarily with driver and vehicle aspects. Some of the typical courses that would be acceptable as part of a highway safety study program are: Traffic Engineering; Highway Capacity and Traffic Flow Theory; Highway Traffic Safety; Highway and Traffic Engineering; Geometric Design; and Signal Systems. Historically, experienced employees of State or local highway/transportation agencies or State highway safety agencies holding responsible positions in highway safety have competed successfully for full-time and part-time fellowships.

Eligibility for the Fellowship and Scholarship programs is limited to full-time permanent employees of State and local highway/transportation agencies, State highway safety agencies, Indian tribal highway divisions or agencies, and highway agencies of United States territorial governments. Full-time permanent employees of the FHWA are eligible only for the part-time Highway Technology Scholarship Program. The study programs to be pursued under these programs must be focused on the Highway transportation mode rather than on rail, air or water.

The awards made under the Fellowship Program are intended for graduate study in any discipline needed by a highway agency to accomplish its Federal-Aid highway mission.

The FHWA Highway Technology Scholarship Program awards are intended for undergraduate study in any discipline needed by a highway agency to accomplish its Federal-Aid highway mission.

It is important that the candidate have a written endorsement from the Highway Department. This statement may be submitted to the FHWA along with the candidate's application.

Applications should be submitted to Federal Highway Administration in Little Rock or the Personnel Office by December 31, 1983, so that final reviewing of the application can be made before the deadline date of January 15, 1984.

Those interested employees should contact the Personnel Office or Mr. W.K. Perry, 378-5625, at the Federal Highway Administration in Little Rock.

UNITED WAY CAMPAIGN

The United Way Campaign has been extended until November 18. Over the past few years, the Highway Department's participation in the campaign has dropped off. For example, in 1972 over \$3,000 was contributed by Highway and Transportation Department employees. In 1982, only \$1,010 was contributed.

The United Way agencies, supported by your contributions, are working day-in and day-out to meet the human service needs of the local community. Last year one of the United Way agencies in Pulaski County was called on to assist a Highway and Transportation Department employee's family and the services they provided were invaluable.

If each employee gave just one dollar, nearly \$4,000 would be contributed by the Highway and Transportation Department. Many of you have already sent in your contributions and it is certainly appreciated. Others wishing to contribute should send your contributions to the Public Affairs Office, Room 1002, P.O. Box 2261, Little Rock, Arkansas 72203.





EMPLOYEE NEWS LETTER



Volume 11, Number 8

December 16, 1983

CHRISTMAS AND NEW YEAR HOLIDAYS

The Arkansas Highway Commission has declared December 23 and 26, 1983 and January 2, 1984 holidays for Highway and Transportation Department employees. All work will be suspended except in case of emergency.

This will provide a four-day weekend and a three-day weekend for employees to celebrate with families and friends. The Commission wishes you and your family a safe and enjoyable holiday season.

Due to the Christmas holidays, every effort will be made to have the last pay warrants available for distribution on December 30, 1983.

SOCIAL SECURITY TAX

The Social Security tax rate of 6.7% will remain the same for 1984. The maximum salary that is subject to Social Security will increase from \$35,700 to \$37,800. Those who earn the maximum will pay \$2,532.60 or \$140.70 more than they paid in 1983.

CAPITOL CREDIT UNION

The Capitol Credit Union will be closed for the holidays and year-end book closings from 12:00 Noon December 22 until 9:00 a.m. on January 3, 1984.

UNITED WAY

Highway and Transportation Department employees contributed \$2,645 to the 1983 United Way Campaign. This was a 161% increase over the 1982 contributions.

Reports of contributions were received from all ten districts as well as the Central Office. This increase in contributions shows that Department employees are willing to do their share in helping the various United Way agencies throughout the state.



Merry Christmas