



*Arkansas State Highway & Transportation Department*  
**EMPLOYEE NEWSLETTER**

**VOLUME 19, NUMBER 1 - MARCH 14, 1991**

**LEGISLATIVE UPDATE**  
**Bills Enacted as of March 12, 1991**

The 78th General Assembly, which convened January 14, is beginning to wind down. Listed below is a summary of several Bills which affect the Highway and Transportation Department.

- Act 364 Signed into law on March 6, these identical Acts increase the gasoline tax by 5¢ per gallon and the diesel tax by 2¢ per gallon. This increase in the motor fuels tax, coupled with the increases provided in Act 219 (see below), will provide additional revenues of approximately \$71 million annually. The AHTD will receive \$48.5 million annually, and the city and county turnback funds will receive about \$10.3 million each for highway, road and street construction. Nearly 6,000 miles of State Highways will be improved with the revenues provided by these Acts.
- Act 382
- Act 219 This legislation is also known as the Weight Distance Settlement Bill. It repealed the Weight Distance Truck Tax and replaced it with a 4¢ per gallon increase in the diesel tax. The bill also increased registration fees for the heaviest class of trucks (73,281 - 80,000 pounds). The bill was the result of a compromise between the Highway Commission and the American Trucking Associations (ATA). The ATA agreed to drop its lawsuit challenging the constitutionality of the Weight Distance Tax in return for the other increases. Approximately \$60 million being held in escrow as a result of the lawsuit will be released, with AHTD receiving approximately \$24 million, and the cities and counties receiving \$5.5 million each. The ATA will receive \$25 million.
- Act 127 The state's contribution for the state employees' life and health insurance program will be increased July 1. Presently, the state contributes \$102.50 per month for each employee. Under this Act, the state will contribute \$148.00 per month beginning July 1, 1991. On July 1, 1992, the state's contribution will increase to \$190.00 per month.
- Act 169 A catastrophic leave bank will be created for state employees. The Department of Finance and Administration is charged with developing regulations and guidelines for the plan. Under the program, employees may donate sick and annual leave to the leave bank. The leave days that accumulate in the bank can then be drawn by employees who suffer a catastrophic illness and have used all of their sick and annual leave.
- Act 243 This allows AHTD employees to accrue more than 35 years of service for the purpose of determining retirement benefits.
- Act 245 Retirement annuities are increased by \$50.00 a month to assist in offsetting increased cost in health care. All current and future retirees will receive this increase.
- Act 246 The multiplier used in determining retirement benefits has been increased by this Act. Effective July 1, 1991, the multiplier will be increased from 1.98485 to 2.06.
- Act 380 Provides for a 4% increase in the annuity for AHTD employees who retire on or before June 30, 1991.

**RELOCATION OF THE INSURANCE OFFICE**

The Insurance Office of the Human Resources Division has relocated to Room 204 of the Central Office Complex. All telephone numbers will remain the same: Diann Gwatney, 569-2420; Shirley Henry, 569-2417; and Sara Sanders, 569-2629.

**FOUR-DAY WORK WEEK**

Effective April 11, 1991, all field maintenance personnel, shop crews, and storeroom personnel will work a four-day, ten-hour schedule Monday through Thursday. The four-day work week will include Area Foremen, Job Superintendents. Shop

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

LITTLE ROCK, ARKANSAS

JUNE 20, 1991

**MEMORANDUM**

TO: All AHTD Employees

SUBJECT: Employee Salary Increases and Service Recognition Program

In accordance with Act 872 of 1991 and Arkansas State Highway Commission Action, employees will be given a 2.5% salary increase effective June 27, 1991, based upon the recommendation of your supervisor. The new salary schedule is printed on the reverse side of this memorandum.

The Commission has also approved the Career Service Recognition Program for all eligible employees. Act 566 of 1991 modified the basis of eligibility for the Program. Highway and Transportation Department employees with ten (10) or more years of State service are now eligible to receive a lump-sum, annual payment in addition to regular salary.

The program will be effective July 1, 1991, and payments will be based on the total years of State service as of December 1, 1991. Payment will be made in December 1991.

The amount of payment is based on total years of State service as follows:

\$300 for 10 through 14 years

\$400 for 15 through 19 years

\$500 for 20 through 24 years

\$600 for 25 or more years

All State service will be counted. This will have a positive effect for those employees who have had a break in service with the Department or transferred to the Department from another State agency.

All Social Security, State and Federal income taxes will be withheld from the payment. The amount received will not be counted as income for purpose of figuring retirement benefits, therefore, retirement deductions will not be withheld.



Maurice Smith

Director of Highways and Transportation

**SALARY SCHEDULE**

<b>Salary Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
I	340.00 8840.00	370.00 9620.00	397.00 10322.00	428.00 11128.00	460.00 11960.00	494.00 12844.00	533.00 13858.00	549.00 14274.00
II	373.00 9698.00	417.00 10842.00	436.00 11336.00	469.00 12194.00	503.00 13078.00	536.00 13936.00	579.00 15054.00	597.00 15522.00
III	392.00 10192.00	440.00 11440.00	464.00 12064.00	499.00 12974.00	531.00 13806.00	570.00 14820.00	608.00 15808.00	657.00 17082.00
IV	433.00 11258.00	487.00 12662.00	515.00 13390.00	551.00 14326.00	588.00 15288.00	631.00 16406.00	672.00 17472.00	720.00 18720.00
V	476.00 12376.00	540.00 14040.00	572.00 14872.00	607.00 15782.00	647.00 16822.00	693.00 18018.00	741.00 19266.00	789.00 20514.00
VI	528.00 13728.00	593.00 15418.00	631.00 16406.00	669.00 17394.00	714.00 18564.00	759.00 19734.00	809.00 21034.00	859.00 22334.00
VII	582.00 15132.00	652.00 16952.00	693.00 18018.00	736.00 19136.00	784.00 20384.00	832.00 21632.00	884.00 22984.00	936.00 24336.00
VIII	639.00 16614.00	719.00 18694.00	762.00 19812.00	809.00 21034.00	858.00 22308.00	909.00 23634.00	964.00 25064.00	1017.00 26442.00
IX		789.00 20514.00	837.00 21762.00	886.00 23036.00	936.00 24336.00	990.00 25740.00	1048.00 27248.00	1100.00 28600.00
X		858.00 22308.00	911.00 23686.00	963.00 25038.00	1016.00 26416.00	1075.00 27950.00	1134.00 29484.00	1190.00 30940.00
XI		938.00 24388.00	998.00 25948.00	1050.00 27300.00	1107.00 28782.00	1166.00 30316.00	1231.00 32006.00	1287.00 33462.00
XII		1019.00 26494.00	1081.00 28106.00	1136.00 29536.00	1195.00 31070.00	1259.00 32734.00	1325.00 34450.00	1377.00 35802.00
XIII		1105.00 28730.00	1174.00 30524.00	1234.00 32084.00	1293.00 33618.00	1357.00 35282.00	1426.00 37076.00	1474.00 38324.00
XIV		1195.00 31070.00	1268.00 32968.00	1330.00 34580.00	1392.00 36192.00	1460.00 37960.00	1530.00 39780.00	1576.00 40976.00
XV		1288.00 33488.00	1367.00 35542.00	1428.00 37128.00	1495.00 38870.00	1564.00 40664.00	1637.00 42562.00	1682.00 43732.00
XVI		1384.00 35984.00	1470.00 38220.00	1534.00 39884.00	1602.00 41652.00	1670.00 43420.00	1747.00 45422.00	1785.00 46410.00
XVII		1485.00 38610.00	1575.00 40950.00	1642.00 42692.00	1709.00 44434.00	1784.00 46384.00	1858.00 48308.00	1893.00 49218.00
XVIII		1590.00 41340.00	1686.00 43836.00	1753.00 45578.00	1821.00 47346.00	1898.00 49348.00	1974.00 51324.00	2001.00 52026.00
XIX		1763.00 45838.00	1831.00 47606.00	1901.00 49426.00	1972.00 51272.00	2047.00 53222.00	2069.00 53794.00	
XX		1892.00 49192.00	1959.00 50934.00	2032.00 52832.00	2105.00 54730.00	2116.00 55016.00		



*Arkansas State Highway & Transportation Department*

# **EMPLOYEE NEWSLETTER**

**VOLUME 19, NUMBER 2 - JULY 3, 1991**

## **CATASTROPHIC LEAVE BANK PROGRAM**

The Arkansas State Highway Commission has adopted a Catastrophic Leave Bank policy in order to provide relief for employees faced with a catastrophic illness or injury. The policy was effective July 1, 1991.

Act 169 of 1991 gives state agencies the authority to develop a program to provide catastrophic leave for employees. In many cases the employee will use all accrued annual and sick leave, resulting in a Leave Without Pay (LWOP) situation.

The Program allows employees to donate a portion of their annual and sick leave to a Leave Bank for use by employees involved in catastrophic situations. Donations to the Leave Bank are voluntary and must be made in writing to the Human Resources Division for approval. Applications to donate leave are available from District/Division offices or the Human Resources Division and will be filed in the donors permanent personnel file.

Written applications for use of Catastrophic Leave must be submitted to the Human Resources Division. Requests must be accompanied by a medical certificate from the attending physician supporting the employee's absence and continued incapacitation from performing his/her duties due to catastrophic illness or injury.

Copies of the Catastrophic Leave Policy are available from the Human Resources Division or the employee's District or Division office.

## **JIM BARNETT RE-ELECTED TO RETIREMENT BOARD**

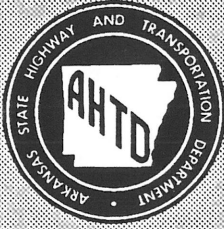
Jim Barnett, head of the Traffic Division, has been re-elected to the Board of Trustees of the Arkansas Highway Employees Retirement System. Barnett has been a member of the Board since 1988. He will serve through June 1993.

Other Board members are: Chief Engineer Charles Venable, Chairman; District 5 Engineer Jim Chaney; State Treasurer Jimmielou Fisher Lumpkin; and Joseph LaFace, representing the Department of Finance and Administration. AHTD Chief Fiscal Officer Larry Dickerson serves as Executive Secretary of the Board.

## **JULY 4th HOLIDAY**

Thursday, July 4, is a legal holiday for all Highway and Transportation Department personnel in observance of Independence Day. All work will be suspended except in cases of emergency.





*Arkansas State Highway & Transportation Department*  
**EMPLOYEE NEWSLETTER**

VOLUME 19, NUMBER 3 - AUGUST 15, 1991

**SALARY INCREASE SCHEDULE**

The Arkansas State Highway Commission has approved the following salary increase schedule:

**Effective Date:**

June 27, 1991

**Commission Action:**

2 1/2 percent for recommended graded employees,  
2 1/2 percent for Division Heads,  
District Engineers and above.

September 5, 1991

Step 1 to Step 2 for graded employees  
with two (2) years of satisfactory service  
as of August 1, 1991.

December 5, 1991

**Service Recognition:**

10-14 years: .....\$300.00  
15-19 years: .....\$400.00  
20-24 years: .....\$500.00  
25 years and over: .....\$600.00

January 9, 1992

2 1/2 percent for recommended graded employees,  
2 1/2 percent for Division Heads,  
District Engineers and above.

In addition, during the next year, Division Heads and District Engineers have been authorized to recommend a limited number of merit increases.



*Arkansas State Highway & Transportation Department*  
**EMPLOYEE NEWSLETTER**

**VOLUME 19, NUMBER 4 - OCTOBER 10, 1991**

**EMPLOYEE EARNINGS STATEMENT INFORMATION**

The Department of Finance and Administration has expanded the format of the "Employee Earnings Statement" (check stub) which is attached to your paycheck. This new format will allow for the following information to be shown:

- Regular hours worked (REG HRS),
- Regular pay (REG PAY),
- Overtime hours worked (OT HRS),
- Overtime pay (OT PAY),
- Straight time overtime hours (STOT HRS),
- Section 125 Medical Reimbursement Spending Account (HLTH BNK),
- Dependent Care Spending Account (DAY CARE).

The above information will be shown on the check stub effective this paycheck.

Leave balance information on the new employee earnings statement will not be shown at this time due to the timing difference between the Highway Department and the Department of Finance and Administration's payroll system.

**EMPLOYEE ASSISTANCE PROGRAM COORDINATOR NAMED**

Joyce Phillips of North Little Rock has been selected as the new Employee Assistance Program Coordinator for the Arkansas State Highway and Transportation Department. She began work Monday, October 7, 1991. She is a graduate of the University of Central Arkansas where she earned a BS degree in Psychology and MS degree in Counseling Psychology.

Phillips has worked as a Therapist/Psychological Evaluator at the Women's Unit of the Arkansas Department of Corrections, a Therapist/Psychological Examiner for Counseling Associates at Morrilton, and Therapist/Examiner for Professional Counseling Associates of Little Rock.

The Highway Department's Employee Assistance Program provides free, confidential counseling to assist employees in resolving problems of a personal nature which may affect their job performance, such as: emotional difficulties, marital problems, financial complications, vocational concerns, chemical dependency, situations dealing with children and/or elderly parents and other life adjustments.

Professional assistance is provided to help employees recognize problems and develop a plan of intervention and/or rehabilitation. When appropriate, a referral will be provided to an existing community resource. Employees can contact the Employee Assistance Coordinator directly or be referred by a supervisor. Questions concerning the program can be directed to Joyce Phillips, Human Resources Division, 569-2631 or 569-2000 after 4:30 p.m.



Joyce Phillips  
EAP Coordinator

**CAREER ENHANCEMENT PROGRAM**

The "Career Enhancement Program" initiated by the Department in November 1990 continues to receive positive responses from employees.

Approximately 363 District minority and female employees have attended the program since its inception. Central Office personnel will be invited to participate in December and beginning early next year non-minority male employees will have the opportunity to attend.

**ARKANSAS STATE HIGHWAY EMPLOYEES RETIREMENT SYSTEM  
FINANCIAL STATEMENT ON BACK OF THIS NEWSLETTER**

ARKANSAS STATE HIGHWAY  
EMPLOYEES RETIREMENT SYSTEM  
JUNE 30, 1991

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.

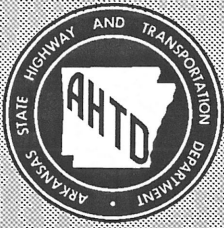
	<u>1990</u>	<u>1991</u>	<u>INCREASE</u>
NUMBER OF ACTIVE MEMBERS	4,138	4,101	(37)
NUMBER OF RETIRED MEMBERS	1,775	1,768	(7)
ANNUITIES	13,216,311	13,830,988	614,677
CASH AND CASH EQUIVALENTS	14,981,602	25,504,967	10,523,365
INVESTMENTS	283,278,209	304,741,465	21,463,256
INTEREST & DIVIDENDS FROM INVESTMENTS	19,617,169	20,031,531	414,362
GAIN ON SALE OF SECURITIES	7,195,819	8,370,109	1,174,290
YIELD TO COST:			
FIXED INCOME	8.62%	8.65%	0.03%
*COMMON STOCK	2.65%	2.01%	(0.64)%
YIELD TO MARKET:			
FIXED INCOME	8.20%	8.82%	0.62%
*COMMON STOCK	2.39%	2.02%	(0.37)%

\*EXCLUDES CAPITAL GAINS ON SALES AND OPTION INCOME FOR 1990 AND 1991, \$8.2 MILLION AND \$8.7 MILLION, RESPECTIVELY.

AS SHOWN ABOVE, YOUR RETIREMENT SYSTEM HAS INVESTMENTS IN STOCK AND FIXED INCOME SECURITIES OF \$304,741,465 FROM WHICH WE RECEIVED EARNINGS OF \$20,031,531. 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:			
UTILITIES	8.05%	40,114,920	31.48%
TRANSPORTATION	9.80%	7,916,632	
EDUCATIONAL SERVICES	9.20%	1,000,000	
PETROLEUM PRODUCTS & EQUIPMENT	8.66%	99,633	
BANKS AND FINANCIAL	8.97%	20,291,502	
DRUGS, MEDICAL AND CHEMICAL	10.42%	3,953,316	
RETAIL & RESTAURANTS	9.07%	19,087,500	
AUTOMOTIVE & MACHINERY	9.60%	3,462,224	
CAPITAL NOTES-BANKS		407,500	0.13%
U.S. GOVERNMENT AGENCIES		90,675,399	29.76%
COMMON STOCK-GROWTH:			
BANKS AND FINANCIAL		12,091,382	38.63%
DRUGS, MEDICAL AND CHEMICAL		28,362,884	
ELECTRICAL EQUIPMENT		13,939,718	
FOOD AND BEVERAGES		11,993,649	
INSURANCE		6,180,789	
MACHINERY AND BUILDING MATERIALS		8,305,540	
PETROLEUM PRODUCTS & EQUIPMENT		17,521,780	
OFFICE EQUIPMENT		5,188,678	
PUBLIC UTILITIES AND RETAIL TRADE		6,864,712	
TRANSPORTATION		7,283,706	

OVERALL, THE ASSETS OF THE RETIREMENT SYSTEM INCREASED FROM \$303,254,308 TO \$335,407,508, A GAIN OF \$32,153,200.



*Arkansas State Highway & Transportation Department*

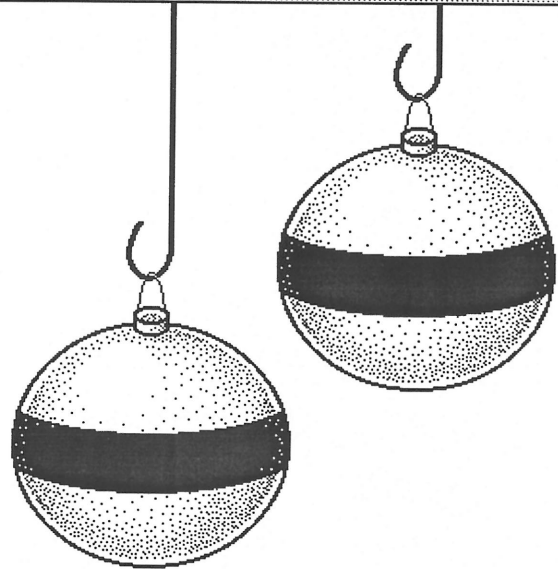
# EMPLOYEE NEWSLETTER

VOLUME 19, NUMBER 7 - DECEMBER 5, 1991

## CHRISTMAS EVE, CHRISTMAS DAY AND NEW YEAR'S DAY HOLIDAYS

Tuesday, December 24, and Wednesday, December 25, 1991 will be holidays for all Highway and Transportation Department employees in observance of Christmas Eve and Christmas Day. Also Wednesday, January 1, 1992 will be a holiday in observance of New Year's Day.

All work will be suspended for these three days except for emergency situations. Have a safe and happy holiday season.



## BUCKLE UP! IT'S THE LAW IN ARKANSAS

On July 15, 1991, the State Seat Belt Law went into effect requiring all drivers and front seat passengers of motor vehicles to wear safety belts. The maximum fine for violation of this law is \$25.00. A statewide observational survey conducted for the AHTD since the law went into effect shows that safety belt usage has increased from 33.6% in 1990 to 52% in 1991.

The AHTD has a safety belt policy requiring ALL employees who are drivers and passengers in Department vehicles to wear safety belts. The policy also strongly encourages employees to wear safety belts in their own vehicles. This not only provides for protection of employees and compliance with the law but also sets a good example for the public.

## DRUNK AND DRUGGED DRIVING AWARENESS WEEK

December 7-13 has been designated National Drunk and Drugged Driving Awareness Week. The goal of this year's campaign is to heighten public awareness about the dangers of impaired driving through a week-long series of events, both nationwide and throughout Arkansas.

The theme of this year's awareness week asks the public to "Make A Pledge" this holiday season to refrain from drinking and driving.

In 1990, almost 50% of the nation's 44,529 traffic fatalities occurred in alcohol-related accidents. Of the 604 total fatalities reported last year in Arkansas, 434 or 72% were alcohol-related. Also, 23% of Arkansas' alcohol-related fatality victims were under 21 years of age.





*Arkansas State Highway & Transportation Department*

# EMPLOYEE NEWSLETTER

VOLUME 19, NUMBER 8 - DECEMBER 19, 1991

## CHRISTMAS EVE, CHRISTMAS DAY AND NEW YEAR'S DAY HOLIDAYS

Tuesday, December 24, and Wednesday, December 25, 1991 will be holidays for all Highway and Transportation Department employees in observance of Christmas Eve and Christmas Day. Also Wednesday, January 1, 1992 will be a holiday in observance of New Year's Day.

All work will be suspended for these three days except for emergency situations. Have a safe and happy holiday season.

## COMMERCIAL DRIVER'S LICENSE INFORMATION ON AETN

The Arkansas Educational Television Network (AETN) will be broadcasting Commercial Driver's License training in the upcoming weeks.

By April 1, 1992 many AHTD employees will have to pass a federally-mandated comprehensive written and oral exam in order to obtain a Commercial Driver's License. Beginning Monday, December 23, 1991, AETN will broadcast "CDL Test: Are You Road Ready?" The program presents information that will be helpful in preparation for the CDL exam. The nine 30-minute segments will cover: vehicle inspection, operating techniques, safety, accident prevention, transporting cargo, transporting passengers, air brakes, combination vehicles, and driver responsibilities. Check your local television listing for the exact dates and times.

## CHANGE IN HOSPITAL PRE-ADMISSION

Employees who are covered by the State Employees Group Health Plan will no longer contact Cost Care for hospital admission after December 31, 1991.

Beginning January 1, 1992, employees **must call INTRACORP at 1-800-222-3711** for hospital in-patient admission for themselves and their dependants.

Labels with this information will be distributed to all employees who participate in the Group Insurance Program. When the labels are available, they will be given out with your paycheck.

## INSURANCE INCREASE

On December 1, 1991 a 10% across the board rate increase became effective for all employees/retirees carrying Group Health and Basic Life Insurance, Plan I and Plan II. The new deductions appear on today's paycheck under the heading "GROUP".