OFFICE OF HUMAN RESOURCES

presented by

Teletha Leonard
Human Resources Director
Arkansas Department of Education

June 3, 2022

ADE Veterans

Thank you for your service today and always.

DESE		
	Chris Abbott	Army Veteran
	David Baca	Retired - US Air Force
	Jennifer Bishop	Former military
	Isrechea Bolden	Military spouse - spouse (disabled Veteran-Marine Corps)
	April Cooper	Spouse - retired military - Army National Guard
	Darrell Farmer	Former - US Army Reserves (1983 - 1993)
	Bonita Flint	Spouse - former military (Army)
	Tammy Friend	Current - spouse in the Army National Guard. Served in the Army and the Navy before joining the National Guard
	C.W. Gardenhire	Former - Army
	Monte Harrison	Former - Army
	Ron Hibbs	Former - Arkansas National Guard (1987-1994)
	Adrian Jesse	Former - Army Veteran
	Michelle Johnson	Current - spouse - active duty Army Reserves - JAG officer
	Suzanne Jones	Spouse - former military - Army (1987 - 1990); National Guard (1990-1999)
	Alesa Lambert	Former - military - USAF 01/21/81 - 06/15/85
	Teletha Leonard	Spouse - former Army National Guard
	Denise McCoy	Spouse - former Vietnam War Veteran - Army
	Tina Moore	Spouse - retired from the Army - 22 years in the US Army Reserves
	Bobbie Olles	Former - active duty Air Force (1990-1993); Spouse - currently serving in the Army National Guard
	Felecia Parker	Spouse - former military (Marines)
	Alexandra Pritchett	Spouse - Veteran
	Kevin Sontag	Former - Army (1991-1995)
	Tracey Soto	Spouse - former military
	Wesley Wilkins	Former - US Army

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GHER ED		
	Pamela Anderson	Spouse - US Air Force
	Linda Bouillom	Spouse - US Air Force/National Air Guard
	Carlton Lawyer	US Army
WTI		
	Brian Bilderback	Army
	Michael Dewberry	Coast Guard/Army
	Scott Howard	Navy
	Robert Kabanuck	Navy
	Jay Kelly	Marines
	Sierra Kennedy	Spouse
	Mitchell Lewis	Army
	John Lindsey	Navy
	John Meredith	Navy
	Heidi Migliori	Spouse
	Scott Plumlee	Army
	Michael Reynolds	Navy
	Lisa Stockdale	Air Force
	Marshall Tolley	Spouse
BRARY		
	Kenneth Giesbrecht	Air Force - 2002-2008
	Winfred Gates	Army - 1997-2001
	Sarah Lipsey	Spouse
	Lanette Madison	Air Force - 2008-2016
	Julie France-Rowland	Spouse - Army National Guard - 2013-2019
	Mary Walton	Spouse - Navy - 1999-2009

FY22 Performance Evaluation Period

Important Dates and Information

May 26	The system closed for employee ratings
May 26 – June 6	Managers meet with employees to discuss ratings
June 6, 2022	All employees will be able to see their performance scores
Letter from Governor Asa Hutchinson	Will be shared today via ADE email
Performance Evaluation Raises	Governor has authorized an average of 5% for the 2022 fiscal year.
What does this mean?	• It does not mean every employee will receive a 5% salary increase. • Finance and Leadership will do a performance review calibration and set a performance rating scale that is fair, equitable, and consistent for each employee.

ADE POLICY UPDATES – POLICY OF THE MONTH

Annual Leave – Policy #: 6.100

Updated: 3/11/2022	Annual leave (also know as vacation leave) shall be granted to full-time regular , probationary, and part-time ADE employees. ADE eligible employees receive credit for earned leave on a semi-monthly basis, and the rate of leave accrued is based on the years of service and hire date. Annual leave is earned before it can be used.
Annual Leave Timetable	
Requesting Annual Leave	An ADE employee may request to use accrued annual leave at any time, but the request must be made in advance, when possible, and must be approved by the employee's supervisor. The supervisor may require that the employee take annual leave at those times when it will be most convenient for and least disruptive to the division or work unit.
Annual Leave Cumulative	An ADE employee is prohibited from carrying more than 30 days or 240 hours over to the next calendar year. Accrued birthday and holiday leave balances do not truncate at the end of the year even if the employee is carrying over 30 days of annual leave at the end of the calendar year.

Years of Employment	Monthly	Annually
Through 3 years (1 through 36 months)	1 day (8 Hours)	12 Days
4 through 5 years (37 through 60 months)	1 day 2 Hours (10 Hours)	15 Days
6 through 12 years (61 through 144 months)	1 Day, 4 Hours (12 hours)	18 Days
13 through 20 years (145 through 240 months)	1 day, 6 Hours (14 Hours)	21 Days
Over 20 years (241 + months)	1 Day, 7 Hours (15 Hours)	22.5 Days

ADE 2022 Interns

- Arriving Monday, June 6 8:00 am – 1:30 pm - Commerce Building for Orientation
- 1:30 p.m. for Onboarding at ADE, Four Capitol Mall, then reporting to assigned departments.

Division	
Arkansas School for the Deaf	Zane Rainwater
Public School Accountability (PSA)	Sarah Humphrey
The School Health Services Office	Mallory Walley
Office of Computer Science	Ashley Roschel
Office of Learning Services	Corissa Ross
Office of Special Projects	Moneshia Morris
ADHE	Aurora King
ASBVI	Kristin Below
THRIVE	Bailey Crump

What ADE employees had to say about the Inside Scoop!

Ms. Teletha and **Team**,
Thank you!
Thank you doesn't begin to describe the immense gratitude I have for you all and your generosity. I applaud you ladies for an outstanding event yesterday. The set up was everything. I enjoyed visiting with **everyone**.

I wanted to thank you for the fun, delicious, "Inside Scoop" fellowship! Ice-cream is my all-time favorite, and Kilwin's chocolate truffles were scrumptious! I appreciate your hard work and expense in planning such a fun event! It was nice to see **Commissioner Key, and other ADE personnel having a good time outdoors**!

I have seen many of our employees on Z**oom**, but it was nice **to see them in person**. Please let those, who helped, know how appreciative we are in Standards and Support Systems. I always love a party with ice-cream. What a **fun gathering**. I thanked Clemetta and Teletha, but I know you guys had a part as well.

Hey Teletha and **Team**!

I just wanted to drop a quick note to say how AMAZING today was! Thank you for organizing **all of us** and giving us the chance to **enjoy each other's company** with food and games. You are truly appreciated!

A Big Thank you goes out to the HR Team, Dan and his Team, volunteers for serving ice cream and everyone who brought a tent and/or a game.

Thank you, Leadership, for allowing me to see this vision through. We made it work!

Let the planning begin for next year. It will be Bigger and Better.

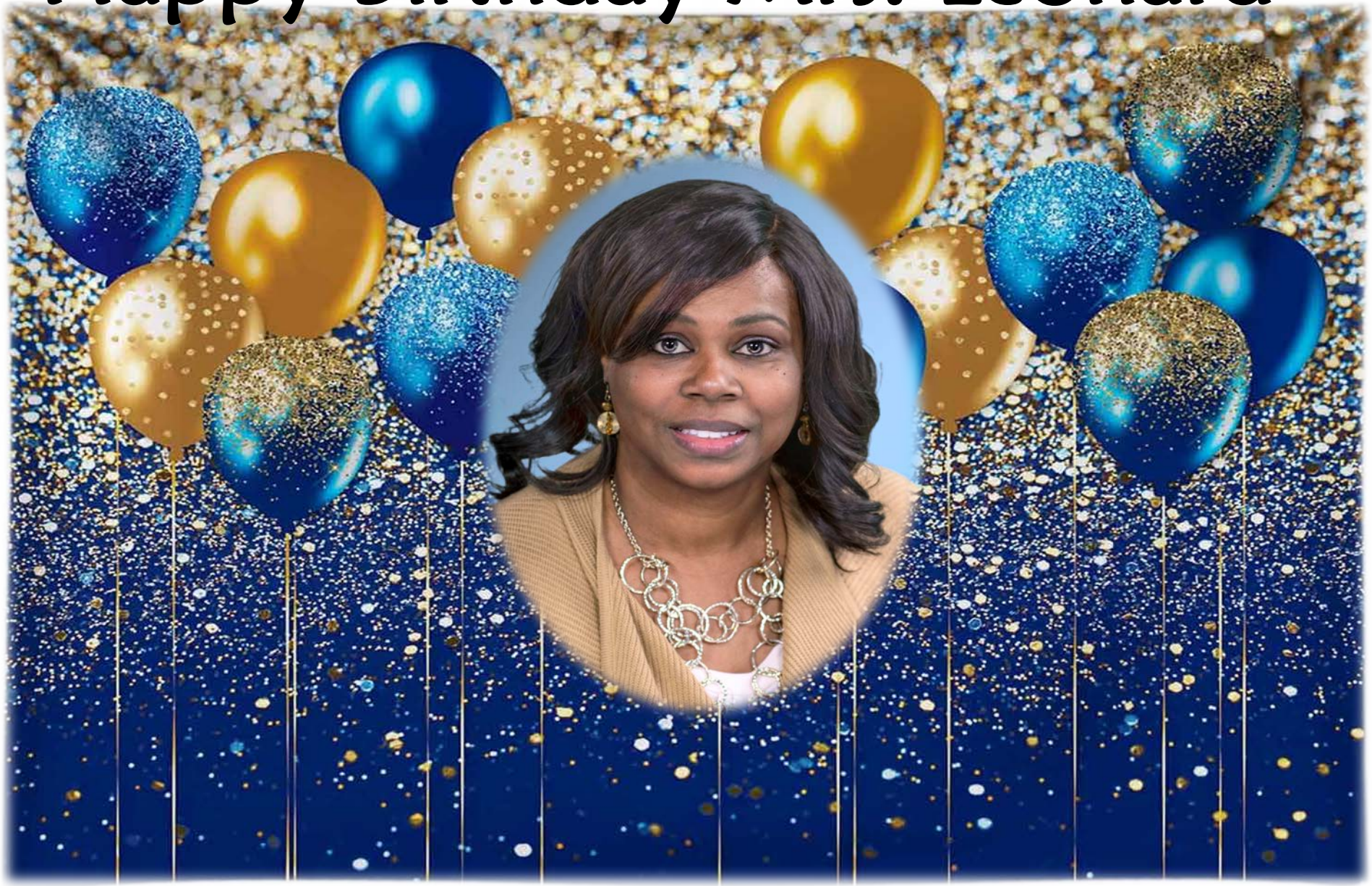
The Inside Scoop Update:

IT WAS A SUCCESS!.

The support came through for ice cream, candy, water, door prizes, paper products and the food trucks were a Big Hit.

Congratulations to the Door Prize Winners
Total number of entries 151

Karen Bergh	$30 Gift Card
Brihana Crutchfield	$5.00 Gift Card
James Stacks	$5.00 Gift Card
Joi Crawford	$5.00 Gift Card
Mo Harness	$5.00 Gift Card
David Nance	$5.00 Gift Card
Sonja McMurray	$5.00 Gift Card
Melissa Ray	$5.00 Gift Card

Inside Scoop Event | Flickr

Happy Birthday Mrs. Leonard