

OFFICE OF HUMAN RESOURCES



presented by

Teletha Leonard
Human Resources Director
Arkansas Department of Education

October 1, 2021

ADE Policy of the Month

Grievance Policy and Procedures # 9.700



The purpose of this policy and procedure is to establish a grievance process pursuant to Arkansas Code Annotated § 21- 1-701 et seq. for the prompt review, impartial consideration, and equitable disposition of Arkansas Department of Education (ADE) employee grievances.

Eligible employees may resolve grievances through this established policy and procedure to ensure fair resolution within a reasonable period.

Arkansas law establishes a grievance procedure for eligible state employees who have been suspended or terminated from their employment.

The Employee and ADE shall take all reasonable efforts to settle a grievance. This policy and procedure encourages communication and resolution among the Employee and ADE..

An eligible Employee may file a grievance for two issues: 1. termination and 2. suspension without pay.

The Employee has five (5) business days from the date of termination or suspension without pay to submit the Grievance Form to the ADE Grievance Officer.

ADE TRAINING



- Upcoming HR Training
 - Workplace Code of Conduct (Required - All ADE Employees)

Course	Date	Time	Audience	Method
Anti Fraud, Code of Ethics, Workplace Code of Conduct	10/25/21	10:00 - 11:30 am		
Anti Fraud, Code of Ethics, Workplace Code of Conduct	10/26/21	1:00 - 2:30 pm		
Anti Fraud, Code of Ethics, Workplace Code of Conduct	11/18/21	1:00 - 2:30 pm		
Active Shooter/Attacker	Every 2 nd Wednesday of the month	9:00 – 11:30 am	New Employees	Face-to-Face

ADE HR Website Page



Here is a quick review of the HR website so far. There is more to come.

<https://dese.ade.arkansas.gov/Offices/human-resources>

or

<https://bit.ly/ADE-HR>

Functional Job Description Updates



A **job description** is what is advertised concerning the duties and requirements of a job. The **functional job** description is a much more detailed **description of all of** the essential functions and loads a worker is likely to encounter performing the **job**.

Functional Job Description Update:

- Supervisor's deadline to update employees functional job description (October – November)
- Employee's deadline to review and request modifications to functional job description (December – January)

OPM Updates and ARCareers Transition



Salary Grid for Grades GS01- GS05:

The Office of Personnel Management have submitted a request for a salary grid for grades GS01-GS05.

- Factors considered in the development of the grid:
 - Turnover rates for positions in grades GS01 through GS05
 - Average years of service
 - Average salaries of current incumbents
 - The recent increase to the minimum wage

Salary Differentials (ex: 2nd language):

- Streamlining the differential process – only four differentials. OPM will provide guidance.

Time and Leave:

- EASE time and leave is not compatible with the new program
- Workforce training by OPM coming soon

Vaccination Update



Vaccination Update:

- Approximately, 600 employees have provided proof of being vaccinated.