



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
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June 8, 2012

Senator Michael Lamoureux, Co-Chair  
Representative Bryan B. King, Co-Chair  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Gentlemen:

The Office of Personnel Management submits a request from the Department of Finance & Administration (DFA), Office of Administrative Services for your review:

DFA has requested continuation of a plan to provide differential pay for those employees that demonstrate proficiency in a second language other than English. The differential pay request is based upon Arkansas Code 21-5-221 which states:

*"A second language differential of up to ten percent (10%) may be authorized for an employee who has the demonstrated ability and skill to communicate in a language other than English, including American Sign Language, and that skill is determined by the agency or institution to be directly related to the effective performance of the job duties for the position occupied by the employee."*

The determination of proficiency is achieved for the oral and written examinations administered by the Arkansas Spanish Interpreters and Translators. Additionally, the second language must be utilized at least 25% of the time in performing job duties. Employees receiving the differential whose job duties change and no longer require the use of the second language will no longer receive the differential.

The agency has submitted the following differential pay plan based on four levels of proficiency:

Advanced	10.0 %
Fluent	7.5 %
Intermediate	5.0 %
Basic	2.0 %


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Currently, DFA is providing one Second Language differential to an employee at a cost of \$1,203.

The Office of Personnel Management has reviewed the submitted documentation by the Department of Finance & Administration and recommends the continuation of the second language pay differential plan.

Your consideration of this request is appreciated.

Sincerely,



Kay Barnhill Terry  
State Personnel Administrator



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Chief Fiscal Officer of the State

**MAY 31 2012**

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Date

KBT/CLS:1-2



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF ADMINISTRATIVE SERVICES**  
**Human Resources**  
1515 West Seventh Street, Suite 102  
Post Office Box 2485  
Little Rock, AR 72203-2485  
Phone: (501) 324-9065  
Fax: (501) 683-2174  
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May 30, 2012

Ms. Kay B. Terry, State Personnel Administrator  
Department of Finance and Administration  
Office of Personnel Management  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72203

**RECEIVED**

**MAY 30 2012**

**OFFICE OF PERSONNEL MGMT  
CLASS & COMP**

Dear Ms. Terry:

The Arkansas Department of Finance and Administration is requesting a continuation of Second Language salary differential for the 2013-2015 Biennium based on Act 688 of 2010 that states the following compensation of Second Language payment of up to 10% will be based upon four levels of proficiency:

A. Advanced	10%
B. Fluent	7.5%
C. Intermediate	5.0%
D. Beginning/Basic	2.0%

Any position requiring translation of a language other than English for speaking purposes only will be allowed to use the score from the speaking portion of the exam. Any position requiring translation of a language other than English for writing only will be allowed to use the score from the written portion of the exam. In case the position requiring both speaking and written translation, an average of the two scores will be taken to derive the overall score. The second language must be used at least 25% of the time in the job to be eligible for use of the provision.

Your favorable consideration of this request is appreciated.

Sincerely,

Amy Valentine  
Human Resources Manager