SUPPLEMENTAL AGENDA

Suspension of the Rules Request

ALC/Personnel Subcommittee

Wednesday, November 18, 2026

1:30p.m., Room A, MAC

A. Suspension of the Rules

1. Request from Arkansas Department of Veteran's Affairs to allow recruitment and retention incentives. (Colonel (Ret) Robert A. Ator II, Secretary)

Department of Shared Administrative Services
Governor Sarah Huckabee Sanders
Secretary Leslie Fisken

November 18, 2026

The Honorable Breanne Davis, Co-Chairperson
The Honorable Les Warren, Co-Chairperson
Uniform Personnel Classification and
Compensation Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315

Dear Senator Davis and Representative Warren:

The Office of Personnel Management (OPM) requests the suspension of the Committee Rules for Supplemental Agenda Item requiring submission in advance of a committee meeting. This request is to allow recruitment and retention incentives from The Arkansas Department of Veteran's Affairs (ADVA).

ADVA seeks to replace the existing nursing Special Compensation Plan pursuant to Arkansas Code Annotated § 21-5-228. This request was inadvertently omitted from the original submission provided by OPM and was intended for the November meeting.

Your favorable approval of this request would be greatly appreciated.

Sincerely,

Leslie Fisken

Leslie Fisken, Secretary
Arkansas Department of Shared Administrative Services

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

Long-Term Care (LTC) Special Compensation Award Incentive Program (LTC Award Program)

I. PURPOSE

Pursuant to Arkansas Code § 21-5-227 and § 21-5-228, this policy replaces the previously approved Arkansas Department of Veterans Affairs (ADVA) Nursing Special Compensation Award (SCA) Program and the Certified Nursing Assistant (CNA) SCA Program. The Long-Term Care (LTC) SCA Award Program is designed to significantly reduce the reliance on long-term care contract staff and increase successful recruiting and retention of ADVA LTC personnel by providing a one-time special compensation award.

II. AWARD PROGRAM ADMINISTRATION

The Award Program will be administered without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status.

Eligibility:

Current employees and new hires into full-time long-term care positions within the LTC Division will be eligible to receive a one-time award to serve as a recruitment and retention incentive for employees in eligible positions.

Qualifying positions and funding amounts are listed in Appendix 1.

Criteria:

Current and newly hired employees electing/choosing to participate and receive funding from the LTC Award Program must successfully complete a minimum of one (1) year in their position within the LTC Division of ADVA to retain their funded award amount.

Current and newly hired employees may receive only one award (i.e. if a qualifying employee resigns and later returns or is promoted to another eligible position, they would not be eligible to receive a second special award).

Procedures:

Current and newly hired employees in a qualifying position will receive their funded award amount on the first pay period following OPM approval. Current employees who have already received the full amount of either their Nursing SCA or their CNA SCA will receive no additional SCA under this program. Current employees that have already received one half of their award under the previously approved Nursing

or CNA SCA Program will receive their second award amount on the first pay period following OPM approval. If the employee voluntarily resigns or is terminated from employment prior to completion of the required period of employment (minimum one (1) year) the following shall apply:

- Will repay ADVA the previously funded amount received before the date that the employee resigns or is terminated from employment; and
- If voluntary repayment is not received by the termination or resignation date, ADVA will recoup the funds from the employees' last paycheck or leave payout.

If the employee fails to repay as stated above, or within one hundred eighty (180) days from the date of resignation or termination, the Revenue Division of the Department of Finance and Administration may offset any refunds due to the employee from the division by the sum certified by the Office of Personnel Management as due and owing under § 26-36-301 et. seq.

Miscellaneous:

The following terms apply to the Award Program:

1. A lump-sum special compensation award payment is subject to withholding of all state and federal taxes.

2. A lump-sum special compensation award payment is included by retirement systems in determining retirement benefits.

3. A special compensation award may allow an employee's salary to exceed the maximum pay level.

4. An employee may receive a special compensation award, and a merit increase in the same fiscal year, if the employee is otherwise eligible for a merit increase.

5. Existing department funding will be used to cover the costs associated with any special compensation award.

Appendix 1 – Qualifying Positions and Amounts for Special Compensation Awards

Classification	Title	Grade	Amount
MHA03C	Nursing Home Director (LTC Div Dir)	SPC09	$5,000
MHA01C	Nursing Home Administrator	SPC08	$5,000
MHA02C	Nursing Home Assistant Administrator	SPC06	$5,000
MNU05C	Nursing Administrator (DON)	MED08	$5,000
MNU04P	Nurse Practitioner (APRN)	MED08	$5,000
MNU07C	Nurse Manager (LTC Dep Div Dir)	MED07	$5,000
MNU08P	Registered Nurse Supervisor/Expert	MED06	$5,000
MNU06P	Registered Nurse	MED05	$5,000
MNU02P	Licensed Practical Nurse Supervisor	MED03	$5,000
MNU01P	Licensed Practical Nurse	MED02	$5,000
THT01I	Certified Nursing Assistant	SGS03	$2,000