

## RECORD

### PERSONNEL COMMITTEE

12.2.2013, 11:00 a.m., Little Rock Headquarters

The meeting was called to order by Chairman Pickard, who noted the presence of members Commissioners Lamberth, Scott and Baldrige, as well as Commissioners Hammons, Campbell, Frazier and Pierce. Also present were Director Woosley, Internal Auditor Brown and staff members Block, Basham, Vick and others.

The first item discussed was the vacant Small Minority Business Project Coordinator position. Copies of both the original and newly revised job descriptions for the position were distributed to committee members. Director Woosley stated that the duties outlined in the original job description were not enough to justify the high salary of the position. After review, staff felt it was more appropriate to add duties to the job description rather than to downgrade the position. Director Woosley asked that the committee approve the revised job description and allow the position to be posted 10 days internally and externally if necessary. Commissioner Lamberth made a motion to approve the revised job description and to allow the posting of the position. Commissioner Baldrige seconded the motion and the motion passed unanimously.

The next item discussed was the consideration of carryover leave. Chairman Pickard recognized Director Woosley, who explained that although the current ALC Handbook states that ALC has a Catastrophic Leave Policy, ALC employees actually do not participate in the state employee program because ALC is not on the AASIS accounting system. Additionally, ALC employees follow the standard state employee policy of "Use It or Lose It"; ALC employees who accrue over 30 days of annual leave, or over 120 days of sick leave, lose the excess leave at the end of the year. Director Woosley asked the committee to temporarily suspend ALC's current leave policy, i.e., "Use It or Lose It," until a new Catastrophic Leave Policy specific to ALC employees is in place. He added that he had discussed the proposed policy with CFO Fetzer and Internal Auditor Brown and he was assured there would be no accounting or audit issues.

The current leave policy states:

- All annual leave is cumulative; however, no employee shall have over thirty (30) days accumulated on December 31st of each year. Accrued leave may exceed thirty (30) days during the calendar year, but those days in excess of thirty (30) will be forfeited if not used by December 31st of each year.
- Employees accrue sick leave at the rate of one (1) day for each completed month of service; however, no employee shall have over one hundred and twenty (120) days accumulated on December 31st of each year. Accrued leave may exceed one hundred and twenty (120) days during the calendar year, but those days in excess of one hundred and twenty (120) days will be forfeited if not used by December 31st of each year.

Chairman Pickard clarified that the reason ALC did not have a current catastrophic leave policy was because ALC did not participate in the state's AASIS [Arkansas Administrative Statewide Information System] accounting system. He said that state agencies that were not on the AASIS system generally created their own catastrophic leave policies. He added that he wholeheartedly supported implementation of the program for the agency. Commissioner Lamberth made the motion to temporarily suspend the rules as currently stated in the ALC Personnel Handbook regarding "Use It or Lose It" annual and sick leave policies. Commissioner Baldrige seconded the motion. The motion passed unanimously, to be presented to the full commission as an action item.

Chairman Pickard asked about the progress of the Personnel Manual, which is currently under revision. Director Woosley said that Chief Legal Counsel Block was currently reviewing the changes and it is close to being ready for review by the Personnel Committee.

Chairman Pickard asked for an update on the vacant ALC Public Relations and Legislative Liaison Director position. Director Woosley stated that over 50 applications/resumes had been received so far and that he hoped that interviews could begin around the third week of December or the first week of January. Chairman Pickard asked if it was a possibility that the position could be brought before the committee at the January meeting and Director Woosley responded in the affirmative.

The next item for discussion was the 360 review process which had been discussed at the October 16 Personnel Committee meeting. Chairman Pickard proposed, upon committee approval, that a fact-finding sub-committee be created, to be chaired by Commissioner Scott. Commissioner Scott responded that he appreciated the invitation and would bring back what he had in mind when he originally proposed the 360 review. He added that he wanted to reassure the committee that what he had in mind was not a "Get the Boss" evaluation process, but rather, "How Can I Better Do My Job?" employee reviews.

There being no further business, the meeting was adjourned.