



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

**OFFICE OF PERSONNEL MANAGEMENT**  
**Classification & Compensation**  
1509 West Seventh Street, Suite 205  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1753  
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June 8, 2012

Senator Michael Lamoureux, Co-Chair  
Representative Bryan 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 Arkansas School for the Deaf for your review:

The Arkansas School for the Deaf is requesting the continuation of an approved plan to determine and provide differential pay for those employees, with the exception of the Superintendent's position, that demonstrate proficiency in sign language. The differential pay request is based upon ACA 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 agency has submitted the following differential pay plan based on four levels of proficiency:

Superior or Superior Plus	10%
Advanced or Advanced Plus	7.5%
Intermediate or Intermediate Plus	5%
Survival Plus	2.5%

Proficiency determination of employees is accomplished by the Sign Language Proficiency Interview (SCPI). Proof of attendance and other documentation at sign language improvement activities will be required annually and will be part of the employee's evaluation. Additionally, the sign language must be utilized at least 25% of the time in performing job duties and all employees must have completed one year of service at the Arkansas School for the Deaf. Employees receiving the differential whose job duties change and no longer require the use of

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the sign language will no longer receive the differential. The agency currently has 63 employees receiving this differential at an approximate cost of \$215,264.

The Office of Personnel Management has reviewed the submitted documentation by the Arkansas School for the Deaf 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**

**JUN 01 2012**

**Date**



# 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

### MISSION STATEMENT

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