



ADMINISTRATIVE REGULATIONS

STATE OF ARKANSAS

BOARD OF CORRECTIONS

Section Number:	Page Number:
AR 204	1 of 1
Board Approval Date:	
4/17/98	
Supersedes:	Dated:
AR 204	11/04/88
Reference:	Effective Date:
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SUBJECT: Employment Policy

I. AUTHORITY:

The Board of Correction and Community Punishment is vested with the authority to promulgate this Administrative Regulation by Ark. Code Ann. § 12-27-105.

II. POLICY:

It shall be the policy of the Arkansas Department of Correction to ensure that all employees/applicants are given fair and equal opportunity for employment and to ensure compliance with all State and Federal guidelines.

III. EXPLANATION:

- A. Positions of the Department of Correction are defined as those established by law and subject to provisions of the State Uniform Classification and Compensation Act.
- B. The Arkansas Department of Correction shall establish applicable policies, directives, and procedures to govern the employment process in accordance with all State and Federal guidelines.
- C. The Director of the Department shall have final authority in personnel selection and in the selection of executive staff.

**ARKANSAS DEPARTMENT OF CORRECTION
PROMOTION/HIRE**

Promotion _____
 Rehire _____
 In House _____

Outside _____
 Unit _____ Division _____ Date _____
 Position To Be Filled _____ Shift _____ Post _____
 Position Number _____ Pay Grade _____ Step _____
 Justification for Position _____

 Administrator

Permission Granted to Fill Position

_____	_____	_____	_____
Warden/Administrator	Date	Approved	Not Approved
_____	_____	_____	_____
Assistant Director	Date	Approved	Not Approved
_____	_____	_____	_____
Personnel Administrator	Date	Approved	Not Approved
_____	_____	_____	_____
Business Administrator	Date	Approved	Not Approved

Date Advertised _____
 Number of Applicants Submitted _____ Number of Applicants Interviewed _____
 Applicant Chosen _____ Pay Grade _____ Step _____
 Interviewer(s) _____
 Qualification Status Q _____ QRC _____
 Background Check Conducted by _____

_____	_____	_____	_____
Warden/Administrator	Date	Approved	Not Approved
_____	_____	_____	_____
Assistant Director	Date	Approved	Not Approved
_____	_____	_____	_____
Personnel Administrator	Date	Approved	Not Approved
_____	_____	_____	_____
Business Administrator	Date	Approved	Not Approved
_____	_____	_____	_____
Director	Date	Approved	Not Approved