



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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www.arkansas.gov/dfa

June 8, 2012

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

Gentlemen:

The Office of Personnel Management recommends the continuation of the following salary grid for hiring registered and licensed practical nurses by state agencies and institutions of higher education through fiscal year 2013. This grid is used at the time of hiring and is not applied as a salary adjustment grid. The proposed nursing grid utilizes the career service schedule of pay grades as delineated in ACA 21-5-222 which states:

(a)(1) A state agency or institution may request that a salary administration grid be approved for specific classifications of positions assigned to the career service compensation plan if the:

(A) State agency or institution has documented the need for a salary administration grid for specified positions or classifications;

(B) Terms and conditions of a grid proposed by the agency or institution address the needs of the targeted positions;

(C) Cost of implementing and maintaining a salary administration grid is within the agency's or institution's existing appropriation and the implementation does not use funds specifically set aside for other programs within the agency or institution; and

(D) Salary administration grid has been approved by the Chief Fiscal Officer of the State after review by the Personnel Subcommittee of the Legislative Council.

(2)(A) Special salary rates may be authorized up to the maximum pay level authorized for the grade assigned the classification of a career service position for specific classifications only.

(B) An approved salary administration grid shall be used for establishing a starting salary for an employee in an individual position.

(C) A person hired above the entry pay level shall meet or exceed the minimum qualifications for the job classification.

(D) Subsequent salary determinations within a salary administration grid shall be based on the employee's qualifications, relevant competitive compensation rates, professional or education achievements, and internal equity within the agency or institution.

(E) A plan of implementation and salary progression must be approved by the Office of Personnel Management on a biennial basis.

(3) An approved grid may be amended only upon approval by the office after review by the Personnel Subcommittee of the Legislative Council.

(4) Compensation differentials that are included in an agency or institution's grid plan may not exceed rates provided in 21-5-221.

(b)(1) A monthly report shall be made to the Personnel Subcommittee of the Legislative Council describing all personnel transactions involving applications of this section.

(2) The hiring of a new employee under this section shall not affect the salary level or salary eligibility of any existing employee within the state agency or institution.

(3) The office shall promulgate rules regarding the implementation and use of a salary administration grid with the review of the Personnel Subcommittee of the Legislative Council.

When utilizing the Statewide Nursing Grid, the starting salary for registered and licensed nurse positions is determined by adding the appropriate percentages for educational and work experience to the entry salary for the assigned pay grade of the classification.

REGISTERED NURSE CLASSIFICATION

The educational levels receiving additional percentage points beyond the minimum requirement for a registered nurse are as follows:

- 6% for Bachelor of Science in Nursing
- 10% for Master of Science in Nursing or Public Health

The percentage amount for relevant work experience for registered nurses is as follows:

- 2.5% for each year of work as a registered nurse
- 1% for each year of work as a licensed practical nurse

The Department of Health is requesting the continuation of an additional 10% for nurses who assume the job duties a Local Health Unit Administrator and the continuation of an additional 6% for nurses who assume clinic supervisory duties. These differential percentages for assuming additional duties are included in the employee's base rate of pay and will be removed if the employee relinquishes these job duties.

LICENSED PRACTICAL NURSE CLASSIFICATION

Entry level salary for the licensed practical nurse classification is determined by adding the appropriate percentage for work experience to the entry level salary for the assigned pay grade for the classification. The percentage amount for relevant work experience for licensed practical nurses is as follows:

- 2.5% for each year of work as a licensed practical nurse

The maximum grid percentage increase allowed for any prospective employee is 47%. The guidelines for using the statewide nursing grid and the worksheet currently used by all authorized entities are attached.

CLASSIFICATIONS

The classifications currently covered by the existing nursing grid and recommended for continuation are listed below:

<u>Title</u>	<u>Grade</u>	<u>Code</u>	<u>Statewide Total</u>
Licensed Practical Nurse	C113	L069C	419
Registered Nurse	C120	L038C	749

COMPENSATION DIFFERENTIALS

Geographic Differential: The Arkansas Department of Health (ADH) has requested the continuation of a geographic differential of up to 6% for registered and licensed practical nurses pursuant to ACA 21-5-221 (k) which states:

(k) A geographic area differential of up to six percent (6%) may be authorized to address the documented inability to recruit and retain certain employees in a specific geographic area of the state if the additional geographic area differential is based on documented recruitment, turnover, or other competitive pay issue in a specific geographic area, but which does not justify a statewide labor market special entry rate.

This differential is used to address the difficulty in recruiting and retaining qualified incumbents in certain areas of the state. It is currently being utilized on 94 positions amounting to an estimated additional cost of \$261,084 in fiscal year 2012. The proposed compensation differential percentages may be utilized at the discretion of the Department of Health Director depending upon available funding. Below is a listing of the eligible counties:

Arkansas	Benton	Chicot
Clark	Conway	Craighead
Crawford	Crittenden	Cross
Faulkner	Garland	Grant
Independence	Jefferson	Lee
Lonoke	Miller	Mississippi
Monroe	Phillips	Prairie
Pulaski	Saline	Sebastian
Sharp	St. Francis	Washington
White		

Hazardous Duty Differential: The Arkansas Department of Health has requested the continuation of a hazardous duty differential of up to 6% for nurses in the agency's In-Home Services unit who must travel to provide care to patients that require home visits pursuant to ACA 21-5-221 (c) (1) which states:

Hazardous duty differential of up to six percent (6%) may be authorized for the increased risk of personal physical injury for an employee occupying a certain identified high risk position if the:

- (A) Position classification is determined to be physically hazardous due to location, facility, services provided, or other factors directly related to the duty assignment of the positions; and*
- (B) Employee's regularly assigned work schedule exposes him or her to clear, direct, and unavoidable hazards during at least fifty percent (50%) of the work time and the employee is not compensated for the hazardous exposure.*

ADH reduced the rate of this differential in November 2011 from 6% to 3% due to budget constraints. If funding allows, the Department would like the flexibility to increase the rate of this differential to 6%. These nurses must travel to the patient's home, where they frequently encounter unsanitary and hazardous environments. There are 334 employees currently receiving this differential at an estimated cost of \$498,014 a year.

Travel Differential: The Arkansas Department of Human Services, Office of Long Term Care has requested continuation of a travel differential of up to 6% for nurses who must travel more than 50% of assigned working time to survey long term care facilities across the state. There are seven (7) employees currently receiving this differential with an estimated cost of \$22,219 in fiscal year 2012.

Certification Differential: The Arkansas Department of Health and the Arkansas Department of Human Services request the continuation of a professional certification differential of up to 6% pursuant to ACA 21-5-221(i) (1) which states:

(i)(1) A professional certification differential of up to six percent (6%) for job-related professional certifications for individual positions or for specific classifications within an agency or institution may be authorized if the certification is:

(A) From a recognized professional certifying organization and is determined to be directly related to the predominant purpose and use of the position or classification; and

(B) Not included as a minimum qualification established or as a special requirement for the classification by the official class specification.

(2)(A) A professional certification differential may be paid only while the certification is current and maintained by the employee and while employed in a position or classification covered by the plan.

(B) Documentation of continuation or renewal of the certification of the employee is required for continuation of certification differential.

The certifications identified for this use of this differential would include:

- Certificate in Public Health Nursing
- National Certifications in specialty care areas such as wound care and cancer treatment care as certified and approved by the Office of Personnel Management
- Long Term Care Facility Surveyor Minimum Qualifications Test

There are 15 employees currently receiving this differential at an estimated cost of \$57,387 a year.

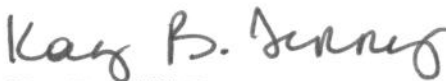
JUSTIFICATION

Currently, the State of Arkansas employs approximately 749 registered nurses and 419 licensed practical nurses. The proposed statewide nursing salary grid will be available for use by the Department of Health, the Department of Human Services, the School for the Blind, the School for the Deaf, and the Department of Veterans Affairs. All agencies and institutions of higher education who would like to use this grid must send a written request to the Office of Personnel Management for use of the grid within their agency or institution.

Based on analysis of the current nursing grid and past usage of the grid, the Office of Personnel Management recommends the continuation of the established nursing salary grid for hiring purposes by the requesting state agencies. Additionally, the Office of Personnel Management recommends the continuation of all compensation differentials requested by both the Department of Health and the Department of Human Services as described above.

Your approval of these requests is greatly appreciated.

Sincerely,



Kay Barnhill Terry
State Personnel Administrator



Chief Fiscal Officer of the State

MAY 31 2012

Date



Arkansas Department of Health

4815 West Markham Street-Little Rock, Arkansas 72205-3867-Telephone (501) 661-2000

Paul Halverson, DrPH, MHSA, Director

Mike Beebe, Governor

May 15, 2012

Ms. Kay Terry, State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

Re: Continuation of Differentials for Arkansas Department of Health, Nurse Visiting Staff for In Home Services

Ms. Terry:

The Arkansas Department of Health is requesting approval for continuation of salary differentials utilized by In Home Services. The only salary differentials utilized by In Home Services is hazardous duty pay for visiting staff and the geographic add-on for those counties in which hiring is difficult due to competition or a shrinking labor pool. We do not utilize any other add-ons or differentials.

The Arkansas Department of Health is requesting continuation of the hazardous duty add-on, currently 3%. As outline in the attached justification, In Home Services nursing personnel are often confronted with dangerous situation when visiting in a person's home. Staff has had to call police to the home, notify Adult Protective Services, Children and Family Services and sometimes actually discharge a patient because it is unsafe to provided care in that setting. Additionally, In Home nursing staff has suffered injuries from structurally unsound homes and our staff is often required to make home visits after normal work hours and at night depending on the patient's needs and this staff is often required to drive long distances to reach these patients. In-Home staff works independently and their only back up is 911 in the event of an emergency or an incident.

Also, the Arkansas Department of Health is requesting continuation of Market Equalization Points (Geographic Differential) because it has been crucial in our ability to hire staff in those counties with intense competition for RN's such as Pulaski or in those labor shortage counties such as Phillips. The shortage of professional staff places a large financial burden on In Home Services due to inability to take new referrals, provide services to clients/patients in need, costs associated with floating staff from other counties to cover visits or utilizing Management staff to make home visits. Even with the geographic add-on, In Home Services has experienced 100% turnover in nursing positions in some counties. The loss of this add-on would make it very difficult to hire and retain qualified professional staff. Attached for your review is the justification for this continuation.

Thank you for your help in this matter and if you need additional information, please contact me at (501) 661-2550.

Sincerely

Joyce Watson,
Human Resource Manager
Arkansas Department of Health

JW: ma

Attachments
CC: File

Differentials for Nurse Visiting Staff In Home Services

The only salary differentials utilized by In Home Services is hazardous duty pay for visiting staff and the geographic add-on for those counties in which hiring is difficult due to competition or a shrinking labor pool. We do not utilize any other add-ons or differentials.

Hazardous Duty Pay

For nursing personnel that make home visits, In Home Services utilizes the hazardous duty add-on (currently 3%).

In Home visiting personnel are often confronted with dangerous situations when visiting in a person's home. You never know what sort of situation you will find until you have entered or attempted to enter someone's home. Staff has had to call the police to the home, notify Adult Protective Services, Children and Family Services and sometimes actually discharge a patient because it is unsafe to provide care in that setting. Nurses encounter firearms, drug activity, and threatening family members living in the home. Staff has been attacked by dogs and other animals trying to enter a home. In some situations, we have been forced to send (2) nurses into the home together due to conditions in that specific home.

As the public In Home Services provider, IHS gets those patients who live in high crime neighborhoods or in remote rural areas. We also typically get those hard to serve clients. We have staff that has suffered injuries from structurally unsound homes. Our staff is often required to make home visits after normal work hours and at night depending on the patient's needs. Staff is often required to drive long distances to reach these patients.

In Home staff works independently and the only back-up they have is 911 in the event of an emergency or incident. We feel the nature of the work justifies the additional compensation.

Market Equalization Points (Geographical Differential)

Market equalization points have been crucial to the ability to hire staff in those counties with intense competition for RNs such as Pulaski or in those labor shortage counties such as Phillips. The shortage of professional staff places a large financial burden on In Home Services due to inability to take new referrals, provide services to clients/patients in need, costs associated with floating staff from other counties to cover visits or utilizing Management staff to make home visits. Ultimately the quality of patient care can suffer. Even with the geographic add-on, In Home Services has experienced 100 % turnover in nursing positions in some counties. The loss of the add-on would make it very difficult to hire and retain qualified professional staff.



Arkansas Department of Health

4815 West Markham Street-Little Rock, Arkansas 72205-3867-Telephone (501) 661-2000

Paul Halverson, DrPH, MHSA, Director

Mike Beebe, Governor

April 19, 2012

RECEIVED

APR 25 2012

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Ms. Kay Terry, State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

Re: Continuation of Statewide Nursing Salary Grid for Hiring Registered Nurses and Licensed Practical Nurses

Ms. Terry:

The Arkansas Department of Health is requesting approval for continuation of the Statewide Salary Grid for hiring Registered Nurses and Licensed Practical Nurses under the previously approved grid. This continuation for the Statewide Nursing Salary Grid is based upon the previous approved Uniform Classification and Compensation Act 688 of 2009.

The Arkansas Department of Health is requesting that the approved grid include the continuance of the following for the Nurse classifications: Certification, Geographic and Hazardous Duty differential pay. In order to successfully recruit and retain nursing applicants the continuance of these compensations are essential for calculating nurse's salaries.

The Arkansas Department of Health needs to ensure that we are able to recruit and retain qualified applicants by continuation of the Statewide Nursing Grid with its compensation pay for Registered Nurse and Licensed Practical Nurses.

Thank you for your help in this matter and if you need additional information, please contact me at (501) 661-2550.

Sincerely

Joyce Watson,
Human Resource Manager
Arkansas Department of Health

JW:ma

Attachments

CC: File



**Office of Finance and
Administration**

Personnel

P.O. Box 1437, Slot WGI • Little Rock, AR 72203-1437
501-683-5928 • Fax: 501-683-4351 • TDD: 501-682-8933



May 4, 2012

Ms. Kay Barnhill Terry
State Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
1509 West 7th Street
Little Rock, Arkansas 72203

RE: Continuation of Compensation Differentials and Salary Pay Grids for FY 2013

Ms. Terry:

In accordance with Act 688, section 21-5-221, the Department of Human Services is requesting permission to continue its use of the Geographic; Secondary Language; Hazardous Duty; Certification and Shift pay differentials. This is to include the certification pay for our Physicians. In addition, we are asking to continue the use of the Statewide Nurse Salary Pay Grid as well as the Counseling Pay Grid authorized by Arkansas Code 21-5-222 (a)(1) established by Act 688 of 2009. We are not requesting any changes to our current utilization procedures.

Attached for your review is a spreadsheet indicating those employees who have or currently receives comp differentials with the divisions identified. Also attached are turnover and retention figures.

Should further information be required, please contact me at 683-5928.

Sincerely,

A handwritten signature in black ink, appearing to read "George Bryant". The signature is fluid and cursive.

George Bryant
DHS Agency HR Manager

CC: Gary Cain



ASD

Arkansas School for the Deaf

2400 West Markham • Little Rock, Arkansas 72205 • (501) 324-9506 Voice/TTY • (501) 324-9553 Fax
Mike Phillips, Superintendent

May 3, 2012

Kay Terry, Personnel Administrator
Department of Finance and Administration
Office of Personnel Management
P.O. Box 3278
Little Rock, AR 72203-3278

The Arkansas School for the Blind and the Arkansas School for the deaf are requesting continuation to utilize the Nursing Grid for fiscal year 2013. The usage of the grid is very beneficial to this agency to be able to hire qualified Nurses within our geographical area.

The Arkansas School for the Deaf is requesting the continuation of the Second Language Plan for fiscal year 2013.

Your consideration of this request is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Zoreda Richardson".

Zoreda Richardson
Personnel Manager
Arkansas School for the Deaf and Blind

RECEIVED

MAY 03 2012

OFFICE OF PERSONNEL MGMT
CLASS & COMP

MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence



STATE OF ARKANSAS

Department of Veterans Affairs
1501 W. Maryland Ave.
North Little Rock, AR 72120
(501) 992-0190 / FAX (501) 992-0162

Mike Beebe
Governor

David Fletcher
Director

April 24, 2012

RECEIVED

APR 26 2012

**OFFICE OF PERSONNEL MGMT
CLASS & COMP**

Kay Barnhill Terry
Office of Personnel Management
1509 West 7th, Suite 201
Little Rock, AR 72201

RE: Nursing Grid and Geographical Differential

Dear Ms. Terry:

The Arkansas Department of Veterans Affairs is requesting OPM's permission to use the approved statewide nursing grid for the upcoming fiscal year, July 1, 2012 – June 30, 2013. This grid was previously granted for ADVA during fiscal year July 1, 2011 – June 30, 2012 to determine nursing salaries.

We also request to continue using the six percent (6%) geographical differential in determining nursing salaries based upon location.

Please feel free to contact Ms. Sara Terry, HR Analyst at (501) 992-0190 with any questions or clarification you may have.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Pearsall".

Tracy Pearsall, Administrative Services Manager
Arkansas Department of Veterans Affairs
1501 W. Maryland Ave.
North Little Rock, AR 72120

(501) 992-0182 FAX (501) 992-0162

www.veterans.arkansas.gov



Arkansas Department of Health

4815 West Markham Street-Little Rock, Arkansas 72205-3867-Telephone (501) 661-2000

Paul Halverson, DrPH, MHSA, Director

Mike Beebe, Governor

May 15, 2012

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

Re: Compensation for Registered Nurses for their roles as Supervisor (6% differential) and Local Health Unit Administrator I (10% differential) to the Statewide Nursing Grid

Dear Ms. Terry:

The Arkansas Department of Health is requesting approval for compensation which was previously approved for Registered Nurses for their roles as Supervisors (6% differential) and Local Health Unit Administrators LHU Nursing Administrator (10% differential) under the Statewide Nursing Grid.

The department would like to continue the compensation for the Registered Nurses positions that have taken on the role of LHU Nursing Supervisor. We would like to request continuation of the previous approved existing nursing salary administration grid to award these positions the additional points based on their supervisory experience. We are request to continue the six percent (6%) differential salary adjustment for all future appointments of RNs to the role of LHU Nursing Supervisor.

Also, the Department request continuance of all RNs (grade C120), who subsequently promoting to the position of LHU Administrator I to receive the previously approved compensation of ten percent (10%) under the differential salary adjustment for the Nursing Supervisor Salary Grid. Any RN that receives a 6% increase from the Nursing Supervisor Salary Grid will lose said increase upon promotion to a LHU Administrator position. Attached for your review is the justification outlining our need for this continuation.

Thank you for your help in this matter. If you need additional information, please contact me at (501) 661-2440.

Sincerely,

Joyce Watson, HR Manager
Arkansas Department of Health

JW:ma

Attachment
CC: File

**CENTER FOR LOCAL PUBLIC HEALTH
SALARY ADMINISTRATION GRID REQUEST**

Classification: Local Health Unit Administrator I (G143C) Grade C120

Functional Job Title: Local Health Unit Administrator

Summary

The Arkansas Department of Health (ADH) has 56 Local Health Unit Administrators (LHUA) who are classified at the LHUA I level. LHUAs are ultimately responsible for the day-to-day operation and administration of their local health units (LHU) and oversee all human resources functions. The primary differences between a LHUA I and a LHUA II (C121) are the numbers of staff for which they are responsible and the volume of services provided. Simply put, the difference between the two is the size and scope of their operations.

Need

- The LHU Nursing Supervisor (functional title) who reports to and is directly supervised by the LHUA I (C120) is classified as a Registered Nurse (C120). The subordinate is the same pay grade as the supervisor.
- Currently, the only means to compensate a RN (C120) who wants to ascend to the role of LHUA I is with the current differential.
- It is impractical and unfair to expect Registered Nurses to assume higher level and broader responsibilities without additional compensation.
- RNs comprise our largest and most educated pool of potential applicants for LHUA positions.
- Because the majority of daily LHU operations are clinical in nature, it is highly desirable to have a RN with leadership qualities in the LHUA job, especially former LHU Nursing Supervisors.
- ADH would have difficulty talking nurses into taking this vital supervisory role the differential.
- ADH needs to create and maintain incentives for its nursing staff with leadership qualities who want to assume the role of LHUA. ADH also needs to guard against inadvertently creating disincentives to nurses aspiring to higher levels of leadership and responsibility.
- ADH is in danger of a substantial erosion of competent administrative oversight and operational standards if we are unable to enlist our best nurses with leadership qualities to manage our LHUs.

This request is to retain the current 10% differential for nursing going into a LHUA I position.

**CENTER FOR LOCAL PUBLIC HEALTH
SALARY ADMINISTRATION GRID REQUEST**

Classification: Registered Nurse (L038C) Grade C120

Functional Job Title: Local Health Unit Nursing Supervisor

Summary

The Arkansas Department of Health (ADH) has 81 Registered Nurses who function as Nursing Supervisors in the local health units (LHU). These nurses manage day-to-day clinical operations, supervise all nursing and patient care staff, and provide direct patient care as well.

A typical LHU Nursing Supervisor:

- Supervises --- nursing staff
- Participates in hiring, performance evaluations, and disciplinary actions
- Schedules clinics and assigns staff coverage
- Assures professional and programmatic standards are met
- Assesses clinic efficiency and effectiveness

Need

- Currently, the LHU Nursing Supervisor differential is the only mechanism in place to compensate these nurses for their supervisory and management responsibilities since all nurses are classified as C120 regardless of their functional role.
- It is impractical and unfair to expect Registered Nurses to assume supervisory responsibilities in addition to their direct patient care role without additional compensation.
- Without this differential, ADH would have difficulty recruiting nurses into taking this vital supervisory role.
- ADH is in danger of a substantial erosion of professional oversight and operational standards if we are unable to enlist our best nurses with leadership qualities to run our clinics.

We request to continue the Nursing Salary Administration Grid to be able to compensate a RN who assumes the functional role of LHU Nursing Supervisor by adjusting her salary an additional 6%.

GUIDELINES FOR USING THE STATEWIDE NURSING GRID

REQUESTING APPROVAL FOR USE OF THE GRID

The Statewide Nursing Grid, a means in which to determine starting pay salaries based upon education and relevant nursing experience for Registered Nurses and Licensed Practical Nurses, is approved and available for use by all state agencies for current employees and new hires. Agencies must send a written request to the Office of Personnel Management for use of the Grid within their agency. The request should include the job classifications requested for approval and a listing of the employees that will be placed on the Grid including name, job title, and current salaries. Estimated cost of the adjustments and funding source should also be provided in the request. OPM will review the request and submit it to Personnel Committee for final review.

LEGISLATIVE REVIEW AND APPROVAL

The agency will be notified of the approval status of the grid by OPM after legislative review. Implementation of the grid will be made effective as of the date of approval by Legislative Council. However, actual implementation is at the discretion of the agencies on any date after the request has been approved by Legislative Council.

NURSING GRID RATE REVIEW

The percentage rates for the Nursing Grid will be reviewed and adjusted as necessary to ensure that the rates are market competitive. The rates will be established by OPM and presented to the Personnel Committee of the Legislative Council for review.

COMPLETING THE NURSING GRID WORKSHEET AND CALCULATIONS

Placement within the Nursing Grid is determined by the total percentage assigned to each category used on the grid for assessment. The steps outlined below are instructions for completing the Nursing Grid Worksheet and determining the total percentages. A copy of the applicant's resume and/or application should be attached to the worksheet.

SECTION A: BASIC INFORMATION

1. Agency

List the Agency name in which position is located. (Select from Dropdown menu in **CELL H1**)

2. Division Name

List the Division name in which position is located.

3. Applicant Name

List the applicant's Last Name, First Name, and Middle Initial.

4. Position Number

List the position number of the vacancy being filled as assigned in AASIS.

5. Title/Grade/Class Code

List the OPM job title (Select from dropdown menu in **CELL H5**), grade and classification code (This will automatically populate in **CELL I5 and CELL J5 respectively** based upon title selected).

6. Education

List degrees and certificates earned by the applicant (Select from dropdown menu in **CELL H6**. Only one may be selected).

7. License Number and Expiration Date

List the RN license number and the expiration date.

8. License Number and Expiration Date

List the LPN license number and the expiration date.

SECTION B: EXPERIENCE

1. Work Experience (Enter the From and To dates of relevant nursing work. **FULL AND PART TIME EMPLOYMENT MAY NOT BE USED TOGETHER FOR THE SAME TIME PERIOD.** However, two part time employments with average weekly work hours of 20+ may be considered not to exceed 40 hours total work for the same period. Worksheet will automatically calculate the total years and months of work experience. The computations are based upon the Average Weekly hours work which you must enter in Column J. **NOTE: Credit is not allowed for any weekly hours less than 20.**) List the starting and ending dates for work experience (mm/yyyy).

2. RN/LNP Experience

List RN or LPN experience totals (years/months) (**Worksheet will automatically do calculations**).

2a. Add years and months in the RN and LPN columns. (**Worksheet will do this based upon title listed.**)

3. Location

List the city and state of applicant's previous/current position.

4. Title

List the applicant's previous/current job title (**select from dropdown menu LPN or RN; one must be selected**).

5. Average Weekly Hours

Enter the average hours worked per week. You must enter the average hours in order for calculations to occur.

Credit is not allowed for any hours below 20.

SECTION C: GRID POINT COMPUTATIONS (Worksheet will complete all of Section C)

1. Education — choose one only (Worksheet will input based upon entry in CELL H6)

Licensed Practical Nurse: N/A

Associates Degree, Nursing: N/A

Bachelor of Science, Nursing: applicant receives 6%

Master of Science, Nursing: applicant receives 10%

List points equating to highest level of education on line 1a — 1d, section C.

2. RN Experience

When filling an RN vacancy, percentages are awarded as follows:

2.5% per year for each year of RN experience.

1% per year for each year of LPN experience.

Record point value on line 2, section C.

3. LPN Experience

When filling an LPN vacancy applicants receive 2.5% for each year of LPN experience. Record point value on line 3, section C.

4. Total Grid Percentage Increase Points (CANNOT Exceed 47%)

Add all previous values (1-3) to determine total value and record on line 4, section C. **This value is not to exceed 47.**

SECTION D: SALARY CALCULATIONS AND AGENCY APPROVALS

(Salary computations will be computed automatically)

1. Annual Salary

Based on "Total Grid Percentage Increase" as listed on line 4, section C and using the appropriate pay grade entry salary, determine eligible annual salary for the classification by multiplying the entry level salary amount by 1 **plus** the "Total Grid Percentage Increase and record on line 1, section D.

2. Hourly Rate

Divide the annual salary as listed on line 1, section D by 2080 and record on line 2, section D to determine hourly rate.

3. Approvals

The agency's chain of command for approval authority is at the discretion of the agency director. However, the human resources official must review the worksheet for accuracy.

