Dear Correctional Colleague:

On behalf of the Arkansas Department of Correction, I welcome you. I hope that your employment with the ADC will be challenging, satisfying and rewarding. This Employee Handbook has been prepared to help you understand the primary operations and policies of the Department of Correction and your responsibility as an employee of the State of Arkansas.

The Arkansas Department of Correction is committed to operating secure institutions, thereby providing a safe and humane environment for inmates sentenced to prison in Arkansas and for staff who work in a correctional environment. While we have no control over whom the courts sentence to ADC, we are very much responsible for providing coordinated and progressive correctional programs designed to enable inmates to improve while serving their sentence and prepare them to successfully re-enter to society.

To reach the goals of the Arkansas Department of Correction, we depend upon the dedication of our employees. All must have a thorough understanding of correctional philosophy, taking into account basic human psychology and the environment in which we all live, learn, and pursue our personal and professional goals.

“Honor and Integrity in Public Service” is more than just our motto; it is our responsibility, and I hope you will take pride, as do I, in your employment with the ADC.

Sincerely,

Ray Hobbs
Director
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Introduction
The vision of the ADC is to be an honorable and professional organization through ethical and innovative leadership at all levels, providing cost efficient, superior correctional services that return productive people to the community. This handbook is presenting a brief overview of the Department’s policies and procedures to its employees to assist in making you more familiar with state and ADC policies and procedures, thus enabling you to become more familiar with our expectations and operations. This handbook is not intended to cover all aspects of employment with ADC, nor is it an employment contract. As an employee, you are responsible for reading and becoming familiar with the contents of this handbook and with official policies and procedures within each unit/administrative office that relate to your employment and the performance of the duties and responsibilities of your job.

Should a situation arise in which the information presented in this handbook conflicts with official policies, current official policies will govern.

The Arkansas Department of Correction reserves the right to make changes in content or application of its policies and procedures as it deems appropriate. These changes may be implemented even if they have not been communicated, reprinted or substituted in this handbook.

Questions about the Employee Handbook or any other policies or procedures should be directed to your immediate supervisor for assistance and/or explanations.

Throughout the Employee Handbook, the Administrative Regulations, and regulations specific to a certain division of ADC, there are many instances where the Director, Chief Deputy Director, Deputy Director, Assistant Director, Warden or Administrator is charged with the decision-making process or is the specific approving authority. Unless specifically stated, the Director, Chief Deputy Director, Deputy Director, Assistant Director, Warden, or Administrator has the authority to delegate this responsibility to a specific person or position.

Equal Employment Opportunity and Affirmative Action Statement
In keeping with the mission the ADC desires to employ individuals who are dependable and sincerely interested in serving the mission of the department. ADC seeks employees who can handle these important matters in a professional manner.

The ADC is an equal opportunity employer providing equal employment opportunities without regard to race, color, sex, religion, national origin, age, disability or veteran status. This policy and practice relates to all phases of employment including, but not limited to, recruiting, hiring, placement, promotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, training, use of all facilities and participation in all Department sponsored employee activities and programs. All positions are open equally to qualified men and women. Applicants for vacant positions are required to meet the minimum qualifications as
stated on the class specification for the position posted, unless a substitution of qualifications is approved.

All members of the Arkansas Department of Correction management staff are familiar with this statement of policy, the philosophy behind it, and their responsibility to apply these principles in good faith for meaningful progress in the utilization of minorities and women.

**Mission Statement**

- Provide public safety by carrying out the mandates of the courts;
- Provide a safe, humane environment for staff and inmates;
- Provide programs to strengthen the work ethic; and
- Provide opportunities for spiritual, mental, and physical growth.

**Code of Ethics** - The Department’s Code of Ethics (Code) is the written document that supports the culture of ethical and efficient service to the citizens of the State provided by the Department. The Code describes the behavior expected of employees that perform these services. Employees must comply with all applicable laws and regulations. The Department will not condone employee conduct that either violates, or has the appearance of violating the law, including the ethical provisions. This includes receiving payments for illegal acts, indirect contributions, rebates or bribery. If an employee is uncertain about the application or interpretation of any legal or procedural requirement, the employee should ask for guidance from their Unit Human Resources Manager.

**Conflicts of Interest** - ADC employees must perform their duties in an ethical manner. Employees must not use their position or knowledge gained from their position for private or personal advantage. Arkansas Code Annotated (ACA) §21-8-304 lists certain activities that are ethically prohibited activities for state employees and officials. If an employee becomes involved in a situation that could be considered a prohibited activity, the employee should immediately communicate all the facts to his or her immediate supervisor and/or Unit Human Resources Manager.

**Political Activities** - Arkansas State law prohibits State employees from engaging in partisan political activities during the hours they are performing work for and being paid by an agency of State government. Employees are not to endorse candidates, including the Governor, in their official capacity as State employees. The State further prohibits the use of any campaign literature (including bumper stickers) on a vehicle belonging to the State. The solicitation or collection of contributions for elected officials, candidates for office, or for any political activity is specifically prohibited during working hours. In addition, employees who receive more than 50% of their salary from Federal funds are covered by the Federal Hatch Act in addition to State laws, which may restrict off-duty activities.
Organization - The Board of Corrections consists of seven representatives appointed by the Governor to serve a seven-year term. The Board was impaneled July 1, 1993 and consists of five citizen member; the Chairperson of the Parole Board, and a criminal justice faculty member employed at any four-year university in Arkansas. The Board of Corrections is vested with the authority to promulgate Administrative Regulations.

The ADC Director is the Chief Administrative Officer of ADC and is appointed by the Board of Corrections. The Director is responsible for the philosophy, mission and direction of the Department and ensures that an effective working relationship is maintained with other state agencies and the criminal justice system.

The ADC has six major divisions: Operations, Administrative Services, Institutions, Health and Correctional Programs, Public Services and Construction/Maintenance. ADC has the authority to formulate Regulations, Directives and Memoranda to provide for the lawful, safe, orderly, and responsible operation of the agency. All employees shall be notified of, provided access to, trained if necessary and held responsible for abiding by these policies, as well as policies contained within this manual.
Employment Status
**Employment** – ADC recruits, employs, and provides compensation to employees as authorized by guidelines furnished by the Office of Personnel Management (OPM), Department of Finance and Administration on the basis of merit, qualifications, and competence in a manner that is fair to all applicants and employees. All applicants for positions within the Department of Correction shall to the best of their ability provide true and factual information during the hiring process. Intentional false statements made on the application or during interviews could lead to dismissal as an employee or rejection as an applicant. No appointment is considered final until approved by the Director or Director’s Designee.

ADC is an “at-will” employer. Nothing in this document or policies and procedures established, constitutes, or implies an employment contract, the guarantee of employment, benefits, or employment for any specific duration. Nothing contained in ADC policies, handbooks, applications, or other documents, or the granting of any interview or the placement in a probationary status or any other administrative act, creates a contract between an individual and ADC for either employment or the provision of benefits. The ADC does not guarantee continued employment for any specific period of time. Therefore, employment can be terminated by the agency or the employee at any time, with or without cause or notice. Individuals hired must provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986.

**Employment Status** – For the purpose of Fair Labor Standards (FLSA), employees of the ADC, fall into one of the categories below:

- **Exempt** – employees (usually supervisor or managers within ADC) that are paid a set salary.
- **Non-exempt** – employees who work a 40 hour week and are paid overtime at the rate of time and one half the usual rate of pay for hours physically worked in excess of 40 in a week. The overtime earned is placed in a leave account (banked) in lieu of pay.
- **7(k) Law Enforcement Exemption** – Employees who work as security personnel in ADC facilities. Officers are paid on a salary basis and do not qualify for overtime pay until they physically work over 86 hours in a pay period. Any overtime earned is banked in lieu of pay.
- **Extra Help** – temporary employees who work 1,000 hours or less in a fiscal year. Extra help are eligible for overtime like the non-exempt employee. However, the only benefit extra help receives is paid time off for holidays when they qualify.

**Initial Probationary Period** – Initial employment includes a one-year probationary period. This probationary period is established as a time for the Department to evaluate and help employees adjust to their new positions. Employees who cannot adjust may be terminated without prejudice during the initial probationary period. With written notification, this initial probationary period may be extended by the
Warden/Administrator. At any time during the initial probationary period, an employee may be separated from an agency without the right of appeal or hearing.

**Employee Orientation** – All newly hired employees will receive orientation training, recognized as the Basic Correctional Officer Training for security employees and Correctional Security for Non-Security Employees. A newly hired security employee must complete the Basic Correctional Officer Training (BCOT). This training shall consist of 280 hours of correctional security training in accordance with ACA and departmental standards. This training will be offered to any security new hire immediately before starting a security position at a unit and/or division. A newly hired non-security employee will complete the 40-hour Correctional Security for Non-Security class during their initial 90-days of employment.

**Transfers – Intra/Inter** – Employees transferring within the Department from one classified position to another at the same grade will remain at the same salary with no change in anniversary date. Transfers between state agencies should be encouraged when such transfers result in career advancement or greater job satisfaction. If an employee transfers between state agencies and/or institutions of higher education, the unused portion of annual and sick leave will also be transferred unless otherwise stipulated by OPM. ADC employees who have been placed on disciplinary probation cannot apply for intra-transfer during their probationary period.

**General Work Rules** – Most regular salaried full time employees are required to work at least five eight hour days (forty hour week) unless otherwise authorized by the Governor. Institutions must be manned twenty-four hours a day, seven days a week. Regardless where or when you work, you are expected to begin work on time and promptly leave your work station at the end of your scheduled work day. If there is a need to work before your usual start time or beyond your usual stop time, your supervisor will give you sufficient notice (when possible). Non-exempt and 7K-exempt employees are not authorized to work outside regular work schedules unless overtime is approved by the supervisor in advance. If you are ‘exempt’ you are expected to work the hours necessary to accomplish their jobs when overtime is approved or directed. This may require working more than eight hour days or more than forty hours in a work week.
Career and Personal Enhancements
Career Opportunities – ADC encourages employees to plan for and seek career advancement through experience and available training opportunities. Open positions are announced using the job posting method at each unit and made available online at http://www.arstatejobs.com. An employee can apply any time during the posting period as long as the employee meets minimum qualifications for the position and is not under disciplinary probation. Employees are challenged to establish career goals for themselves and are encouraged to communicate with various management and administrative staff to assist and advise them on various opportunities and the criteria for meeting those goals.

Promotions/Demotions – Throughout the Department of Correction, there are numerous job opportunities for employees in various pay grades. Employees may choose to apply for higher or lower grade positions to satisfy their skills and experiences or if they feel that a particular position offers a more suitable career track. Employees selected for a position in a pay grade higher or lower would receive a ten (10%) percent salary increase if moving upward or a ten (10%) percent salary decrease if moving downward. If the new salary falls below Entry Level of the current state pay plan for the new job, the employee’s pay rate shall be adjusted to Entry Level. However, the rate of pay may not exceed the Career Level of the grade. Employees who are on initial probationary period (first year of employment) may apply for promotion or demotion. Employees who have been placed on disciplinary probation cannot apply for promotions during their probationary period.

Officer First Class Incentive Pay – This program encourages employees to develop the skills necessary for effective job performance and eligibility for career advancement within the Department of Correction. The program is applicable to all newly hired Correctional Officer I’s as authorized by the Arkansas General Assembly. The Officer First Class program provides pay incentives of a six (6%) percent increase for employees who meet and apply competency-based criteria related to their jobs after completion of six months of employment, no disciplinary actions and receipt of satisfactory in each of the four rating criteria. The program incorporates pay for performance accomplishments by awarding promotions to employees who meet specific criteria established for their specific classification.

COI Incentive Promotion Criteria:

- **Conduct** – Not placed on disciplinary probation during the applicable rating period.

- **Training** – Sixty hours of job related training.

- **Performance Evaluation** – Must obtain a rating of Satisfactory or above.

Management Level Training – This policy allows for all management level employees to participate in supervisory management level training classes to learn sound management practices and principles, while increasing the efficiency of the organization and improving the services provided.
Participation in related training applies to all current ADC personnel who are considered management level and to employees who are promoted or newly hired to positions with management level responsibilities.

Training shall be obtained in a graduated process beginning with Level I and then preceding to the next level.

Anyone applying for a position that supervises one or more employees must have the applicable management level training for the desired position. New hires from outside the agency will have one year to complete all mandatory training classes for their management level position. (See Applicable Administrative Directive)

Management Level Training Requirements

- **Management Level I** – Building Sergeants and Non-Security Staff Grades C110 - C114
- **Management Level II** – Lieutenants and Non-Security Staff Grades C115 – C117
- **Management Level III** – Captains and Majors and Non-Security Staff Grades C118 – C120
- **Management Level IV** – Required for positions Grade C121 and above (including unclassified positions)

**Internal Application** – The Arkansas Department of Correction encourages its employees to apply for a promotion within the Department when the minimum qualifications for the job can be met. The minimum qualifications and other pertinent information for each job are posted on each Vacant Position Notice. An Internal Application must be completed in its entirety and received by Human Resources no later than the close of business on the closing date of the advertisement. The employee’s personnel file is not reviewed for promotion qualifications. It is the responsibility of the employee to furnish the necessary information and supporting documentation when applying for a promotion so a determination can be made whether the minimum qualifications are met.

Resumes will not be accepted in lieu of state applications. Resumes may be attached to the completed application for additional information.

**Leadership** – Involves work that requires the individual to resolve work-related questions or problems of other employees in the same or lower level classification, acting in the absence of a supervisor and directing the activities of employees or acting as the person directing the special projects. In other words, acting in some capacity that entails responsibility for the actions of other employees; directing the activities of inmates would fall into this category.
Supervision – Is intended to apply to supervising free-world employees including interviewing and hiring new employees (including making recommendations, where the recommendation is normally followed), making work assignments, training or overseeing training of new employees, approving time off (leave), conducting performance evaluations, disciplinary actions, and terminations (or recommendations for such). Supervision of inmates in a correctional facility is not considered “supervisory” experience. Overseeing and maintaining security over inmates engaged in work or training is correctional work, and the working relationship is more custodial than supervisory in nature. Training of new employees is only one aspect of supervision, as the term is intended in the class specification. If the training of new employees included responsibility for performance evaluations, authority to approve leave and related personnel actions, then a judgment might be made that a supervisory relationship existed.

Training – All employees, other than temporary, are provided training designed to acquaint them with the policies and procedures of the Department and the facility or unit of employment and prepare them for assuming the specific duties and responsibilities of their job. All employees are also provided opportunities for receiving ongoing in-service training designed to enhance professional growth and career opportunities within the department.

Every employee is encouraged to take advantage of the many training and educational opportunities that become available throughout the year. All Non-Security employees are required to take mandatory Security for Non-Security training. For more information on training opportunities, employees should contact their Unit Training Officer.

Performance Evaluation – Performance evaluations are designed to improve communications between supervisors and subordinates with respect to job performance expectations, present performance levels, and methods of improving performance. Performance evaluations are to be completed at least annually. The work performance of employees may be periodically reviewed by the supervisor during the evaluation period. Evaluations become a permanent part of the employee’s personnel file after the supervisor has discussed the contents with the employee, the employee has signed the evaluation form and been given the opportunity to make written comments and/or discuss any statement made on the evaluation.
Compensation/Reimbursement Practices
Tier Plan – Certain classifications have been assigned to a salary tier schedule based on the classification of the unit. Transfers to units of a different tier level will result in an adjustment in the employee’s salary (Increase or Decrease).

Payday – Paydays are scheduled every other Friday. If you lose or do not receive a paycheck, contact your Unit Human Resources Manager.

Direct Deposit – New Employees are required to have their paycheck deposited automatically into their bank or other financial institution account.

Career Recognition Payments – All employees of the Department shall become eligible for annual career service recognition payments upon completion of ten or more years of state service in a regular, full-time position or positions. Payment amounts vary based on years of service and are made on the employee’s anniversary date, which may not be the same as the date of hire. These payments will only be made if funding is available as determined by the Chief Fiscal Officer of the State. Listed below are the amounts and years of service.

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<tr>
<th>Years of Service</th>
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<tbody>
<tr>
<td>10 years through 14 years</td>
<td>$600.00</td>
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<tr>
<td>15 years through 19 years</td>
<td>$700.00</td>
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<tr>
<td>20 years through 24 years</td>
<td>$800.00</td>
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<tr>
<td>25 years or more</td>
<td>$900.00</td>
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*Authority for amount of payments are subject to change by Administrative and Legislative authority

Concurrent Employment – Employees may be allowed to draw salary or compensation from more than one state agency under certain circumstances. Employees may be compensated by another agency for actual expenses. The Chief Fiscal Officer of the state may approve compensation if there is written certification that:

- The work performed for the other agency does not interfere with the proper required performance of the person’s duties in the primary position.

- The combined salary payments from the agencies do not exceed the larger maximum annual salary of the line-item position authorized for either agency from which the employee is being paid.

Time Accountability – The responsibility of keeping accurate records of time worked for all employees rests with the Department of Correction. Employees are required daily to swipe in/out at the designated time clock or as instructed by an immediate supervisor.
**Lunch Periods** – Per the Department of Labor bona fide meal periods are not work time. Bona fide meal periods do not include coffee breaks or time for snacks. The employee must be completely relieved from duty for the purposes of eating regular meals. However, this is not applicable to security positions. Lunch periods are designated at least 30 minutes or more.

**Overtime/Time Off in Lieu of Overtime Payments** – In accordance with the guidelines established by the Federal Fair Labor Standards Act of 1936, as amended, non-exempt employees are eligible for time off in lieu of overtime payment. Overtime payments for all hours worked in excess of 240 hours for non-security staff or 480 hours for security staff will be compensated. “Time Off” and “Overtime Payments” shall be defined as compensation earned for work performed in excess of the employee’s regularly scheduled work period. Time off and overtime wages shall be earned at the rate of time-and-a-half for each full hour earned in excess of the work period. An updated copy of all Fair Labor Standards Act policy changes will be maintained in Human Resources. As a provision of the Fair Labor Standards Act, exemption 7k states that paying overtime is not required until eligible law enforcement or correctional employees work more than 86 hours in a pay period. Overtime shall be at a rate of one-and-one-half times time worked in excess of 86 hours.

**General Guidelines for Overtime** – Employees may not work overtime unless authorized in advance to do so by their supervisor. Arriving early and staying late without permission is prohibited. Your supervisor will try to give you reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Employees receive leave on the books in lieu of cash payment up to the limitations stated earlier. Overtime is only earned when the physical time worked extends beyond the usual scheduled work period. A combination of paid leave and hours worked cannot be used to earn overtime. The time must be physically worked.

**Holiday Pay** – To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and for at least one hour on the first scheduled work day after the holiday. (This applies also to Extra Help employees.)

When a holiday falls on a day an employee is on annual or sick leave, that day will be charged as a holiday and will not be charged against the employee’s annual or sick leave.

When a holiday falls on an employee’s regularly scheduled day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays as scheduled.

- Employees must work on holidays when the needs of the Department require it (need will be determined by the Department Director or designee);
• Days off in lieu of holidays worked may be taken at a time approved by the employee’s supervisor and are to be taken as soon as it is practical (Supervisors are responsible for scheduling days off in lieu of holidays worked by their employees) Department administrators and supervisors are responsible for informing their employees of the schedule and of the observance of all provisions;

• If a holiday falls on an extra help employee’s day off, permission may be granted to take an equitable amount of time off at a later date with the approval of the administrator, warden, or supervisor in charge;

• Holidays on a Saturday will be observed on the preceding Friday and holidays on a Sunday will be observed on the succeeding Monday or as announced by Governor’s Proclamation (Other information may be obtained from the Unit’s Human Resources Manager or Human Resources).

Withholding Taxes – The following are mandatory tax withholdings:

A. Federal Income Tax – The amount of federal income tax withheld from a pay check is determined from a W-4 form. The W-4 form remains in effect until the employee changes it. Exemptions can be claimed from withholding only if in the preceding year no Federal income tax was owed and a refund for all federal income tax that withheld was received, and in the present year no refund of income tax is expected to be received. The employee is responsible for supplying complete and correct information on the W-4 form and may be fined or be subject to criminal penalties for supplying false or fraudulent information or withholding information that results in less tax being withheld than is properly allowable. In the event that more than 10 withholding allowances or claim exemptions from withholding of federal income taxes are claimed, the W-4 form will be sent to the Internal Revenue Office.

If additional taxes are owed at the end of the year, withholding may need to be increased. This can be accomplished by either claiming fewer allowances or asking that an additional amount be withheld each payday, or a combination thereof. It is emphasized that Human Resources will not act as tax advisor, but will suggest, upon request, changes in the withholding amount in the event that a change is desired on the W-4 form.

B. State Income Tax Withholding – The general criteria enumerated for federal income tax also applies to state income tax withholding. The state form AR-4EC must be filed to determine the amount of withholding. This form will remain in effect until the employee changes it or, in the event exemption from state income tax withholding is claimed and received, until the end of the calendar year to which the exemption is applied. If exemption is claimed, a new AR-4EC must be completed prior to the start of the next calendar year.
There is no provision for exemption from state income tax withholding due to having owed no tax in the previous year and expecting to owe no tax in the present year. The only exemption that may be granted is for those employees who reside in Texarkana, Arkansas, or Texarkana, Texas. However, written application must be made to Human Resources.

C. Social Security Tax – Determined by the current rate established by the federal government, obtainable from Human Resources.

Travel Reimbursement – Employees who engage in approved travel during official Department business will be reimbursed up to limits established by Department of Finance and Administration. Information regarding current reimbursement rates and procedures for filing for travel reimbursement can be obtained through the facility business offices or the Accounting Section of the Administrative Services Division, located at Administrative Annex East in Pine Bluff.

The Department requires the use of state-owned vehicles whenever possible and the “pooling” of employees having a common destination.

Employees must consult with their supervisors prior to planning any business trips. All out-of-state business and all training and conference related travel, except for the purpose of transporting offenders, must be approved in advance by the Director.

Change of Address – When an employee changes home addresses, the employee must contact the Unit Human Resources Manager or Human Resources to obtain a change of address form.
The types of leave available at the Department are as follows: annual leave, sick leave, family medical leave, military leave, leave without pay, court, jury duty leave, compensatory time and children’s educational activity leave.

This leave policy is applicable to all ADC employees except intermittent, extra help, and per diem employees.

**Annual Leave** – Full-time employees accrue annual leave in accordance with the following timetable. Employees working less than full-time but more than 1,000 hours per year accrue annual leave in the same proportion as time worked. Example: Employees working half time would accrue half of annual leave time noted on table.

### FULL TIME EMPLOYEES

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Monthly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 3 years</td>
<td>1 day</td>
<td>12 days</td>
</tr>
<tr>
<td>4 through 5 years</td>
<td>1 day, 2 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>6 through 12 years</td>
<td>1 day, 4 hours</td>
<td>18 days</td>
</tr>
<tr>
<td>13 through 20 years</td>
<td>1 day, 6 hours</td>
<td>21 days</td>
</tr>
<tr>
<td>Over 20 years</td>
<td>1 day, 7 hours</td>
<td>22.5 days</td>
</tr>
</tbody>
</table>

All annual leave time is cumulative; however, no employee may have more than 30 days accumulated on December 31st of each year. During the calendar year, accrued annual leave may exceed 30 days.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. However, seniority for reinstated employees will be brought forward only in completed years of service.

Accrued annual leave can be requested by an employee at any time. Supervisors may grant the leave request at such time that least interferes with the efficient operation of the agency. Annual leave may not be accumulated during a period of leave without pay when such leave is for 10 or more days within a calendar month.

Annual leave is granted on the basis of the work days, not calendar days. Non-work days, such as weekends and holidays falling within a period of annual leave, are not charged as annual leave. Annual leave must be earned before it can be authorized. Annual leave may be used in increments of 15 minutes.

Employees transferring between the Department and other state agencies and/or state supported institutions of higher education covered by these policies without a break in service retain at the time of transfer, all accumulated annual leave. The establishment of leave records and internal procedures is the responsibility of each agency and institution.
Upon termination, resignation, retirement, or other action (other than death) by which a person ceases to be an active employee of the state, a non-security employee is only paid up to 30 days (240 hours) between annual and holiday leave combined, whereas, a security employee is paid up to 30 days (240 hours) of annual leave and all holiday leave.

No employee receiving such additional compensation shall return to state employment until the number of days of additional compensation has expired. Upon the death of an employee, the amount of unused annual and holiday leave due the employee shall be paid to the employee’s estate or authorized beneficiary, not to exceed 60 days combined.

**Sick Leave** – Sick leave is a form of insurance benefit that is available to employees. However, unlike annual leave, sick leave can be used only when the employee is unable to work because of sickness, injury or medical, dental, or optical treatment. Sick leave may also be granted to employees due to death or serious illness of a member of the employee’s immediate family. Immediate family means the father, mother, sister, brother, spouse, child, grandparents, in-laws or any individual acting as a parent or guardian of an employee. If an immediate family member is ill, and your participation in the treatment is necessary, you must obtain a written statement from a doctor to that effect and present to your supervisor. Others may be considered immediate family due to special circumstances. As an insurance policy, the benefits provided the employees are contingent upon the occurrence of one of the above events. For three or more consecutive days of sick leave, an employee shall be furnished with FMLA paperwork (see FMLA Section). Employees leaving the Department are not eligible to be paid for accrued sick leave unless you meet all requirements upon retirement. (See Retirement Sick Leave Payout in the Benefits Section.)

An employee working in a regular salary position accrues sick leave at the rate of one day for each complete month of service, up to a maximum of 120 days. Employees working less than full-time but more than 1,000 hours per year in a regular salary position accrue sick leave in the same proportion as time worked. Example: Employees working half time would accrue one-half day per month.

Sick leave may not be accumulated during a period of leave without pay when such leave totals 10 or more days within a calendar month.

Sick leave is granted on the basis of work days, not calendar days. Sick leave can be used in increments of 15 minutes. Non-work days such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Request for sick leave must be made in advance. However, if the nature of the illness makes this impossible, the employee must notify the person in charge of the office as soon as possible on the first day of absence. Application for sick leave must be filed within two days after the employee returns to work. In addition, the
employee shall be required to furnish a certificate from an attending physician for three or more consecutive days of sick leave. The employee’s supervisor may require a doctor’s statement for any absence due to illness or injury if there is reason to believe or suspect that an abuse of the sick leave policy is being committed or unusual circumstances exist. If notification is not made in accordance with this procedure, the absence will be charged to annual leave. Employees are urged not to abuse the sick leave policy. Abuse may result in disciplinary action. Employees transferring between state agencies and/or state supported institutions of higher education, without a break in service, shall at time of transfer retain all accumulated sick leave credits.

The establishment of leave records and internal leave procedures is the responsibility of the Department. Policies and procedures are developed to cover such areas as requesting leave, approving authority, or use of sick leave.

**Family Medical Leave** - Pursuant to AD 2009-11, the federal Family and Medical Leave Act (FMLA) of 1993 requires all public agencies to provide up to 12 weeks of unpaid, job-protected leave per calendar year to “eligible” employees for certain family and medical reasons or any qualifying need arising out of the fact that the spouse, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. The NDAA has also expanded FMLA to provide up to 26 weeks of leave per calendar year to care for an injured military service member. All employees are eligible if they have worked within state government for at least one year (cumulative), and for 1,250 hours over the previous 12 months. For specific eligibility requirements and procedures refer to applicable Administrative Directive.

**Catastrophic Leave Bank Program** – Catastrophic leave is a bank of accrued annual and sick leave voluntarily donated by ADC employees which may be approved for use by employees who meet catastrophic illness eligibility requirements. Catastrophic leave may only be taken when an employee is unable to perform regular job duties due to catastrophic illness. State employees may also apply for catastrophic leave for catastrophic illness/injury of spouse, child, or parent as determined by Arkansas Income Tax Code.

Catastrophic leave is available after all sick and annual leave have been exhausted. It is not available for maternity leave or routine illnesses. To be eligible, an employee, if covered by the "Uniform Attendance and Leave Policy Act" must have been employed by the State of Arkansas for more than two (2) consecutive years in a regular, full-time position, not have been disciplined or counseled for leave abuse in the previous two years, and have a combined eighty (80) hours of annual and sick leave at the onset of the injury/illness. Listed below are the application procedures.

1. Requests for catastrophic leave may be initiated by employees or their designees by completing Part I of the Recipient Application Form. Part II of the Recipient Application Form shall be completed as indicated in Step 2. The applicant shall also obtain the timekeeper’s verification of
actual or projected leave exhaustion dates (Part III of the Recipient Application Form), attach a Physician’s Certification of the illness, a Liability Agreement and a Dependent Child Certificate, if applicable, shall also be attached and submit the application to their Unit Human Resources Manager.

2. The Unit Human Resources Manager shall certify with the assistance of the employee’s supervisor whether or not formal written disciplinary action has been taken during the past two (2) years and explain the specific circumstances which caused the employee to exhaust his/her leave (not simply “past illness”, etc.). A brief listing of the employee’s specific job duties may be required by the ADC Catastrophic Leave Committee. After verifying such information with the employee’s supervisor, have the Unit Warden and the Supervisor sign the request as acknowledgement of the employee’s intention.

3. The Unit Human Resources Manager will verify that the employee is in a full-time, regular position and, if applicable, the status of Workers’ Compensation. The Unit Human Resources Manager will process the request with the employee’s Latest Hire Date and Career Service Date.

4. After completing and signing Part III of the ADC Catastrophic Leave Bank Recipient Application Form the Unit Human Resources Manager will forward the document to Human Resources. Human Resources will date stamp the application, assign a case number, and present the request at the next regularly scheduled or special committee meeting.

5. The Committee’s recommendation will be forwarded to the Director for approval and signature. The employee will receive written notification of the decision. A copy will be sent to the appropriate supervisor and the appropriate Unit Human Resources Manager. The original will be retained at the Human Resources office. Reports showing leave currently accrued in the Catastrophic Leave Bank and applications pending will be provided to the Committee as requested or needed.

Leave of Absence Without Pay – An employee may request a continuous leave of absence without pay not to exceed six months unless granted in accordance with the provisions for military leave. The leave is granted at the discretion of the Director. However, leave without pay is not to be granted until all of the employee’s accumulated annual leave has been exhausted. Leave of absence without pay due to illness shall not be granted until all of the employee’s accumulated sick leave has been exhausted.

Any employee on leave of absence without pay does not accumulate leave time, participate in group insurance programs in which the state contributes or receive pay for any legal holidays. However, this does not preclude an employee paying the total cost of the insurance program during leave and being fully covered in the
program until return to duty. In the case of Worker’s Compensation-related leave without pay, agencies are required to remit the employer’s matching portion of the coverage.

At the expiration of such leave, the employee will be reinstated without loss of any rights, unless the position is no longer available due to a budgetary reduction in staff. Employee’s eligibility dates do not change as the result of leave without pay. Failure on the part of the employee to report promptly at the expiration of the leave of absence, except for satisfactory reasons submitted in advance, is cause for dismissal.

**Disciplinary Leave Without Pay** – Where deemed appropriate, management may elect to use the leave without pay status as a disciplinary tool. Disciplinary leave without pay may be imposed regardless of the amount of leave the employee may have accrued. The length of suspension is to be determined by the Warden/Administrator or designee and in accordance with the appropriate Administrative Directives and other policies that may apply. Like penalties should be imposed for similar offenses in comparable circumstances.

**Administrative Leave** – An employee may be placed on administrative leave with the Warden’s/Administrator’s approval, pending the outcome of administrative investigations or court proceedings if it is reasonably felt that the employee’s continued presence would be disruptive to unit operations and the employee cannot be utilized in some other area of the department until the investigation is completed. If an employee placed on leave with pay is cleared of charges, the employee will be returned to his/her same or like position. If an employee is placed on leave without pay and is cleared of the charges, the employee will be issued back pay for lost salary.

**Military Leave and Re-Employment of Veterans** – Full-time state employees who are members of the Arkansas National Guard or any of the U.S. Armed Forces Reserves will be granted leave at the rate of 15 working days per calendar year, plus necessary travel time for annual training purposes. Up to 15 military leave days may be carried over to the succeeding year for a maximum of 30 military leave days for that calendar year. Military leave for annual training or other official duties will be granted without loss of pay and shall be in addition to regular vacation time. The employee must attach a copy of military orders to each request for military leave.

**Active Duty for Military Service** – A full-time employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay; all unused sick leave at the time of military leave will be reinstated when the employee returns. However, all unused annual leave may be paid to the employee before starting the period of leave.
without pay except in cases when the employee is returning to active pay for training. Any Compensatory Time should be used before beginning the leave without pay for military service.

**Active Duty for Specialized Training** – In cases where an employee volunteers or is ordered to active duty for special training, the employee will be placed on leave without pay for the period of training unless the employee elects to use accrued annual leave. This leave is given in addition to annual military training. The employee retains eligibility rights including accumulated annual leave (unless the above option has been exercised) and any sick leave not used at the time the employee begins the training. The employee does not accumulate annual or sick leave during the leave without pay period, and the annual leave accrual rate will be calculated as though there had been no period of absence.

When the employee is released from active duty, the employee shall be reinstated to the position vacated or an equivalent position for which they are qualified in the same agency or its successor.

The reinstatement right shall be valid only if the employee seeks re-employment by application within 90 days of release from active duty, except in the case of an employee ordered to an initial period of active duty in a branch of the military reserve for training of not less than three consecutive months. These returning reservists are entitled to reinstatement rights for a period of 31 days after release from active duty, subject to the same terms and conditions as returning veterans. In both cases, this eligibility for re-employment rights may be extended by provisions stated in the Veteran’s Re-Employment Rights Statute.

The reinstated employee will not lose any seniority rights with respect to leave accrual rates, salary increases, reduction in force policies or other benefits and privileges of employment.

Former employees returning to state service after military service, but who extended their enlistment or re-enlisted for additional military service beyond the initial period for more than a period of four years (or five, when re-enlistment was at the request of the military) will lose all reinstatement rights and will be considered a rehire.

Full-time state employees who are called to active duty in emergency situations as declared by the Governor or President shall be granted leave with pay. The period of leave with pay will not exceed 30 working days. Periods beyond the 30-day limit may be charged to annual leave at the employee’s option and, if necessary, to leave without pay. Military leave for emergency situations is granted in addition to annual military leave for training purposes and normal vacation time.

**Court and Jury Leave** – Any employee serving as a witness or juror or party litigant shall be entitled to full compensation in addition to any fees paid for services or
necessary appearance in any court and shall not be counted for annual leave. Employees working night shifts and who are serving during the day shall take court and jury leave on the night shift of the day on which they served.

**Maternity Leave** – Maternity leave is to be treated as any other leave for sickness or disability. The employee may elect to take leave of absence without pay in the case of maternity leave without having to exhaust accumulated annual, sick leave or compensatory time. Prior to taking leave, an employee should coordinate with the supervisor what type of leave will be used.

**Employee’s Birthday** – Employees are granted one holiday to observe their birthday.

**Holidays** – The Arkansas Department of Correction observes the following holidays:

- New Year’s Day: January 1st
- Martin Luther King Day and Robert E. Lee’s Birthday: Third Monday in January
- President’s Day: Third Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Labor Day: First Monday in September
- Veteran’s Day: November 11th
- Thanksgiving Day: Fourth Thursday in November
- Christmas Eve Day: December 24th
- Christmas Day: December 25th

**Exceptions** - The Governor by Executive Proclamation may proclaim additional days at his/her discretion in observance of special events or for other reasons.

**EXCEPTION 1:** Except for the employee’s birth date listed above, all Department offices will be closed on all legal holidays. However, this closing does not apply to units and wherever else employees are essential to the preservation and protection of the public peace, health and safety.

**EXCEPTION 2:** When a legal holiday falls during a general or special session of the Legislature, the Department offices shall remain open and maintain on duty only the minimum number of employees necessary to carry on the business of the offices, unless these offices are permitted to close by Resolution of the General Assembly.

**Inclement Weather** – State government does not normally close its offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the state must be balanced with the risk of danger to state employees. It is; therefore, appropriate that guidelines that reflect our citizens’ and employees’ need for safety be established.
Due to the fact that the units are required to be open 24 hours each day, 7 days each week, the Warden/Administrator will develop policies and procedures to cover unit operations during periods of inclement weather.

In the event of early morning severe inclement weather conditions, the Governor’s Office will determine whether this inclement weather policy will be placed into effect and will announce its implementation before 6:30 a.m. if possible. On days declared to be covered by the inclement weather policy, all non-essential employees should be at their work stations by 10:00 a.m. and will be given credit for a full day’s attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day’s absence. If the inclement weather policy is implemented for State agencies, it will only apply to ADC employees living in the affected areas.

When severe inclement weather occurs during office hours, the Warden/Administrator will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day. Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time. Wardens/Administrators shall designate critical personnel, who will be required to reach their work stations by the time of regular office opening regardless of weather related conditions to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.

The Warden/Administrator is responsible for determining whether employees are classified as essential or non-essential.

**Children’s Educational Activities Leave** – As a full-time ADC employee, you are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child enrolled in pre-kindergarten through grade 12. If the child is one of the following relations to you:

- a. Natural child
- b. Adopted child
- c. Stepchild
- d. Foster child
- e. Grandchild
- f. You were awarded the child by state virtue that you have been appointed the person’s legal guardian or custodian or
- g. You are acting as a parent for the child in any other legal capacity
“Educational Activity” means any school-sponsored activity including without limitations:

a. A Parent-Teacher Conference  
b. Participation in school sponsored tutoring  
c. Participation in school sponsored volunteer program  
d. A field trip  
e. A classroom program  
f. A school committee meeting  
g. An academic competition  
h. Assisting with athletic, music or theater programs

All ADC employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Children’s Educational Activities Leave that is unused may not be carried over to the next year. Children’s Educational Activities Leave is not compensable to the state employee at the time of retirement.
Benefits — The ADC takes pride in offering a comprehensive benefits program. In addition to competitive salaries, the following core benefits are offered:

- Life Insurance
- Short-term disability
- Basic long-term disability
- Health Insurance
- Preventive Dental Insurance

Optional Benefits:

- Metropolitan Life
- Colonial Life
- Vision Care
- AFLAC (Cancer & Accident)
- Conseco (Supplemental Insurance)
- 457 Plan (Investment)
- AACET

Employees may contact a Benefits Specialist by phone at (870) 850-8510.

Public Employees Retirement — Employees hired prior to January 1, 1978, contributed a percentage of their gross salary to retirement. Employees first hired on or after July 1, 2005 or a non-contributory member who elects to become a contributory member within six months of July 1, 2005, is automatically placed in the contributory plan, and members are fully vested after five years of service.

Under the non-contributory plan, members are eligible for full benefits at age 65 with five years of service or at any age with 28 years of service.

Members may retire with reduced benefits any time after age 55 with at least five years of service. At the time of retirement, employees have 30 to 90 days to file an application and choose a benefit option.

Your retirement and benefit eligibility may be obtained by contacting your APERS (Arkansas Public Employees Retirement System) Representative at 1-800-682-7377 prior to retirement.

Retirement Sick Leave Pay Off — Upon retirement or death, a state employee (or employee’s beneficiary) may receive compensation for accumulated unused sick leave.

You may not receive an amount that exceeds seven thousand five hundred dollars ($7,500) upon retirement.
Deferred Retirement Option Plan (DROP) – The General Assembly established a Deferred Retirement Option Plan for state employees, which allows a 28 and out DROP with a reduced deferral for those with at least 28 years of credit with APERS to defer retirement and continue in service to the state under the DROP plan. Any time purchased by an APERS member counts toward the 28-year requirement.

After seven years in the DROP plan, employees must leave state government and begin drawing their retirement benefit. They may receive the deferred amount in a lump sum or as a monthly payment, or roll it over into an independent retirement account.

Employees under the DROP Plan are still eligible for deferred compensation; career service recognition payments, sick and annual leave, and state employees’ health insurance.

Health Insurance – The State of Arkansas offers a selection of health plans to all full time employees and part time employees that work at least 1,000 hours in a calendar year.

As a newly hired employee, you have 30 days from your hire date to enroll in a health insurance plan. Your coverage will then be effective the first day of the following month. The State also has an annual enrollment period during the month of October so that you can make any desired changes to your plan, or enroll in an insurance plan if you did not do so during your 30-day new hire period. The annual enrollment period allows employees to begin or change coverage. Any changes or new enrollments made during open enrollment will not become effective until January 1st of the next year.

COBRA – You may elect to continue medical insurance for yourself and covered dependents, up to 18 months, in the event of termination of employment. In the event of your death, divorce or if a covered child ceases to meet eligibility requirements for coverage, medical insurance coverage may be extended up to 36 months. Please note that continuation of coverage under those circumstances is not automatic – you or your dependents must generally make the election within 60 days of the event that would necessitate continued coverage. Contact Human Resources in the event that continued coverage is desired.

You may contact your Insurance Representative to find out the costs of continuing your insurance through COBRA.

Worker’s Compensation – State employees are covered by Worker’s Compensation. Coverage is available for job-related injuries and illness.

A claim must be filed as soon as possible after the accident or onset of illness. You are responsible for notifying your immediate supervisor and completing the required forms prior to your leaving work on the day of your injury. Failure to properly notify your immediate supervisor within 24 hours of the occurrence of a work-related injury
or illness to yourself might invalidate your entitlement to payment of benefits and medical expenses.

Employees who are absent from work due to temporary occupational injury or illness and who are entitled to Worker’s Compensation Benefits may, upon proper application, use their accrued sick leave as a supplemental to Worker’s Compensation and receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option will reduce the employee’s accrued sick leave on a proportional basis. For example, an employee’s normal weekly pay is $130. The employee is receiving $65 per week Worker’s Compensation and elects to receive an additional $65 sick leave. Therefore, the employee used sick leave at a rate of one-half, which is two and a half days for each week of disability. Please check with Human Resources before cashing a Worker’s Compensation check. This is necessary to ensure you do not receive payments from both Worker’s Compensation and the Department totaling more than your normal weekly rate of pay. Should this happen, you will be required to reimburse the Department for the amount of the overpayment.

Your Unit’s Human Resources Manager or Human Resources will provide you with instructions and the forms that must be completed in the event of a work-related injury or illness. Failure to notify your supervisor and/or complete the required forms prior to leaving work on the day of the injury must be justified by the circumstances surrounding the incident, (i.e., total incapacitation).

Refer questions pertaining to submission of medical bills for payments, etc., for claims to Human Resources. Refer to the section on sick leave in this handbook if you wish to coordinate your Worker’s Compensation benefits with your accrued sick leave.

**Credit Union** – Department employees are eligible to become members of the Arkansas Federal Credit Union and the Arkansas Employees Federal Credit Union. Membership cards are available in Human Resources. To be eligible for membership to the Arkansas Employees Federal Credit Union, you must be a member of ASEA (Arkansas State Employees Association). As members of the Credit Union, employees have the option of requesting automatic payroll savings deductions from their bi-weekly paychecks. Contact Human Resources for information on how to implement a payroll savings deduction.

**Arkansas Cafeteria Plan (ARCAP)** – ARCAP allows employees to use pre-tax dollars for health insurance, day care costs, and medical expenses.

Premiums for health insurance are deducted from salary before state, federal, and Social Security taxes are determined. Taxes are calculated according to the remaining pay, which results in decreased taxes and increased income. Under this pre-tax program, an employee cannot leave the health insurance plan during the plan year without an approved IRS family status change. Since this pre-tax deduction for insurance is automatic, if an employee does not want to pay for health
insurance with pre-tax dollars, he or she must notify the agency during the enrollment process.

Day care costs may be paid with pre-tax dollars, decreasing taxes and increasing income. Participants deposit a certain amount, depending on tax brackets and marital status, into an account each year. After day care expenses are incurred on that account, employees may request tax-free withdrawals.

A flexible medical spending account covers uninsured medical charges, including deductibles, co-payments, and transportation. Participant may then request tax-free withdrawals from this account after expenses are incurred. **Please be aware, any balance in the account at the end of the year is forfeited.**

**Employee Assistance Program (EAP)** – The EAP is designed to provide counseling and treatment referral for alcohol and drug abuse, family crises, legal conflicts, interpersonal relationships, and other concerns that may adversely affect employee job performance. On occasions, members of an employee’s family may participate in the program when activities are related to employee problems.

**Arkansas State Employees Association** – ASEA is an independent non-profit organization that focuses on improving working conditions for state employees. Joining ASEA is optional for ADC employees. ASEA lobbies the General Assembly on behalf of State employees, publishes and distributes “ALERT” (a weekly memorandum of what is happening on employee-related matters) and other informational newsletters. ASEA offers benefits such as a benevolent fund and insurance products from the State Employee Benefits Corporation (SEBCO), a subsidiary of the ASEA. SEBCO offers optional insurance products at reasonable costs. Available insurance products include automobile, cancer, dental, disability, life, homeowners, renters, mobile home, pre-paid legal, vision, vanpool and watercraft. Call SEBCO at 1-800-950-8139 for information and rates on these various products.

Dues to join the ASEA may be payroll deducted.

**Unit Employee Corporation** – Once assigned to a duty station, an employee will have the opportunity to join an employee association. For a nominal fee, these associations offer such benefits as shoe shines, haircuts, turkeys or hams at Christmas time and other services. Some units/facilities have built swimming pools for the use of employee association members. You may get more information once assigned to your duty station by visiting the Unit Human Resources Manager or contacting an employee association representative. Membership dues may be payroll deducted.

**Correctional Peace Officers Foundation** – The CPO Foundation was created to sustain, support and assist the survivors of a Correctional Officer killed in the line of duty and to promote and project a positive image of the Correctional Officer to the public and within the profession. You may get more information on joining this
worthwhile organization by contacting your Unit Human Resources Manager or Human Resources.

Arkansas Association of Correctional Employees Trust - Should time of crisis or tragedy strike, the Arkansas Association of Correctional Employees Trust stands by ready to provide immediate meaningful relief. But it's only through the generosity of correctional staff and sponsors like you that we can assist our co-workers and friends.

Your contribution is fully tax deductible for federal income tax purposes. The Arkansas Association of Correctional Employees Trust is the non-profit direct support organization for employees of the Arkansas Department of Correction.

You can make sure we can continue to take care of our officers and staff in times of crisis by making your best tax-deductible contribution today. Your membership directly benefits the Employee Assistance Program and can be payroll deducted.

Southern States Correctional Association (SSCA) – is a "family" of professionals from 14 states representing virtually every type of corrections agency - youth and adult services, probation and parole, counselors, teachers, administrators, and volunteers. The membership also includes law enforcement officers and others interested in corrections.

SSCA's greatest asset is the combined knowledge, experience, and dedication of approximately 1,200 members. Nowhere will you find another group of people more willing to share both their ideas and their friendship. SSCA offers you an opportunity for networking with the best corrections personnel in the country and training unsurpassed by any other correctional organization.

SSCA is no newcomer to the South, or to corrections. Its two predecessors, Southern States Probation and Parole Conference and Southern States Prison Association - provided SSCA a tradition of service and has been five (5) decades in the making. Building on this legacy, SSCA has become a dynamic force in the field of corrections. Your membership dues can be payroll deducted.

Deferred Compensation Plan – Deferred compensation, a supplemental retirement plan available to state employees, allows employees to contribute up to 25% of their FICA wages with a maximum deferral amount that is determined annually using the Consumer Price Index. Payments to the plan are made through payroll deduction. The participant will need to complete a participation agreement(s) with the contracted vendor for the State of Arkansas. Enrollment amounts can then either be increased or decreased by the employee at any time. Participation can also be stopped or restarted at any time.

State-Owned Housing – Based on the needs of the institution, unfurnished housing may be provided to certain supervisory positions. Depending on space availability, employees may move mobile homes onto the grounds of the correctional unit.
Utilities may be charged on mobile homes according to departmental procedures. All housing is obtained with approval of the Warden/Administrator and Director (See Applicable Administrative Regulation/Directive).

**Hunting and Fishing** – All hunting and fishing on departmental property will be restricted to employees of the Department of Correction and their immediate families, subject to prior approval of the unit warden. The unit warden is also authorized to withdraw hunting and fishing privileges should it be deemed necessary.

Each unit may have other policies relating to hunting and fishing privileges. Please consult the unit warden for the policy.

The Department of Correction and the State of Arkansas assume no responsibility for accidents during leisure time activities of staff or their guests while on or off state property (See Applicable Administrative Regulation).
Employee Conduct Standards – It is the policy of the Department of Correction to ensure that all employee discipline be administered in a consistent, objective, and good faith manner.

Nothing in these guidelines and procedures limits the Director’s authority to establish or revise Arkansas Department of Corrections Policies. These guidelines and procedures are adopted to guide the internal operations of the Department and do not create any legally enforceable interest or limit the Director or his Designee(s) authority to terminate any employee at will.

Conduct/Written Procedures & Regulations – All employees of ADC are expected to conduct themselves in a manner that reflects favorably upon themselves and other employees of the Arkansas Department of Correction. Ideally, all employees should exhibit professionalism and character above reproach at all times. Employees should strive to set a positive example not only for inmates under our control but also for other employees and citizens with whom they may come in contact. It is toward these goals that ADC has established written procedures and regulations.

Written procedures and regulations are for the protection and benefit of all employees. All employees are expected to read, know, understand, and abide by these procedures and regulations. For employees who violate one or more procedures or regulations, a progressive discipline process has been established. (See Applicable Administrative Directive).

Workday/Punctuality – Relief – If for any reason you are unable to report for duty, you shall notify your supervisor at the earliest possible moment or in accordance with prescribed rules. All employees have a specific work schedule. This schedule includes the number of hours and number of days required for a complete workweek. These days and hours may vary depending on the type of work or the work site involved. Once the schedule is received, each employee is expected to be punctual and ready for work at the designated times.

Many employees of ADC must remain on duty until properly relieved by another employee, until certain activities are ceased, or until a specific assignment is completed. In these circumstances, an employee shall not leave the assignment until such action has taken place. Other employees have specific hours of work and at a specific time their assignment is concluded until the next time for them to begin a new shift. These employees are to be on duty for their entire specified time. Permission must be granted by a supervisor or appropriate authority prior to an employee leaving an assignment before the end of the work schedule.

If an emergency situation occurs at an employee’s place of assignment, approval must be given from supervisor prior to leaving any assignment.

Chain of Command – The recognition of authority is an integral part of an efficient correctional program. When placed on assignment, employees will be informed who
their supervisor is so that all questions regarding the performance of a job may be directed to the proper person.

Employees should go to the person above their immediate supervisor only when an emergency arises and the immediate supervisor is not available.

**Religious Observances** – The ADC will reasonably accommodate an employee’s religious observances, practices and/or beliefs. Employees shall have the opportunity to pursue a voluntary “shift swap” with a co-worker in order to observe their Sabbath.

**Employees On-Call Responsibilities** – Emergency situations may arise from time to time in the Arkansas Department of Correction. Security staff is on call 24 hours a day. They are required to have an operating telephone number on record in the Unit Human Resources Office.

All other employees may be called anytime for additional needs during emergency situations or to be advised of possible security problems. For these reasons, such employees are strongly encouraged to supply their phone number to their supervisor. All personal phone numbers and home addresses are considered confidential and will not be given to anyone except authorized personnel.

**Correctional Officer Creed** – All new employees who provide security functions (Correctional Officers) will be required to be sworn in by the Correctional Officer Creed. The creed will be administered to new Correctional Officers during Basic Correctional Officer Training.

**Custodial Responsibilities of All Employees** – All employees are considered correctional personnel. All employees have general responsibilities that may not be related to their professional or occupational functions. All employees, to some degree, will work around inmates. Custodial responsibilities are inherent to all employees. Each employee has a fundamental duty to assist in security functions whenever necessary. Each employee must understand that security of inmates is of primary importance, and the enforcement of inmate rules and regulations is not delegated exclusively to security personnel.

**Familiarity with Inmates, Probationers, Parolees, or their Relatives and Friends**
Employees are encouraged to maintain a professional image at all times. Employees should make every effort to avoid actions and associations that might compromise their status with the Department. ADC policy prohibits business relationships, partnerships, loans of money, close personal associations, dating or marriage and legal or financial transactions with ex-inmates, parolees, or probationers except when they are family members and this should be disclosed to the Warden/Supervisor and be in writing and placed in their personnel file for future reference.
Sexual Misconduct with Inmates – It is the policy of the ADC to prohibit employees from engaging in intimate relationships with inmates. Acts of sexual misconduct with inmates or retaliation against inmates who refuse to submit to sexual advances are prohibited. Sexual Misconduct with any person in custody of the Department of Correction is a Class C Felony. The ADC will fully investigate and discipline persons who violate this policy.

Representation of Inmates by Employees – Employees are not authorized to appear before the Parole Board on behalf of an inmate or present information pertaining to an inmate who is under consideration for parole or transfer unless requested by the board.

Employees who are involved from the viewpoint of victim or next-of-kin, family of inmate, sponsor of inmate, etc., may attend hearings as a protestor or supporter. A request to protest or support an inmate’s parole will be coordinated and approved by Institutional Parole Services. Employees who request to protest or support an inmate’s parole shall advise their Warden/Administrator.

Hiring of Parolees and Persons Under Release Supervision – Persons on parole or supervised release may work in regular employment or provide special services for employees who have private businesses and pay wages only with the written approval of the Director.

Security Disturbances/Incidents – The Department of Correction is responsible for protecting the lives of employees and inmates in the event of an emergency or other disturbances at any facility operated by the Department or area where the Department has jurisdiction. If at any time any employee or Warden/Administrator is taken hostage, this person is no longer in command. If an employee or member of an employee’s immediate family is taken hostage or kidnapped, all authority to give orders relative to the situation is no longer permissible for that employee. Under no circumstances will inmates be released or freed. (See Applicable Administrative Regulation)

Weapons – Some employees are authorized to carry weapons in the course of their duties. Weapons may include firearms, stun guns, chemical agents and batons. Authorization may come only from the Warden/Administrator and shall be predicated on the fact that training and qualification of the weapon assigned has been achieved. Employees who use firearms must re-qualify annually. Personal weapons may not be brought onto correctional premises without expressed permission from the Warden/Administrator.

All weapons and/or ammunition must be kept in a locked box when not in possession of the individual. Weapons and ammunition will be turned in to the Armory at the various units before an individual is allowed to enter a facility. Law Enforcement Officers or state employees with assigned state vehicles may secure their weapons in a locked box in the vehicle’s trunk.
State Property – Vehicles and Articles – There are many occasions when employees are assigned to use state property in the course of their duties. Each employee is responsible for ensuring his/her equipment is kept clean and in good operating condition. Employees should advise appropriate staff when repair is needed.

Many equipment items require training and/or safety procedures before using them. To ensure procedures have been followed, the employee’s supervisor should be contacted before equipment is used.

When operating a vehicle on state business, employees will abide by the laws of Arkansas.

Employees operating a state vehicle involved in an accident will immediately notify their supervisor and law enforcement agency and submit to a drug test for compliance with the ADC Drug Testing Policy.

Before being permitted to drive a vehicle, employees will be required to sign a release allowing the Department to review their driving record. If the employee has excessive (10 or more) points they will be required to take a defensive driving course. If an employee’s driving record is considered by the Department’s safety program to be below standard, that employee’s driving privilege may be restricted.

If requested to operate a vehicle on state business, employees are responsible for advising their supervisor of an invalid or suspended driver’s license. Any employee transferring positions or separating from the Department should turn in all assigned equipment prior to departure. The Department of Correction is required by law to recover all state property not returned. Employees failing to return equipment may have their last check held until the matter can be resolved.

Personal Searches of Person or Property – When it is deemed necessary to search the person or belongings of an employee on state property, such search shall be conducted with authority from the Warden/Administrator. Refusal by an employee to be searched will be grounds for disciplinary action. The right of search is a condition of employment with the Arkansas Department of Correction to ensure the protection of inmates and employees.

Contraband is defined as any article not officially issued or purchased through departmental channels or any article brought into an institution or departmental work location other than through proper channels. Employees who take contraband onto state property or into state institutions may be subject to disciplinary action and/or criminal prosecution. Employees may not, without the authority of the Warden/Administrator, introduce into an institution or workstation under the jurisdiction of the Department any alcohol, narcotic drug, tobacco, article, or any letter or message intended to be received by an inmate. Nor may employees, without the written authority of the Warden or Administrator, take any letter, or message or article to or from an inmate.
It is a felony to furnish or provide a weapon, intoxicating beverage, tobacco, controlled substance, money, or any other item that would facilitate an escape or violence within a facility.

**Employee Identification Cards** – All employees will be issued Employee Identification Cards by Human Resources. To insure adequate security is maintained, employees are required to carry their ID Card at all times while on duty. If a change in position, unit or name occurs, the Unit Human Resources Manager will have a change of ID form, to be completed and taken to Human Resources to update the employee’s ID. Any loss or theft should be immediately reported to the employee’s supervisor. There is a $5.00 charge (money order) for replacement ID Cards.

Any employee who receives an ID card from ADC and enters a facility operated by ADC is subject to the procedures and regulations as set forth in the Employee Handbook, Administrative Regulations, as well as regulations specific to any certain division of ADC. All employees will receive an Employee Handbook at the time they receive their ID Card. Those persons receiving an ADC ID card will consider themselves as “employees” where the term is used in the Employee Handbook, Administrative Regulations and other written material-addressing employees of ADC.

**Financial Interests** – To avoid any appearance of impropriety, employees should refrain from receiving gifts, services, or items from an inmate or parolee or the relative or friends of an inmate or parolee. An employee should not receive compensation from any firm, person or corporation conducting business with the Department in exchange for advantages in securing commerce with the Department.

It is each employee’s responsibility to report to his/her Warden/Administrator receipt of any item or correspondence received from inmates or their family members other than those received relating to their officials duties.

**Nepotism** – Nepotism is the act of showing favoritism to relatives especially in appointment to jobs. The definition of a relative as interpreted by the Department of Finance and Administration Office of Personnel Management (OPM) is “father, mother, sister, brother, husband, wife, child, grandmother, grandfather, uncle, aunt, stepmother, stepfather, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, stepdaughter, stepson, daughter-in-law, son-in-law, first cousin, niece, nephew or any individual acting as parent or guardian of an employee.

In order for nepotism to exist, the relative must be in the same organizational line and have responsibilities for recommendations or decisions that affect the employment status (promotions, demotion, etc.) of the employee (relative).

**Secondary Employment** – Management realizes that there may be times when an employee may have a need for secondary employment. When this occurs, a written
request should be submitted to the Warden/Administrator of the employee’s area. The secondary employment shall not hamper or interfere with the employee performing their duties with the ADC, nor can it prohibit the employee from shift and/or schedule changes that management dictates.

**Political Activity** – Employees of the Arkansas Department of Correction have the right to participate in political activity. However, employees choosing to do so must do so on annual leave or leave of absence without pay. When this is done, official titles or roles with the Arkansas Department of Correction must not be used for political purposes.

Asking for or collecting contributions for elected officials, candidates for political office, or for any political activity must take place outside of regularly-schedule work hours and off premises. Any plans you may have to seek a public office or assume a major role in a political campaign should be discussed with your supervisor. If your supervisor feels that plans will interfere with your assigned duties and responsibilities, a request must be forwarded through regular administrative channels to the Director. If the request is approved, adjustments in work hours and salary may be made.

Arkansas Department of Correction property cannot be used for any type of political activity.

**Solicitation of State Employees** – Solicitation of state employees will be permitted only with the approval of the Director and only before or after working hours. ADC facilities may be used for solicitation purposes after hours with the approval of the Director and only if the goods or services to be solicited present a significant cost savings for group purchasing and do not conflict with executive orders or ADC policy.

**Freedom of Information** – The Arkansas Freedom of Information Act 93 of 1967 requires that public business be performed in an open and public manner so that electors are advised of the performances of public officials and of the decisions that are reached in public activity and in making public policy. The act has provisions to protect an individual’s right to privacy in releasing information.

In order to assure that the public’s right to information is protected, the Department has established procedures for providing information to the public and media. In releasing information, employees should become familiar with the Freedom of Information Act, other state and federal statutes, and policies and procedures established by the Department in releasing information.

When in doubt about the confidentiality of a document, contact Human Resources or the Public Information Officer.

**Drug-Free Workplace** – For the safety of our co-workers, inmates and the public we serve, employees must maintain a drug-free workplace. Unlawful manufacturing,
distribution, dispensing, possessing, using or being under the influence of a controlled substance or alcohol in the workplace at the Department of Correction is prohibited and may subject the employee to disciplinary action and/or criminal prosecution. Drug testing will be required of employees and/or applicants pursuant to the current policy.

**Use of Medication** – Employees in “safety sensitive” positions who are taking a prescribed drug (or any other type of medication) that may affect their ability to perform any essential function of their job must notify their immediate supervisor prior to starting the employee’s scheduled shift. For purposes of this policy a “safety sensitive” position is any person working at any institution or other personnel required to supervise or control inmates, for example, emergency response teams who do not work at an institution.

**Access to Medical Care** – In case of emergency, the medical services facilities may be used by employees. The Warden/Administrator will authorize such use when an employee is injured or becomes ill while on duty. As soon as practical, the employee is to be transferred to a free-world hospital. No prescriptions will be filled for employees of the Department of Correction by the Department’s health care provider.

**Proper Language** – The use of obscene language in the work place should be avoided. An attitude of helpfulness, courteousness and friendliness should be exercised in dealing with the public as well as with your fellow employees.

Inmates should not be referred to in any manner other than their last names, job titles or ADC numbers.

**Standards for Employee Personal Appearance** – All employees are expected to report for duty dressed and groomed in a neat, clean and professional manner appropriate for the duties assigned and in accordance with department policy.

**Telephone/Internet Usage** – Telephones/Internet Service are a vital part of the Department of Correction. Telephones should be utilized in a professional and businesslike manner. Personal telephone calls are only permitted with approval of the immediate supervisor and for emergency situations. Long distance calls and use of internet services are limited to Department business only.

**Electronic Equipment** – Only state authorized electronic equipment (i.e., cellular phones, pagers, radios, tape recorders, televisions, etc.) will be allowed inside the units unless authorized by the unit warden. (See Applicable Administrative Regulation)

**Tobacco Products** – It is the policy of the ADC that there shall be no possession or use of tobacco products by inmates or by employees or others while within the perimeter fence of a facility, while engaged in direct supervision of an inmate or
inmates outside of the perimeter fence or while inside any ADC building (owned or leased), except staff residences. (See Applicable Administrative Directive)

**Use of Volunteer Service** – The Department of Correction has established a Volunteer Services Program to provide services to inmates. Individuals interested in volunteer work for the Department of Correction should apply for assignment in the Unit Warden/Administrator's office. Each applicant will be interviewed and screened according to a thorough background check. The coordinator of Volunteer Services for the Department of Correction will be responsible for assisting the unit wardens and Administrators in the development of volunteer programs. (See Applicable Administrative Regulation)

**Garnishments** – Employees who receive a garnishment against their salary shall be disciplined according to Employee Conduct Standards Policy up to and including dismissal. Employee garnishments should be dealt with according to procedures.
Separation of Employment and Other Employment Actions
Voluntary Resignation – Notice of an employee’s intent to resign should be made known to the employee’s immediate supervisor in writing at least two weeks prior to the employee’s last working day. If a two-week notice is not possible, a written explanation should be made and submitted with written resignation notice. An employee’s failure to give advance notice will be indicated by the supervisor on the termination form, which is filed in the resigning employee’s personnel record and may result in a negative rehire recommendation.

Involuntary Termination – All formal disciplinary action(s) are progressive except when action(s) adversely affect security and the good order of departmental operations. In those situations, progressive disciplinary actions are unnecessary. Progressive disciplinary steps include oral notice, written notice, suspension and discharge.

Prior to discharging any employee, a hearing will be granted to the employee to afford him/her an opportunity to present rebuttal of the case. If, after the hearing, discharge is still in order, the employee will be advised in writing of the decision and the reason(s). An employee discharged by the Department may, within five days of termination, submit in writing to the Departmental Grievance Officer a complaint of the discharge. The complaint will be processed in accordance with the Uniform Grievance Procedure.

Separation Process – All employees are required to turn in all state property (keys, identification cards, uniforms, Administration Regulation manuals, employee handbooks, etc.) to the proper official upon leaving the department. Failure to comply with these requirements will result in a delay in the issuance of the final check owed to the employee and could result in prosecution in the case of failure to turn in state property.

If after leaving employment with the Department, a former employee receives a summons in a lawsuit filed against them by an inmate, it is imperative that the employee contact the Attorney General’s Office as soon as possible. Failure to notify the Attorney General promptly when a complaint is filed against an employee or an ex-employee or when a demand for damages is otherwise made, means the State of Arkansas is not liable for the payment of actual damage through the Claims Commission.
Uniform Grievance Procedure – The Department of Correction has established a Uniform Grievance Procedure to ensure that employees are given the opportunity, through established steps and procedures, to resolve complaints and/or grievances in a timely manner that they believe adversely affect their employment or working conditions.

This procedure is intended to encourage employees to discuss problems or perceived problems with their immediate supervisor. This provides the basis for discussing over matters and creating a better understanding between employees and supervisors.

Should more information be needed about the procedure, you may contact your Unit Human Resources Manager or the Departmental Grievance Officer located in the Central Office.

Sexual Harassment – It is the policy of the Arkansas Department of Correction that sexual harassment as defined in the federal guidelines is not tolerated. The purpose of these policies (see AR 226 and Administrative Directive for Investigation Procedures for Sexual Harassment Allegations) is to handle the complaint in an expeditious and thorough manner while maintaining the confidentiality of the allegations, as much as possible.

Employees must notify a supervisor at any level in the organization, EEO/Grievance Officer at Central Office or Warden that she/he is being sexually harassed. An employee must notify the Warden after notification to the supervisor or EEO/Grievance Officer.

Employees must submit their complaint in good faith. Complaints can be addressed through the Uniform Grievance Procedure (if eligible) or through the Administrative Directive for Investigation Procedures for Sexual Harassment Allegations.

Public Employee Chemical Right to Know Act – Act 556 of 1991, known as the Public Employees’ Chemical Right to Know Act, was enacted to assure public employees have access to training and information concerning hazardous chemicals that will enable the employees to minimize their exposure to such chemicals and protect their health and well being. Any chemical used by ADC has been identified, and your supervisor will inform you of any necessary training or precautions.

Veteran’s Preference – The Arkansas Department of Correction provides preferential treatment to certain veterans in appointments, employment, promotions and retention. Related disabilities that do not relate to a bona fide occupational qualification should not be used to disqualify such preferred persons unless it poses a direct threat to the health and safety of other employees, inmates or themselves.

To qualify for veteran’s preference, Arkansas Code §21-3-302 as amended by Act 653 of 2003 establishes preference in employment to veterans who have been
honorably discharged from a tour of active duty with the armed forces of the United States. Preference is also extended to any person who has served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years.
Directory
Personnel Directory

Administrative Annex East
2403 East Harding
Pine Bluff, AR 71601
(870) 850-8469
  Accounting – (870) 850-8564
  Correctional Industries – (870) 850-8431
  Farm – (870) 850-8464
  Human Resources – (870) 850-8510
  Information Systems – (870) 850-8900
  Inmate Banking – (870) 850-8479
  SOSRA – (870) 850-8429

Diagnostic Unit
7500 Correction Circle
Pine Bluff, AR 71603
(870) 267-6410

East Arkansas Regional Unit
P.O. Box 180
Brickeys, AR 72320
(870) 295-4700

Grimes Unit
300 Wackenhut Way
Newport, AR 72112
(870) 523-5877

J. Aaron Hawkins, Sr. Center
P.O. Box 1010
Wrightsville, AR 72183
(501) 897-1195

Randall L Williams Correctional Facility
7206 W.7th Avenue
Pine Bluff, AR 71603
(870) 267-6800

Maximum Security Unit
2501 State Farm Road
Tucker, AR 72168
(501) 842-3800

McPherson Unit
302 Corrections Drive
Newport, AR 72112
(870) 523-2639

Miss. County Work Release
P.O. Box 10
Luxora, AR 72358
(870) 658-2214

Central Office
P.O. Box 8707
Pine Bluff, AR 71601
(870) 267-6999
  EEOC/Grievance Officer – (870) 267-6370
  Internal Affairs – (870) 267-6226
  Medical Services – (870) 267-6331
  Mental Health Services – (870) 267-6326

Construction Division
7800 Correction Circle
Pine Bluff, AR 71603
(870) 267-6627

Cummins Unit
P.O. Box 500
Grady, AR 71644
(870) 850-8899

Delta Regional Unit
Rt. 1 Box 12
Dermott, AR 71638
(870) 538-2000
Personnel Directory

North Central Unit
#10 Prison Circle
Calico Rock, AR 72519
(870) 297-4311

Training Academy
100 Grimes Rd.
Tucker, AR 72168
(501) 842-8580

NW Ark. Work Release
200 East Price Avenue
Springdale, AR 72764
(479) 756-2037

Tucker Unit
P.O. Box 240
Tucker, AR 72168
(501) 842-2519

Ouachita River Unit
P.O. Box 1630
Malvern, AR 72104
(501) 467-3400

Varner Unit/Varner Supermax
P.O. Box 600
Grady, AR 71644
(870) 575-1800

Pine Bluff Unit
890 Freeline Dr.
Pine Bluff, AR 71603
(870) 267-6510

Wrightsville Unit/Hawkins Unit
P.O. Box 1000
Wrightsville, AR 72183
(501) 897-5806

305 East 5th St.
Texarkana, AR 75501
(870) 779-3939

(Please note that the directory information is outdated and may no longer be accurate. Updated information can be found on the official website or contacting the appropriate authority.)