



EMPLOYEE NEWS LETTER



Volume 12, Number 1

January 13, 1984

GROUP HEALTH INSURANCE CLAIMS

Insurance health claims will not be considered for payment if submitted beyond one year after the calendar year in which they were incurred. This means that expenses incurred during 1983 will not be paid unless filed before December 31, 1984.

Claims should be filed with:

Insurnational Incorporated
Arkansas State Employees Claims Office
645 Plaza West Building
Little Rock, Arkansas 72205

If you have any doubts as to whether or not certain expenses are covered, you should submit them and let Insurnational make the determination for you. Remember, many out-patient expenses, including prescription drugs, are covered under Plan I and should be submitted for consideration.

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

EMPLOYEE BENEFITS EXPLAINED

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

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

The coverage, deductions and totals are for calendar year 1983. The boxed-in area at the bottom of the printout shows how often the deductions are made and refers to the different booklets that have more detailed information.

HOLIDAYS

By authority of Act 833 of 1983, January 15, 1984 is a legal holiday, in honor of Dr. Martin Luther King, Jr.'s birthday (to be observed on January 16, 1984) and January 19, 1984, is a legal holiday, in honor of Robert E. Lee's birthday.

State employees may elect any two (2) of the following as holidays: Dr. Martin Luther King Jr.'s birthday, Robert E. Lee's birthday, and the employee's birthday, provided that all offices remain open on all three dates.

MAGAZINE DEADLINE

All articles and pictures for the Spring 1984 issue of "Arkansas Highways" must be received in the Public Affairs Office by Wednesday, February 1, 1984.

JOHN BAILEY HIRED AS ASSISTANT CHIEF OF HIGHWAY POLICE

John Bailey, 36, of Bryant, assumed the duties of Assistant Chief of the Arkansas Highway Police, December 27, 1983.

Bailey has 13 years experience in law enforcement with the Arkansas State Police and was the assistant troop commander of Troop "A" in Little Rock before joining the Highway Police.

Bailey is a graduate of Mabelvale High School and obtained a bachelor's degree in marketing and advertising from the University of Arkansas at Little Rock in 1973. He is married to the former Sharon Paxon of Lubbock, Texas. They have three children; Matthew, 11, Anna Marie, 7, and Sarah Beth, 15 months.

EXTRA INCOME STATEMENT

Act 849 of 1977 requires all persons employed by state agencies and institutions of higher learning to file an Extra Income Statement ONLY IF they receive income in excess of \$500 during a calendar year, which is OVER AND ABOVE their regular salary, for professional or consultant services rendered to another public agency.

All Extra Income Statements are due on or before January 31, 1984, and should cover the preceding calendar year.

If you need additional information or forms, please contact the Secretary of State's office at 371-5070 or 1-800-482-1127.

W-2 FORMS

Received with your paycheck today is your W-2 form used for filing your Federal and State income taxes. If there are any questions or errors in your W-2 form, please contact Judy Prewitt, in the Fiscal Service Division at 569-2411.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 2

JANUARY 27, 1984

LIFE INSURANCE CERTIFICATES

Issued with the payroll checks is a label certificate which indicates your current life insurance coverage as of November 1, 1983, with the State Employees Group Insurance Plan through Boston Mutual Life Insurance Company. This label should be attached to the backside of the front cover of your State Employees Insurance Plan Booklet that was given to you several months ago. The Booklet should be kept in a safe place to verify your coverage.

A new label will be issued each time you make a change in your life insurance coverage. A new label will be sent soon for those who changed life insurance since November 1, 1983.

NEW SICK LEAVE POLICY

Sick leave is provided to all employees in the Department at a rate of one day per month beginning with your first month of employment. In addition to personal illness, sick leave has been liberally interpreted so that employees may utilize it for doctor and dental appointments as well as attending to the needs of their immediate family in sickness or death.

Sick leave accumulation can provide significant financial security in cases of prolonged illness or times of extended hospitalization. In contrast to vacation time, sick leave is not a reward for a job well done but a time allowance designed to keep the employee in good health and minimize financial risk if illness occurs.

Within any organization, there are those employees who abuse the policies and do so at the expense of their co-workers. When several members of a crew are absent without notice, team work within that crew is destroyed. The productivity is greatly reduced by placing an additional work burden on the remaining crew members. Unannounced absences at the supervisory level also have a detrimental effect on production.

In this time of budgetary restraints, it is extremely important that the Department make every effort toward improving the efficiency and productivity of our organiza-

tion. Eliminating the abuse of sick leave will greatly improve our productivity and distribute the Department's workload as intended.

Effective January 1, 1984, each supervisor will be responsible for monitoring the sick leave taken by those employees under their immediate supervision. At the time of annual employee evaluation, the supervisor will review the employee's attendance record. The supervisor will enter the number of sick leave days taken by the employee on the evaluation form. If the sick leave is three days or less, no entry is required by the supervisor. If the accumulated sick leave total is six or more days, the employee must satisfy the supervisor that the sick leave was justified. The sick leave justification will be noted on the evaluation form. If it is determined that there is flagrant abuse of the sick leave policy, then the supervisor will recommend termination of the employee.

SUSPENSION OF DRIVERS' LICENSE

The enforcement of more stringent DWI (Driving While Intoxicated) laws has, in many cases, resulted in extended suspension of drivers' license.

There are certain positions within the Department which require a valid driver's license. Should an employee have his/her license suspended, the following guidelines have been established.

If a position is available which does not require a driver's license, the Department will make an effort to accommodate the employee with a transfer. If an appropriate position is not available, the employee may be terminated.

In the event an employee is transferred or terminated, it is necessary to include on the Form 125 "due to suspension of drivers' license."

Optional and Dependent Life Insurance
On Back

OPTIONAL AND DEPENDENT LIFE INSURANCE

Effective January 1, 1984, applications may be made to add or increase optional and dependent life insurance. Each employee who is participating in the Plan is eligible to apply for any amount of optional life offered regardless of salary. Optional life is in amounts of \$5000 up to a total of \$45,000. All applications for additional life coverage must be approved by Boston Mutual Life Insurance Company.

The amount of dependent life an employee is eligible to apply for is determined by the total amount of life insurance carried by the employee. An employee cannot carry an amount of dependent life which is more than one-half of his total life insurance amount. Dependent life is in units of \$2000 (one unit) up to a maximum of \$20,000 (ten units). The cost per unit is \$1.10 per month per unit. A unit covers all eligible dependents. (even though they may not be covered by the health insurance) for the same amount of coverage for the same amount of money.

To make application, an application card must be completed indicating the coverage desired. A Boston Mutual health questionnaire must be completed for each member of the family to be insured. Information on Life Insurance is in your Insurance Booklet.

<u>Amount</u>	<u>Optional Life Rates</u>			
	Age Class			
	1	2	3	4
	<u>up to 35</u>	<u>36-50</u>	<u>51-64</u>	<u>65-69</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

Dependent Life rates are \$.55 per unit per pay period. One unit of dependent life consists of: Spouse, \$2,000; Each child by attained age as defined in the Plan Booklet definition of Dependent, 14 days but less than 6 months, \$1,000; 6 months but less than 27 years, \$2,000.

Plan I Health Insurance Rates:

<u>Emp. Only</u>	<u>Emp./Sp.</u>	<u>Emp./Ch.</u>	<u>Emp./Sp./Ch.</u>	<u>Emp./Sp. on Medicare</u>	<u>Emp./Sp. on Medicare/Ch.</u>
11.82	36.40	23.76	36.54	23.59	23.65

Plan II Health Insurance Rates:

<u>Emp. Only</u>	<u>Emp./Sp.</u>	<u>Emp./Ch.</u>	<u>Emp./Sp./Ch.</u>	<u>Emp./Sp. on Medicare</u>	<u>Emp./Sp. on Medicare/Ch.</u>
4.63	16.53	10.23	16.60	15.33	15.40



EMPLOYEE NEWS LETTER



VOLUME 2, NUMBER 3

MARCH 9, 1984

Group and Life Insurance Deductions

There will be no deductions for State Employees Group Insurance ("Group" on the deduction card), 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 2-29-84. This is for 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 next paycheck.

Inter-Agency Training Program

The Highway Department has been working with other state agencies to establish an Inter-Agency Training Program. Prior to Governor Clinton's approval on December 14, 1983, the Advisory Council conducted a survey of employee training needs. As a result, a variety of training programs are now available. (See enclosed calendar schedule). The Inter-Agency Training Program is designed to help employees improve job performance, enhance skills and gain personal satisfaction.

The following general information is provided to answer some the questions you may have re-

garding the program.

1. Registration fees are not applicable to Highway Employees at this time. The transaction of fees will be handled by the Personnel Office through the IATP credit system.
2. Travel expenses are reimbursable by expense account; however, the supervisor's approval on the enrollment form is necessary for this authorization.
3. Enrollment forms are available in Division and District offices or by contacting Jean Scarlett, this agency's training liaison, in the Personnel Office. All forms must be signed by the immediate supervisor to IATP Coordinator. Participation is limited in every class and acceptance will be on a first come/first serve basis. You will be notified of the time and location of each program when your enrollment form has been processed and accepted.
4. Certificates and Continuing Education Units (CEU's) are awarded to participants successfully completing Inter-Agency Programs. The training liaison will forward these documents to your supervisor, and copies will be placed in the participants personnel files.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 4

MARCH 23, 1984

The General Education Development Program (GED), established through the Arkansas Department of Education, can award High School Equivalency Certificates to adults who have been unable to complete their high school education.

The Highway and Transportation Department will provide every available assistance to any employee interested in obtaining a GED Certificate.

No formal preparation is required, however, to be adequately prepared you may:

Purchase commercial GED study guide and workbooks through local bookstores.

Enroll in a GED preparation class. (Information may be obtained from the official GED Testing Centers or the Adult Education Center in your area).

Take a GED "practice" test available through the Adult Education or GED Testing Centers.

The GED test includes five tests, each measuring a number of major skills considered to be equivalent to a high school education. The five test areas are:

1. Writing – skills identifying errors in spelling, capitalization, punctuation and grammar.
2. Social Studies – U.S. History, geography, economics, political and behavioral sciences.
3. Science – Questions drawn from the areas of biology, earth science, chemistry and physics.
4. Reading Skills – Questions requiring you to demonstrate an understanding of what is read from newspapers, magazines, literature, poetry and drama.
5. Mathematics – Questions cover arithmetic, algebra and geometry.

The GED Certificate can provide personal satisfaction as well as increasing opportunities for advancement.

Any employee interested in obtaining additional information can contact the Arkansas Department of Education in Little Rock at 371-1869, or by calling Jean Scarlett in the AHTD Personnel Office. Brochures are available and all inquiries will be confidential.

Henry Gray
Director of Highways and Transportation



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 5

APRIL 6, 1984

PETITION DRIVE TO PROVIDE FOUR-YEAR TERMS UNDERWAY

The Committee 4 Arkansas is providing the opportunity for each Highway and Transportation Department employee to sign a petition to place the proposed Amendment 64 on the general election ballot this year. This proposed amendment would give Arkansas' constitutional officers a four-year term, instead of the two-year term they now serve.

Literature explaining the proposed amendment will be available in the next few days and petitions will be circulated in each county for employees to sign if they wish.

AUTOMOBILE INSURANCE

In error, several AHTD employees received cancellation notices of automobile insurance from Thurston Fire and Casualty, our automobile insurance carrier. We have been assured that the coverage is not cancelled and these employees will be receiving a reinstatement notice within the next several days.

FOUR-DAY WORK WEEK

Effective April 12, all field 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.

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

CENTRAL OFFICE EMPLOYEES' ADVISORY COMMITTEE

The following employees have been appointed to the Central Office Employees' Advisory Committee: Roosevelt Morton, EEO and Lee Gibbons, Traffic. The Central Office Committee shall appoint a Chairperson to represent the Central Office on the Statewide Committee.

PERSONNEL CHANGES

Effective March 15, Calvin Peevy, was promoted to State Maintenance Engineer replacing Bert Rownd who recently retired. Calvin is a graduate civil engineer from the University of Arkansas and has been with the Department approximately 25 years.

Also on March 15, Michael Shaw was promoted to Assistant Division Head of the Computer Services Division. Prior to his promotion, Mike was Computer Services Coordinator.

Effective March 29, Gary Ashley, Senior Bridge Design Engineer, was promoted to State Bridge Design Engineer. Gary replaced Jim Matthews who recently retired. He is a graduate civil engineer from the University of Arkansas and has been with the Department 15 years.

Also on March 29, Roger Almond, was promoted to Division Head of the Materials and Research Division replacing Calvin Peevy. Roger is a civil engineering graduate of the University of Arkansas and a registered professional engineer.

The following transfers of personnel were made to more fully utilize expertise in certain areas and to provide additional training for employee development:

Jim Gee was transferred from the Construction Division to the position of Assistant State Maintenance Engineer replacing Roger Almond.

Ralph Hall was transferred from Assistant District 6 Engineer, Little Rock, to the State Construction Division to replace Jim Gee.

Jake Weston, Assistant Division Head, State Aid Division, was transferred to Assistant District 6 Engineer, Little Rock, replacing Ralph Hall.

Wilbert Chapman, Assistant Division Head, Planning Division, was transferred to Assistant Division Head, State Aid Division, replacing Jake Weston.

Leonard Hall was transferred from Resident Engineer, District 6, Little Rock, to Staff Maintenance Engineer, State Maintenance Division, replacing Curtis Pangle who retired.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 6

MAY 17, 1984

Medicare Guideline Changes

As of January 1, 1983, a change was made in the Federal government's Medicare guidelines, affecting actively employed persons and spouses age 65-69, who have the State Employees Group Insurance.

When coordinating with Medicare, our plan has considered Medicare primary and us secondary. This means Medicare would pay their benefits first and our plan would calculate its benefits and pay on the balance of charges. This reduced the amount our plan had to pay on medicare claims and our medicare supplement premiums were less than insured not on medicare. The change in the Federal guidelines makes our plan pay first and Medicare pays second. This costs our plan more money, but the premiums did not go up for over a year. Since the coverage for active employees age 65-69 is the same as active employees under 65, it is now necessary to make the premiums the same. This will increase active insured employees age 65-69 an additional \$11.82. The increase for active employees' insured spouses age 65-69 will be an additional \$12.82. This increase will be in the paycheck received May 17.

Medicare will continue to be primary for active insureds 70 or older, all retired insureds over 65, and those on Disability Medicare.

Please understand this is due to Federal Law and beyond our control.

If you have any questions, call Diann Gwatney or Kay Hoggard at 569-2417.

Personnel Change

Effective May 10, 1984, William E. Tyler, Assistant District Engineer, District 3, Hope, is being promoted to assume the duties and responsibilities of District Engineer to replace Charles Mitchell who was transferred to Division Head, Surveys Division, in Little Rock. William attended the University of Arkansas at Fayetteville and is a registered professional engineer. He began his career with the Department as a Jr. Instrumentman in 1966. He has served in several positions in District 3, including District Maintenance Superintendent and District Maintenance Engineer. He also served as Assistant Division Head, Maintenance Division, in Little Rock. Since 1979 he has held his current position of Assistant District Engineer.

William is a native of Hope and is married to the former Darlene Braden.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 7

MAY 31, 1984

SURGERY COSTS AND SECOND OPINIONS

Even though we have an excellent insurance plan, there are some costs that have to be paid by the employee. The employee has a \$100.00 a calendar year deductible and pays 20% of the first \$4,000.00 of covered expenses in a calendar year. The plan then pays 100% of covered expenses in that calendar year. The plan does not pay for charges above what is usual, customary, and reasonable for the area in which the procedure is performed.

In case of surgery, it is important that the employee knows what procedures are to be done, the cost, and whether or not it is even necessary. This should all be done before surgery. If it is determined the surgery is necessary, the employee should contact our claims administrator, Insurnational, at 666-7396 or 1-800-632-6244 to see if the fees are in line with what is normally charged. If the charges are higher than normal, the plan will only pay on what is usual for the area in which the procedure is to be performed.

The following information is from pamphlets furnished by the American College of Surgeons.

Should You Seek Consultation (Second Opinion)?

There are no hard-and-fast rules to tell you when consultation (or second opinion) is needed, but before you agree to the operation you should discuss the following questions with your surgeon:

- * What are the indications for surgery?
- * What, if any, alternate forms of treatment are available?
- * What will be the likely result if you don't have the operation?
- * What are the risks?
- * How is the operation expected to improve your health or quality of life?
- * Are there likely to be residual effects from the operation?

If after discussing these questions with your surgeon, you feel confident that surgery is the best treatment for your condition, then you probably don't need a second opinion. If, however, you have doubts about whether the operation should be performed, or if the doctor recommending the operation is not a qualified surgeon, you may want to seek consultation. Consultation has always been a part of good medical practice and a competent physician should not be insulted if you decide to get further advice. If you do want a second opinion, here are some things to remember.

1. **Seek Qualified Advice.** A consultation is not worth much unless it is given by someone with knowledge and expertise of your condition. You should seek consultation from a surgeon who is a qualified surgical specialist. If you are unsure of a surgeon's qualifications, direct your inquiries to your family doctor, your local or State medical society, to the hospital where the surgeon practices, or to the surgical department of the nearest medical school.

2. **The Decision is Yours.** Remember, a second opinion is not necessarily better than a first opinion and, whether there is agreement or disagreement, the final decision will be yours. It's a decision that should be made with all the facts, so don't hesitate to discuss with your surgeon any questions or concerns that you have.

What Will Your Operation Cost?

When you face an operation, your health and well-being are, naturally, of major concern; but your operation will be less worrisome if you find out in advance what the costs will be. Before your operation, discuss with your surgeon his fees and those of his assistants. Many surgeons may volunteer this information; but if yours does not, don't hesitate to ask. Information about hospital rates can be obtained from your hospital's business office, and your doctor will be able to tell you how long you can expect to be hospitalized. Some surgical procedures can be performed without hospitalization; your surgeon will be able to decide if this is a possibility in your case.

In addition to surgeons' fees and the costs of hospitalization, you should also expect to be billed separately for the professional services of other individuals involved in your care, such as assisting surgeon, anesthesiologist, and consultants.

Familiarize yourself with the extent of your insurance coverage before your hospitalization so you will know what portion of the costs will be your responsibility. If your insurance will not pay all anticipated costs, and you cannot afford the difference, discuss this frankly with your surgeon to see if you can work out a solution that is mutually acceptable.

If you are still hesitant to discuss costs with your surgeon, remember—he knows it's important for you to be as relaxed and worry-free as possible when it's time for your operation. He will want to provide you with any information beforehand that will contribute to your peace of mind.

Giving Your Informed Consent

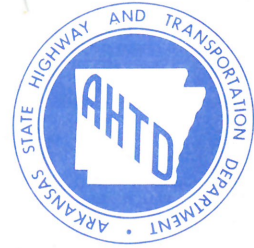
Before your operation, you will be asked to sign a statement saying that you understand the nature of the surgical procedure to be performed and that you give your permission for the operation. This may appear to be a formality, but in fact, it should be taken very seriously. Before your operation, frankly discuss with your surgeon any questions or concerns that you have. Of course, not everyone wants to know all the specific details of the surgical procedure itself, but you should seek the answers to questions such as:

- * What are the indications that have led your doctor to the decision that an operation is necessary?
- * What, if any, alternative treatments are available for your condition?
- * What will be the likely result if you don't have the operation?
- * What are the basic procedures involved in the operation?
- * What are the risks?
- * How is the operation expected to improve your health or quality of life?
- * Is hospitalization necessary and, if so, how long can you expect to be hospitalized?
- * What can you expect during your recovery period?
- * When can you expect to resume normal activities?
- * Are there likely to be residual effects from the operation?

Of course, your surgeon may volunteer much of this information. However, if you still have questions, don't hesitate to ask. Remember, the operation is being performed on you, and you should seek any information that you need to improve your understanding. Your doctor should be willing to take whatever time is necessary to assure that you are fully informed. No doctor can, or should, guarantee outcomes, since each operation is different depending upon the individual condition and response of each patient. Nonetheless, your surgeon will be able to give you a good idea of what to expect.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 8

June 14, 1984

Inter-Agency Training Programs

Enrollment forms for the Inter-Agency Training Programs are available in Division and District offices. Also available is a schedule of the programs being offered for the months of July, August and September. All forms must be signed by the immediate supervisor and forwarded to Jean Scarlett, this agency's training liaison, in the Personnel Office.

Disability Insurance

The Highway Department has authorized Colonial Life and Accident Insurance Company to present its Disability Insurance Plan to Department employees.

This plan pays benefits for accidental injury. The benefits include payments of medical fees on a schedule basis, specific loss benefits payable on or off the job, additional income on and off the job, and accidental death and dismemberment coverage. The plan is optional, payroll deducted, and available for employees, spouses and children.

Meetings will be scheduled throughout the State to explain the plan. Employees will be notified of the time and place of the meetings.

Information on this plan and any of our other insurance plans is available from the Group Insurance Office in Fiscal Services (2417 or 2420).



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 9

SEPTEMBER 6, 1984

NO INSURANCE DEDUCTIONS

There will be no deductions for State Employees Group Insurance ("Group" on the deduction card), 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 8-29-84. This is for 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 next paycheck.

CENTRAL OFFICE ADDRESS CHANGE

Due to the growth and development of Interstate 30, the City of Little Rock has changed the street address of the Central Office Headquarters Complex to 10324 Interstate 30, Little Rock 72209.

This new address should be included in shipping instructions on requisitions and purchase orders.

All mail sent through the United States Postal Service should continue to be addressed to P.O. Box 2261, Little Rock 72203.

DISABILITY INSURANCE

Because of the many requests from our employees, the Department has authorized Colonial Life Insurance Company to offer another disability plan, in addition to the one presently being offered.

The new plan has reduced benefits and a lower premium. This will allow employees to choose a plan that best fits their needs.

An outline of both plans will appear in a future newsletter.

AHTD EMPLOYEES RETIREMENT SYSTEM
ANNUAL STATEMENT
ON BACK OF THIS NEWSLETTER

ARKANSAS STATE HIGHWAY
EMPLOYEES RETIREMENT SYSTEM
JUNE 30, 1984

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>1983</u>	<u>1984</u>	<u>INCREASE</u>
NUMBER OF ACTIVE MEMBERS	3,870	3,801	(69)
NUMBER OF RETIRED MEMBERS	1,336	1,455	119
ANNUITIES	4,778,475	5,545,143	766,668
INVESTMENTS	111,341,710	128,665,650	17,323,940
INTEREST FROM INVESTMENTS	9,607,522	10,783,131	1,175,609
YIELD TO COST	8.74%	8.61%	(0.13%)
YIELD TO MARKET	9.33%	10.14%	0.81%

AS SHOWN ABOVE, YOUR RETIREMENT SYSTEM HAS INVESTMENTS IN INTEREST BEARING
SECURITIES OF \$128,665,650.00 FROM WHICH WE RECEIVED EARNINGS OF \$10,783,131.00.
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:			37.55%
UTILITIES	7.80%	\$37,084,710	
TRANSPORTATION	8.18	3,339,608	
INDUSTRIAL	8.08	1,296,219	
PETROLEUM	8.84	298,034	
FINANCE	9.60	5,692,681	
DRUGS, MEDICAL AND CHEMICAL	9.01	299,354	
FOOD OPERATIONS	8.70	297,181	
F. H. A. INSURED NOTES	9.12	149,251	.12
SAVINGS AND LOAN ASSOCIATIONS	9.54	300,000	.23
CAPITAL NOTES-BANKS	9.42	737,500	.57
U. S. GOVERNMENT AGENCIES	12.39	44,136,864	34.30
COMMON STOCK-GROWTH	4.57		27.23
BANKS AND FINANCE		2,373,959	
DRUGS, MEDICAL AND CHEMICAL		4,921,418	
ELECTRICAL EQUIPMENT		3,362,889	
FOOD AND BEVERAGES		3,451,281	
INSURANCE		1,477,256	
MACHINERY, BUILDING MATERIALS AND TIMBER		5,504,492	
OIL		1,880,083	
OFFICE EQUIPMENT AND PHOTOGRAPHIC		3,189,796	
PUBLIC UTILITIES AND RETAIL TRADE		8,082,116	
TECHNOLOGICAL/MISCELLANEOUS		790,958	

OVERALL, THE ASSETS OF THE RETIREMENT SYSTEM INCREASED FROM \$114,375,190.00 TO
\$133,173,813.00 A GAIN OF \$18,798,623.00


M. S. SMITH III, CHAIRMAN



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 10

OCTOBER 19, 1984

AGE CHANGE FOR "GROUP" OPTIONAL LIFE INSURANCE

If you have optional life insurance with the State Employee's Group Plan and your age as of October 1, 1984 places you in a higher age bracket as shown on the chart below, your premium will increase on this paycheck.

Bi-Weekly Active Employees Optional Life Rates

Amount Carried	Age up to 35	Age 36 thru 50	Age 51 thru 64	Age 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

If there are any questions concerning the life insurance changes, contact Diann Gwatney or Kay Hoggard at 569-2417.

FEDERAL HIGHWAY ADMINISTRATION HIGHWAY TRANSPORTATION FELLOWSHIP AND SCHOLARSHIP PROGRAMS

Applications are available in the Personnel Office for the FHWA Fellowship and Scholarship Programs for the 1985-86 academic years.

Again 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, and 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, 1984 so that final reviewing of the application can be made before the deadline date of January 15, 1985.

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



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 11

NOVEMBER 2, 1984

To All AHTD Employees:

You are encouraged to register and vote in all local, state, and national elections.

In an effort to encourage employees to vote, the Department makes provisions for all employees who are registered to have a reasonable amount of time on election day to go to their respective voting places.

With the permission of your supervisor, you may have time away from your job, up to two (2) hours, for the purpose of voting in all elections. This is not to be interpreted that everyone gets two (2) hours off on election day. Generally, sufficient time is available before or after normal working hours to vote.

Henry Gray
Director of Highways
and Transportation

VETERAN'S DAY HOLIDAY

Monday, November 12, 1984 will be a holiday for Highway and Transportation Department employees in observance of Veteran's Day. All work will be suspended except in cases of emergency.

HEALTH FAIR

The Third Annual Pulaski County Health Fair will take place Saturday, November 10, from 8:00 a.m. until 3:00 p.m. on the University of Arkansas for Medical Sciences Campus at its Ambulatory Care Center located at 4301 West Markham. The Health Fair will provide free health screening to adults residing in Pulaski County.

The theme of the Health Fair will be "Check Your

Wellness Factor", and will emphasize the usual number of health screens, as well as highlighting matters of interest to young adults in the 25-45 age group. Life style workshops will be held. A new screen this year for elderly women will be a machine that can check osteoporosis at an early stage.

Free transportation can be reserved by calling the Red Cross at 666-0351. This Health Fair is sponsored by KARK - Channel 4, the American Red Cross, and the University Medical Center.

1984 UNITED WAY CAMPAIGN

The annual State Agencies United Way Campaign is now underway. Pick any day or any hour and you will find the dollars you have contributed hard at work providing vital human care services to people who desperately need our help.

Many of the United Way agencies are a part of our daily lives. These agencies include the American Red Cross, YWCA, YMCA, Boys' Club, Boy Scouts and Girl Scouts.

The American Cancer Society is also a member of the United Way family and no longer conducts its own separate fund raising drive.

Those of us who contribute can be sure that our money is used effectively, to do the most good for the most people.

Last year, Highway and Transportation Department employees contributed over \$2,600 to this worthwhile cause. If each employee contributed just \$1.00 to this campaign, nearly \$4,000 would be raised.

If you would like your contribution to go to your local United Way, please indicate this and it will be forwarded to your county by the Pulaski County United Way.

All District personnel should send their contributions to the District Engineer. All Central Office employees should send their contributions to the Public Affairs Office, Room 1002. All contributions should be sent in before November 20, 1984.

GRAY ELECTED PRESIDENT OF SASHTO

Henry Gray, Director of the Arkansas State Highway and Transportation Department, was elected president of the Southeastern Association of State Highway and Transportation Officials (SASHTO) at the SASHTO '84 meeting in Biloxi, Mississippi, October 23. He succeeds John Tabb, Di-

rector of the Mississippi State Highway Department. At the banquet concluding the meeting Gray commended Tabb and the Mississippi Department for their hard work in hosting the meeting.

Arkansas will host the SASHTO '85 meeting in Hot Springs September 15-17, 1985. Billy K. Cooper, Chief Engineer for the AHTD is Secretary-Treasurer for SASHTO '85.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 12

DECEMBER 14, 1984

CAPITOL CREDIT UNION

The Capitol Credit Union will be closed for the holidays and year-end book closings from 12:00 Noon December 21 until 9:00 a.m. on January 2, 1985.

CHRISTMAS AND NEW YEAR HOLIDAYS

The Arkansas Highway Commission has declared Monday, December 24, Tuesday, December 25, 1984 and Tuesday, January 1, 1985 as holidays for Highway and Transportation Department employees. All work will be suspended except in case of emergency.

The Commission wishes you and your family a safe and enjoyable holiday season.

PERSONNEL CHANGES

Effective November 8, 1984 Mr. Lyndal M. Waits, District Maintenance Superintendent in Paragould was promoted to Assistant District Engineer in District 5 at Batesville, to replace H.C. Martin who retired. Waits received his BSCE from the University of Arkansas at Fayetteville and is a Registered Professional Engineer. He began his career with the Highway Department while a civil engineering student and worked several summers in the Jonesboro and Paragould areas. Upon graduation in 1975, he became a full-time employee and after completing the orientation program for Civil Engineers was assigned to the Resident Engineer Office in Paragould. He has served as Assistant Resident Engineer and District Maintenance Superintendent in District 10.

Charles Hesselbein, Maintenance Superintendent at District 6 in Little Rock, transferred in November

to District 10 at Paragould to replace Waits as Maintenance Superintendent. Hesselbein began working for the Department as an Inspector in District 8 at Russellville in 1963. He was transferred to Paragould as a Job Superintendent in 1966 and was promoted to Assistant Maintenance Superintendent in 1970. He was promoted to Maintenance Superintendent at District 6 in December 1977.

Effective November 22, 1984, Paul L. Broyles, Right of Way Coordinator, was promoted to Chief of the Acquisition Section of the Right of Way Division.

Broyles began his career with the Department in March 1961 in the Engineering Section as an Engineering Technician. He later worked as an Abstractor and as a Technician in charge of court orders. He left the Department in 1964 and returned in 1966. For the past 13 years Broyles has worked in the Acquisition Section as a Right of Way Coordinator.

UNITED WAY

Highway and Transportation Department employees contributed \$1,150 to the 1984 United Way Campaign. Reports of contributions were received from throughout the State by department employees. Your participation and contributions are appreciated.



EMPLOYEE NEWS LETTER



VOLUME 12, NUMBER 13

DECEMBER 28, 1984

SOCIAL SECURITY TAX

Beginning with the payroll period starting December 20, 1984 the Social Security tax deduction will increase 35/100 of 1%. This increase will be offset, to some degree, by the decrease in the amount of federal income tax that will be withheld under the new law.

The Social Security Tax rate for 1985 will be 7.05%. The maximum salary that is subject to Social Security will increase from \$37,800.00 to \$39,600.00. Those who earn the maximum will pay \$2,791.80 in 1985 or \$259.20 more than 1984.

GROUP HEALTH INSURANCE CLAIMS

Insurance health claims will not be considered for payment if submitted beyond one year after the calendar year in which they were incurred. This means that expenses incurred during 1984 will not be paid unless filed before December 31, 1985.

Claims should be filed with:

Insurnational Incorporated
Arkansas State Employees Claims Office
645 Plaza West Building
Little Rock, Arkansas 72205

If you have any doubts as to whether or not certain expenses are covered, you should submit them and let Insurnational make the determination for you. Remember, many out-patient expenses, including prescription drugs, are covered under Plan 1 and should be submitted for consideration.

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