



EMPLOYEE HANDBOOK

We Protect. We Serve. We Care.

ISSUED BY:
JOE PROFIRI,
SECRETARY OF CORRECTIONS

MARCH 2023



MORE THAN A GOVERNMENT AGENCY

WELCOME!

The Department of Corrections (DOC) is a place where we tackle big issues with compassion, courage, respect, integrity, trust, and action. This is not always easy or appreciated. However, the work we do matters – to our neighbors and people in every community in the state.

Rest assured that you have not simply joined a government agency. You have joined a family-oriented community of more than 4,000 dedicated professionals. We are focused on teamwork, and we are constantly pushing each other to do better, to think outside the box to solve problems, and to never be satisfied with “good enough.”

This handbook was written by people who have been where you are – new to the DOC and anxious about what is ahead. We are so excited you are here, and we encourage you to push yourself to do great things even when it is difficult. This is how you change lives, and the state of Arkansas, for the better.

This handbook is a highlight of information. You may have questions or concerns during your employment with the DOC. Please see Secretarial Directives (SDs) for a complete explanation of processes or procedures. SDs are located on DOC’s Intranet Site, DOC Connect. The address for DOC Connect is:

<http://admspsvr/sites/landing/SitePages/Secretarial%20Directives.aspx>.

Additionally, respective Division Administrative Directives (ADs) should be referenced for further guidance. The DOC Employee Handbook is reviewed annually.

ORIENTATION

In accordance with the America Correctional Association (ACA), all new hires will receive the required Orientation Training applicable to their position. The SD on Orientation, Training, and Certification further explains training requirements.

CATEGORIES OF POSITIONS

There are four (4) categories of positions:

- **EXEMPT-**
Positions that are paid a set salary that do not accrue overtime pay. These positions are usually supervisors or managers.
- **NON-EXEMPT-**
Positions who work a 40-hour week and are paid overtime at a rate of time and one half the usual rate of pay for the hours physically worked over 40 in a week. The overtime earned is placed in a leave account (bank) in lieu of pay.
- **7(K) LAW ENFORCEMENT EXEMPTION-**
Security or Law Enforcement positions that are paid on a salary basis and do not qualify for overtime pay until they physically work over 86 hours in a pay period.
- **EXTRA-HELP-**
Temporary positions that may only work up to 1,500 hours in a fiscal year. These positions are eligible for overtime like non-exempt positions. The only benefits these positions receive are paid time off for holidays when the employee is in pay status for at least fifteen (15) minutes on their last scheduled workday before the holiday and at least fifteen (15) minutes on the first scheduled workday after the holiday.

EMPLOYEE DISCLOSURE

Pursuant to Arkansas Code Annotated §§ 25-16-1001 et seq. and Governor's Executive Order 98-04, Arkansas law prohibits an individual from working in certain positions for a state agency for the following reasons:

- 1.) Public officials are prohibited from hiring a relative;
- 2.) An employee is prohibited from supervising a relative; and
- 3.) Employees working for the same department or independent state agency who plan to marry must disclose this to the department secretary or independent state agency director.

Applicants and employees are required to provide the name, relationship, and job title of all relatives, as defined below, who serve as a public official or who are currently employed by the department or independent state agency for which employment is sought. DOC Central Human Resources will determine if hiring the applicant or placing a current employee in a new position violates the law.

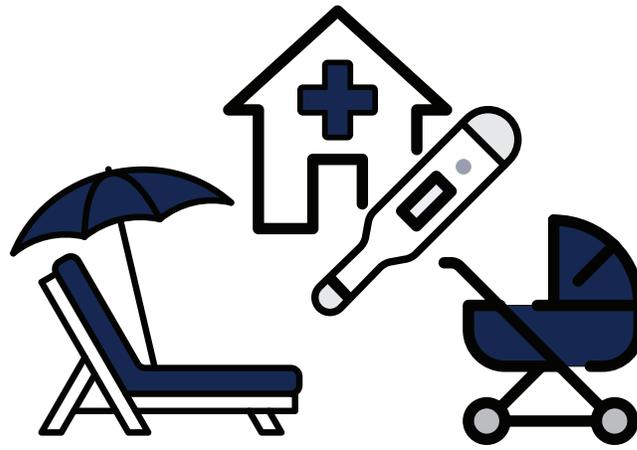
PUBLIC OFFICIAL:

The Secretary of State, Governor, Lieutenant Governor, Treasurer of the State, Auditor of the State, Attorney General, Commissioner of State Lands, a member of the Senate, a member of the House of Representatives, and the executive head of any agency, department, board, commission, institution, bureau, or council of this state.

RELATIVE:

A husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece.

More information regarding Employee Disclosure is available at OPM Policy for Employee Disclosure: <https://www.transform.ar.gov/wp-content/uploads/2021/05/5-Employee-Disclosure-5.6.2021-1.pdf>



PAID LEAVE TIME

THE BENEFITS OF WORKING FOR THE STATE

Some benefits include health and life insurance, paid vacation, and sick leave. There are many rewards that help the DOC retain dedicated employees for decades.

CAREER SERVICE BONUSES

As a state agency, the DOC recognizes the longevity of state employees for their years of service. After 10 years of service as a full-time employee, you may be eligible for an annual bonus (part-time employees may receive a pro-rated bonus). It is the state’s way of saying thanks for being part of the DOC family.

- 10-14 Years = \$800
- 15-19 Years = \$1,000
- 20-24 Years = \$1,200
- 25 or more years = \$1,500

PAID MATERNITY LEAVE

We value family and strive to support new parents. If you have been with the state of Arkansas for one year or more and are female, you can be paid through

the Catastrophic Leave Program for some of your maternity leave (up to four consecutive weeks) within the first 12 weeks after the birth or adoption of a child. You do not have to exhaust your available sick or annual leave prior to being awarded paid maternity leave. A new father is not eligible for Catastrophic Leave for maternity purposes. Your HR representative can tell you more.

CHILDREN’S EDUCATIONAL ACTIVITY LEAVE

We know it is important for parents and grandparents to be able to participate in their children and grandchildren’s school activities. Each calendar year DOC employees can take up to eight (8) hours of educational activity leave to attend school activities, such as parent-teacher conferences, field trips, or awards ceremonies.

RETIREMENT

A career at the DOC will provide a perfect foundation for your retirement. Not only can you become eligible for a traditional pension (state retirement) that many businesses no longer provide, but the state also offers other ways to save for your future through the Arkansas Diamond Deferred Compensation Plan. All employees hired after July 1, 2005, and hired prior to July 1, 2022, are required to contribute five percent (5%) of their pre-taxed earnings to the Arkansas Public Employees Retirement System (APERS) for the traditional pension.

For employees hired beginning July 1, 2022, and continuing each following fiscal year thereafter, the rate increases in increments of twenty-five hundredths of one percent (0.25%) until it reaches a maximum of seven percent (7%).

Below is the schedule of member contribution rate increases.

EFFECTIVE DATE	CONTRIBUTION RATE	EFFECTIVE DATE	CONTRIBUTION RATE
July 1, 2022	5.25%	July 1, 2023	5.50%
July 1, 2024	5.75%	July 1, 2025	6.00%
July 1, 2026	6.25%	July 1, 2027	6.50%
July 1, 2028	6.75%	July 1, 2029	7.00%

RETIREMENT, *continued*

The contributions are deducted from your paycheck, and the DOC also contributes 15.32% each month toward your retirement. After five (5) years of service, you will be vested, meaning you will be eligible for future monthly retirement payments.

Employees hired January 1, 2014, or later will have three (3) percent of their earnings automatically deducted and placed into an Arkansas Diamond Plan. You may choose to opt out of the Arkansas Diamond Plan. If you leave your job before you are vested, you can receive a refund of your contributions.

To learn more about the pension, visit <http://www.apers.org/>.

To learn more about the Arkansas Diamond plan, visit <https://myplan.voyaplans.com>.

EMPLOYEE ASSOCIATIONS AND DISCOUNTS

As an employee of the Department, you have the opportunity to become a member of several employee associations. Benefits of membership may include scholarships and catastrophic funding assistance.

- Unit/Office Employee Corporations (associations)
- Arkansas Association of Correctional Employees Trust (AACET)
- Southern State Correctional Association (SSCA)
- Arkansas Adult Probation and Parole Association (AAPPA)
- Arkansas State Employee Association (ASEA)

Many businesses offer discounts on services to state employees, including cell phone companies, gyms, and in some cases, restaurants. The members of the Arkansas State Employees Association can also get discounts. If you want to know whether a business offers a discount, you may need to ask the respective business, as there is no one place where all discounts can be found.

To learn more about the discounts offered through the association or how to join, go to <https://www.aseaar.org>.



ELECTRONIC FILE MANAGEMENT

A LOOK AT HOW WE DO THINGS

Employee personnel files are stored electronically. Employees are encouraged to request to review their personnel file at any time by contacting their Unit or Local Human Resources Manager or Central Human Resources.

GETTING PAID AND VIEWING YOUR PAYSTUB

State employees are paid every two (2) weeks. You must have direct deposit. Paychecks will be deposited no later than 9 a.m. on payday. Because you will not receive a paper check, to view your pay statement, go to <https://ease.arkansas.gov>.

See the “Asking for Help” section of this handbook to learn how to get a password. You can log on from work, from home, or from your mobile devices.

LEAVE AND STATE HOLIDAYS

There is a lot to know about how the state handles paid time off. Generally, there are two (2) main types of paid time off – leave and state holidays. If you do not use all your leave in the calendar year you earn it, you may be able to rollover a certain amount to the next year. This allows you to save your leave for later use. However, any leave in excess of the rollover limits at the end of the calendar year is

LEAVE AND STATE HOLIDAYS, *continued*

forfeited. Any annual leave in excess of the allowable carryover amount at the end of the calendar year will be deposited into the OPM Catastrophic Leave Bank unless the employee submits a written request to his or her HR Office requesting to have the excess annual leave forfeited in lieu of it being deposited into the OPM Catastrophic Leave Bank. The rollover limits are as follows:

- Non-Critical Need Employees roll over 240 hours (30 days) of Annual Leave.
- Critical-Need Employees roll over 360 hours (45 days) of Annual Leave.
- No Employee can roll over more than 960 hours (120 days) of Sick Leave.

We also observe 10 official state holidays each year.

HOLIDAY	OBSERVED
New Year's Day	January 1
Dr. Martin Luther King Jr. Birthday	3rd Monday in January
President's Day & Daisy Gatson Bates Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Depending on your schedule and your job description, you will be able to have that state holiday off, earn holiday pay for working that day, or accrue additional leave time. Please refer to Secretarial Directive on Employee Work Schedules and Leave for limitations and more specific information.

INCLEMENT WEATHER

The DOC operates facilities that require staff 24 hours a day, seven days a week. Critical Need Employees (CNE) are required to be present for work regardless of road conditions. The Secretarial Directive on Employee Work Schedules and Leave details CNE status for uniformed employees. Additionally, staff may be designated as essential to unit/office operations by Warden, Administrator, or Area Manager. Speak with your supervisor about whether you are considered an “essential need” employee.

There may be times when state offices have delayed openings or are closed due to dangerous driving conditions caused by weather. The easiest way to find out whether that is happening in your area is to check with your supervisor. Additionally, inclement weather notifications are available via employee notifications. You may sign up on the DOC Website at Employee Notifications: <https://doc.arkansas.gov/sign-up-for-employee-notifications/>.



DOC EXPECTATIONS

EQUAL EMPLOYMENT OPPORTUNITY

The State of Arkansas does not discriminate in access to employment opportunities or in employment practices on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

We recruit, employ, and provide compensation to employees as authorized by guidelines furnished by the Office of Personnel Management, based on merit, qualifications, and competence in a manner that is fair to all applicants and employees. All individuals hired must provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986. Please reference the Employment Secretarial Directive for further information.

The OPM policy for Immigration Reform and Control Act of 1986 is located at: <https://www.transform.ar.gov/wp-content/uploads/2021/05/9-Immigration-Reform-and-Contract-Act-I-9-verification.pdf>.

CODE OF ETHICS

The mission of the Department of Corrections is to be a public safety resource for Arkansas families by providing professional management solutions and evidence-based rehabilitative initiatives for offenders. Anti-Fraud and Code of Ethics and Employee Conduct SDs provide guidance on expectations of employees and penalties for non-compliance.

The core values of the DOC are Accountability, Innovation, Integrity, Professionalism, Respect, and Transparency.

ACCOUNTABILITY –

- We consistently demonstrate pride, enthusiasm, and dedication to achieve department goals.
- We welcome feedback and coaching, expecting to be held accountable to the department's behavior expectations.

INNOVATION –

- We embrace best practices and are open to new perspectives, processes, and technology to ensure long-term success.

INTEGRITY –

- We adhere to the highest ethical and moral standards in everything we do.

PROFESSIONALISM –

- We ensure our actions, attitude, communication, and attire are professional as we serve others.
- We willingly work together, regardless of personal differences or areas of responsibilities, to serve others.
- We work to expand community, stake holder, and inter-agency partnerships and engagement.

RESPECT –

- We demonstrate through our words and actions that we truly care about the safety, well-being, and success of every person.

TRANSPARENCY –

- We maintain public trust and support by being open with our practices and sharing appropriate information in a timely manner.

CONFLICTS OF INTEREST

Employees must not use their position or knowledge gained from their position for private or personal advantage. Pursuant to A.C.A. § 19-11-705, employees must adhere to state law in their relationships with contractors/vendors in order to avoid any conflict of interest.

COLLECTIVE BARGAINING

Collective bargaining by public employees is prohibited under Act 812 of 2021, now codified at A.C.A. § 21-1-801 et seq. As a public employee, willfully refusing to perform the duties of employment with the DOC may constitute grounds for dismissal.

POLITICAL ACTIVITIES

Arkansas state law prohibits state employees from engaging in partisan political activities during the hours they are performing work for and being paid by an agency of state government. Employees are not to endorse candidates, including the Governor, in their official capacity as state employees. The state further prohibits the use of any campaign literature (including bumper stickers) on a vehicle belonging to the state. The solicitation or collection of contributions for elected officials, candidates for office, or for any political activity is specifically prohibited during working hours. In addition, employees who receive more than 50% of their salary from federal funds are covered by the Federal Hatch Act in addition to state laws, which may restrict off-duty activities.

DO NOT IGNORE IT, REPORT IT

Because we expect employees and the vendors we work with to act ethically every day, we want to make sure you know what to do when you see something wrong. Empowering our employees to act will ensure that the DOC knows about unethical, illegal, and/or fraudulent activity and can do something about it. If you suspect fraud, unethical or illegal behavior, report your concern to your supervisor immediately.

STRIVE TO BE THE BEST

The mission of the DOC is to be a public safety resource for Arkansas families by providing professional management solutions and evidenced based rehabilitative initiatives for offenders.

The core values of the DOC are Accountability, Innovation, Integrity, Professionalism, Respect, and Transparency. Strive to be that person who meets and exceeds the standard. As serious as the work can be, it is extremely rewarding and fulfilling. The more you put into your job, the more you get out of it.

SAFEGUARDING SENSITIVE AND CONFIDENTIAL INFORMATION

DOC employees handle and have access to personal information. It is important that we do everything we can to protect that information so that no unauthorized person is permitted access. It is unethical and a violation of state law to disclose unauthorized information. There are many ways to protect employees' personal information.

- Only talk about employees or offenders with people who have a **BUSINESS NEED** to know what is happening and do so in private.
- Reach out to your supervisor, the DOC Communications team, or the DOC Central Human Resources Department if you have questions about what information can and cannot be released.
- Secure laptops, work phones, and other work-related equipment or files so that they cannot be easily accessed. The Secretarial Directive on Information Technology and Resources provides direction on securing equipment and use of programs.

SAFEGUARDING SENSITIVE AND CONFIDENTIAL INFORMATION, *continued*

- For further guidance regarding sensitive or confidential information review the Public Relations and Release of Information SD.

USING EMAIL PROPERLY

Your state email account is for work only and emails you send may be considered public records under the Arkansas Freedom of Information Act. Be smart about how you use your state email account.

- Use it only for work correspondence. Do not use it to send jokes and inspirational messages.
- Do not use your state email address to sign up for store coupons and sales notifications.
- Do not use your state email address to sign up for newsletters or other subscriptions that are not related to your job.
- Always put an out-of-office autoreply on your email if you are on leave or without regular access to your email.

USING THE INTERNET APPROPRIATELY

Accessing the internet may be a necessary part of your job. If you have access to the internet on your work computer, laptop, phone, or tablet, you should use it for business only.

- Use only DOC devices for work purposes.
- Do not access sites with sexual, offensive, or other inappropriate content.
- Do not save credit card, personal passwords, or other information so that it shows up automatically.
- Do not download software without checking with IT first.

DRUG AND TOBACCO FREE WORKPLACE

All DOC positions are designated as Safety Sensitive Positions and are subject to random drug testing pursuant to the Secretarial Directive governing Personnel Drug Testing.

Prohibited Substances/Drugs include but are not limited to: Alcohol, illicit drugs, and/or controlled substance use without a valid prescription, misused prescriptions, synthetic cannabinoids such as K2 or spice, or any kind of CBD product. The use of marijuana in any form, including according to a medical prescription, is prohibited for all DOC personnel. Additionally, improper use of over-the-counter (OTC) drugs, such as Benadryl, NyQuil, or any other substance that might hinder job performance, is prohibited. Further guidance is detailed in the SD on Personnel Drug Testing.

AR 224 sets forth policy on Tobacco-Free workplace.



TRACKING YOUR PROFESSIONAL GROWTH

PROBATION

During your first twelve (12) months on the job, you will be on initial probation. Your supervisor may extend the probation period if he or she thinks that more time is necessary to develop skills for the job, or if your performance is not meeting the standards. Use this as a time to expand your skills. Ask questions. Seek out a mentor. Request additional training. An employee who wants to grow and learn is an employee we hope will stay with the DOC for years.

Employees on their initial probation may apply for a promotion. However, a probationary employee is required to request a waiver prior to applying for a promotion. The Employment SD provides further guidance.

GETTING A PROMOTION

The DOC is a large organization with many opportunities for advancement. The DOC appreciates employees who are passionate about their jobs and the people they serve. The DOC is looking for strong leaders – people who are honest, fair, support their employees, and are willing to think outside the box to accomplish great things or solve problems.

Promotions also come with a raise. An employee who is promoted may receive up to a 10% salary increase or, if the current salary falls below the entry pay level, the salary may be adjusted to the entry pay level of the pay grade for that job. An employee's rate of pay after a promotion cannot exceed the maximum pay level of the grade. An employee must meet minimum qualifications for the position. More information regarding minimum qualifications may be found on the Arkansas Office of Personnel Management (OPM) website in the Minimum Qualifications Policy: <https://www.transform.ar.gov/wp-content/uploads/2022/02/42-Minimum-Qualifications-MQs-2.1.2022-1.pdf>.

EARNING MORE MONEY

No matter what your position is, you will have the opportunity to earn a pay increase, called “merit raise.” The amount depends on two things: (1) the overall state budget, and (2) your job performance. Your raise will be based on an annual employee evaluation, and your supervisor will review your performance evaluation with you. Contact Central HR or your supervisor for additional information regarding merit raises.



TRAINING OPPORTUNITIES

MORE TOOLS IN YOUR TOOLBELT

At the DOC, we have high expectations of employees, but also understand the importance of providing the tools needed do your best work. We aim to foster a love of learning and willingness by employees to grow professionally, helping staff to perform their job assignments effectively and efficiently.

TRAINING OPPORTUNITIES ARE AVAILABLE

We offer training programs at no cost to employees. Trainings span from using Microsoft Excel to how to handle difficult situations with other people. Some training classes, like ethics training, are mandatory. These trainings can be taken online or in a classroom setting. Check with your Unit Trainer/Supervisor/Training Officer to find out more information.

All employees are provided training designed to acquaint them with the policies and procedures of the Department and the facility or office in which they will be employed. This training is designed to prepare the employee to assume the specific duties and responsibilities of their job. All employees are also provided opportunities to receive ongoing in-service training designed to enhance professional growth and career opportunities within the Department.

USING A STATE VEHICLE

In some jobs, you may need access to a state vehicle to carry out your duties,

including attending mandatory trainings. Discuss with your supervisor whether you need access to and are permitted to use a state car. If state car use is not available, employees who engage in approved travel during official DOC business may be reimbursed at a rate established by the Department of Finance and Administration.

EMPLOYEE CONDUCT STANDARDS AND DISCIPLINE

The Secretarial Directive on Employee Conduct Standards and Discipline outlines the procedure in which the Department will review conduct and administer discipline, when necessary, in a fair, consistent, and objective manner. This directive was created to establish consistent employee conduct standards. All formal disciplinary action(s) are progressive, except when action(s) adversely affect security and the good order of the agency operations. In those situations, progressive disciplinary actions are not required.

VOLUNTARY RESIGNATION –

Notice of an employee's intent to resign should be made known to the employee's immediate supervisor in writing at least two (2) weeks prior to the employee's last working day. If a two-week notice is not possible, a written explanation should be made and submitted with written resignation notice. An employee's failure to give advance notice will be indicated by the supervisor on the termination form, which is filed in the resigning employee's personnel record and may result in a negative rehire recommendation.

SEPARATION PROCESS –

All employees are required to turn in all state property (keys, identification cards, and/or uniforms, etc.) to the proper official upon leaving the agency. If after leaving employment with the Agency, a former employee receives a summons in a lawsuit filed against them by an offender due to their former employment with the DOC, it is imperative that the employee contacts the DOC General Counsel's Office as soon as possible.

EMPLOYEE GRIEVANCE PROCEDURES

Employees are given the opportunity through established steps and procedures to resolve complaints or grievances in a timely manner that they believe adversely affect their employment or working conditions. This procedure is intended to encourage employees to discuss problems or perceived problems with their immediate supervisor. This provides the basis for discussing matters and creating a better understanding between employees and supervisors. The SD governing Employee Grievance Procedures outlines eligibility and timelines for grievances, including appeals.

SEXUAL HARASSMENT

It is the policy of this Department to provide an environment where employees can work together comfortably and productively, free from sexual harassment. Sexual harassment in any form is not tolerated. See Administrative Rule 226 and the Secretarial Directive governing Employee Grievance Procedures for more information. The DOC thoroughly investigates all Prison Rape Elimination Act (PREA) allegations. DOC staff, contract workers, and volunteers are trained to recognize misconduct. Violations of PREA are referred to the Arkansas State Police for investigation and criminal prosecution as appropriate.

COMMUNICATION AND INFORMATION EXCHANGE

The DOC is a big agency with many moving parts, policies, and forms. To help employees navigate the agency, we have set up an internal website, called DOC Connect, where you can find contact information, information about other entities within the DOC, various policies, forms, and much more.

SHARING OUR STORY

We love to brag about our amazing employees and the hard work they put in as public servants. Social media has become a great place for agencies like the DOC to tell their own story through real people. We have social media pages that are our voice to tell our story. Follow us and see what is going on in our facilities/offices and throughout the DOC! There are a few important rules to follow when it comes to using social media. DOC employees must never share, post, or expose confidential information about DOC employees or offenders on any publicly accessible website or social media account. Employees should also avoid posting on social media sites while at work unless you have approval. For further guidance refer to the Social Media Policy SD.



Facebook - <https://www.facebook.com/ARDeptofCorrections>



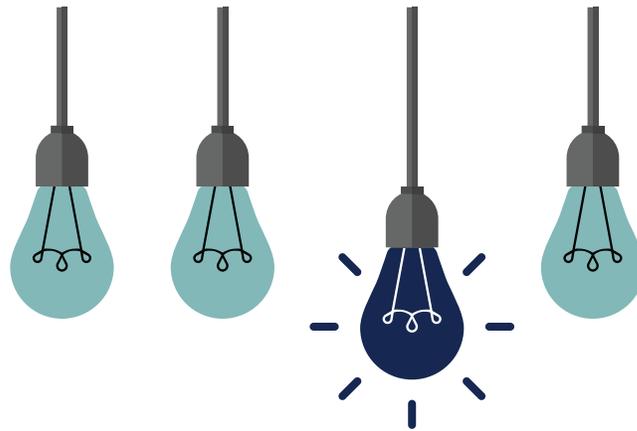
Twitter - <https://twitter.com/ADCPIO>



Instagram - <https://www.instagram.com/arcorrections>



LinkedIn - <https://www.linkedin.com/company/ardoc>



HELPFUL RESOURCES

ASKING FOR HELP

INFORMATION TECHNOLOGY (IT) HELPLINE

- Phone: (870) 850-8900
- The IT Help Desk site is:
<https://arkansasdeptofcorrections.samanage.com/incidents/new.portal>
- Every DOC employee is required to sign an acknowledgement of the SD on the Information Technology Resources Policy.
- ACC eOMIS Help Desk: https://bit.ly/ACC_eOMIS_Help_Desk_Ticket
- ADC OMIS Help Desk: https://bit.ly/ADC_eOMIS_Help_Desk_Ticket

CENTRAL HUMAN RESOURCES

- Human Resources Administrator – (870) 850-8523
- Associate Human Resources Administrator – (870) 850-8542
- Associate Human Resources Administrator – (870) 850-8599
- Benefits Administrator – (870) 850-8522
- Employment Administrator – (870) 850-8526
- EEO Grievance – (870) 850-8534

EMPLOYEE BENEFITS DIVISION (EBD)

- Phone: (877) 815-1017 (toll free) or (501) 682-9656
- TSS EBD Public Site: <https://www.transform.ar.gov/employee-benefits/arkansas-state-employees/>
- ARBenefits system: www.arbenefits.org
- General Email: AskEBD@dfa.arkansas.gov

ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (APERS)

- Phone: 1-800-682-7377 (toll free)
- APERS Public Site: <http://www.apers.org>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Your EAP is designed to provide short-term counseling services, work-life support, legal, and financial guidance to help you and your family handle concerns constructively before they become major issues. Personalized work-life solutions for childcare, eldercare, and more!

Areas of assistance include:

- Confidential, free counseling
- Legal assistance and support
- Financial information and resources

CALL NEW DIRECTIONS 24-HOURS-A-DAY AT (833) 848-1764.

WORKPLACE INJURY / WORKER'S COMPENSATION

State employees are covered by Worker's Compensation. Coverage is available for job-related injuries and illness. A claim must be filed as soon as possible after the accident or onset of illness. You are responsible for notifying your immediate supervisor and completing the required forms prior to leaving work on the day of your injury. Failure to properly notify your immediate supervisor within 24 hours of the occurrence of a work-related injury or illness to yourself might invalidate your entitlement to payment of benefits and medical expenses.

CALL THE 24-HOUR NURSE LINE AT (855) 339-1893.

ARKANSAS ADMINISTRATIVE STATEWIDE INFORMATION SYSTEM (AASIS)

- AASIS Help Desk: (501) 683-2255

How do I get access to AASIS?

To get your initial password, you will need your AASIS User ID and personnel number. To get this information, contact your agency personnel department prior to contacting the Help Desk.

Once you have obtained this information, the AASIS Help Desk can provide you a temporary password. The website to reset your password is:

<https://ease.arkansas.gov/>.

EMPLOYEE WELLNESS

The DOC fully supports Employee Wellness. In addition to health management programs found on the Employee Benefits Division website, <https://www.transform.ar.gov/employee-benefits/wellness/additional-wellness-resources-2/>, employees are encouraged to participate in healthy lifestyle activities.

EMPLOYEE SAFETY

PUBLIC EMPLOYEE CHEMICAL RIGHT TO KNOW ACT-

Originally passed as Act 556 of 1991, known as the Public Employees' Chemical Right to Know Act, was enacted to ensure public employees have access to training and information concerning hazardous chemicals to minimize their exposure to such chemicals and protect their health and well-being.

Staff may access the training via the Relias eLearning portal. The Public Employee Chemical Right to Know Act was last updated in 2019.

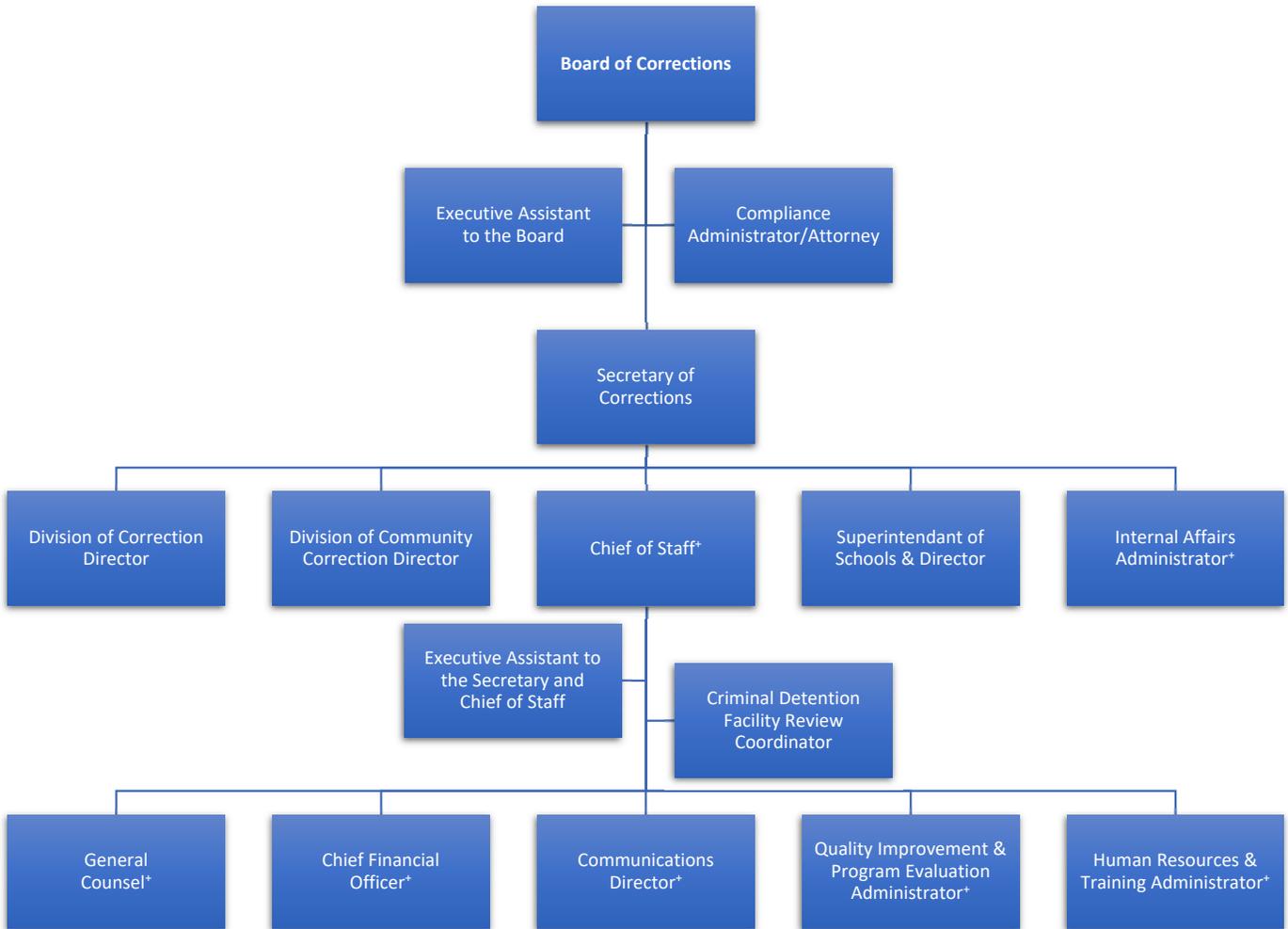
HOSTAGE INCIDENTS-

If any person is taken hostage, sound correctional practice shall include the following:

- Riotous or mutinous inmates will not be granted freedom from the confines of a correctional facility or administrative office.
- Immunity from prosecution or amnesty will not be granted.
- Additional hostages or weapons will not be surrendered.
- Requests from hostage-takers for transportation outside the institution (or from an administrative office) will not be granted.
- Prosecution will be pursued vigorously in all cases.
- Hostages have no authority.

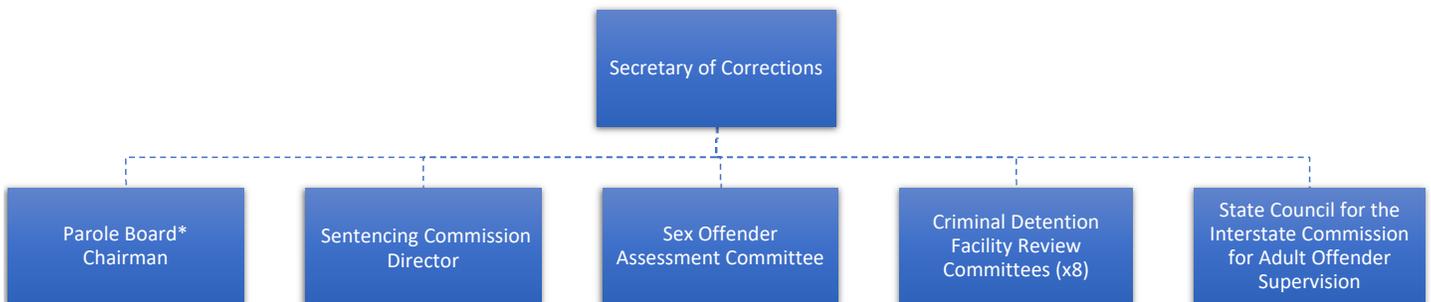
ORGANIZATIONAL CHARTS

DEPARTMENT OF CORRECTIONS LEADERSHIP TEAM



+ Areas of supervision include Administrative and Shared Services.

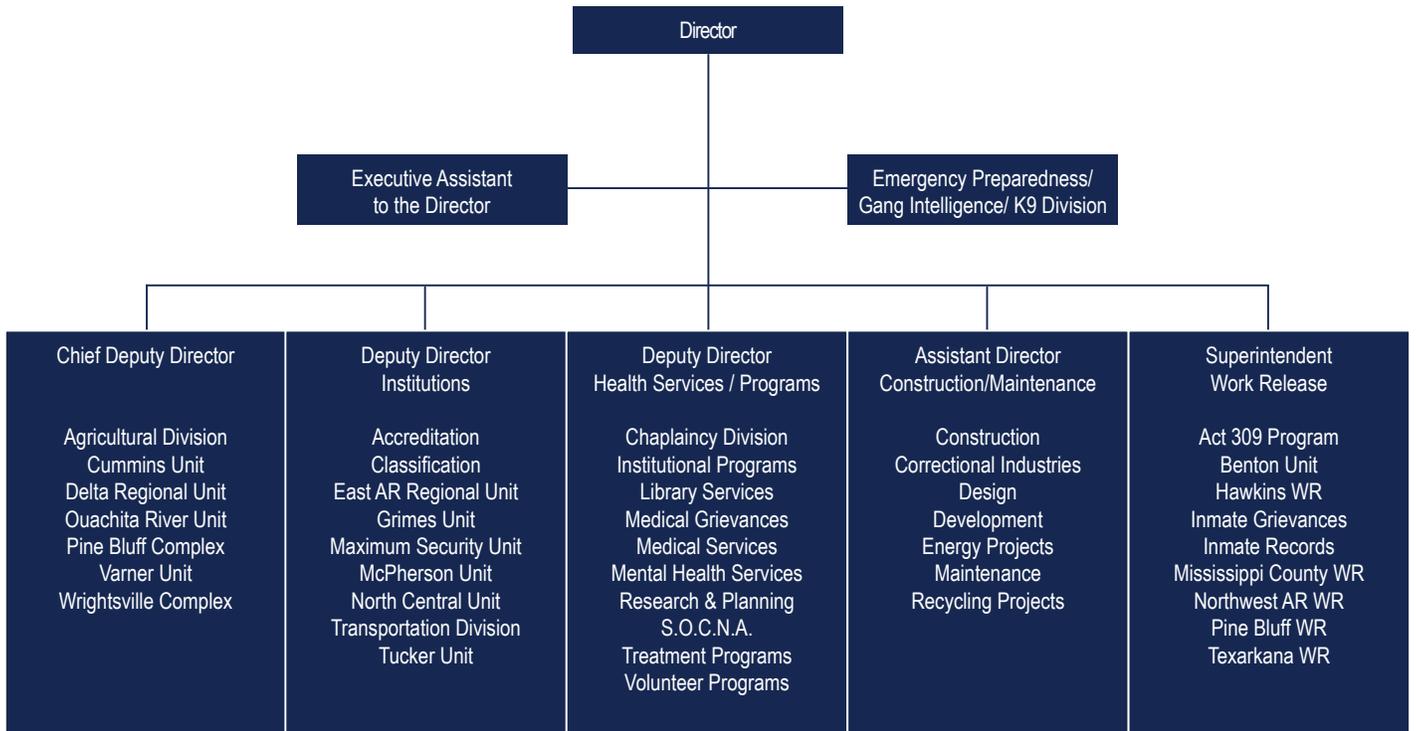
DOC BOARDS, COMMITTEES AND COMMISSIONS



Except for the Parole Board, the Secretary of Corrections oversees the ADMINISTRATIVE FUNCTIONS of these entities. The entities exercise all other duties independently.

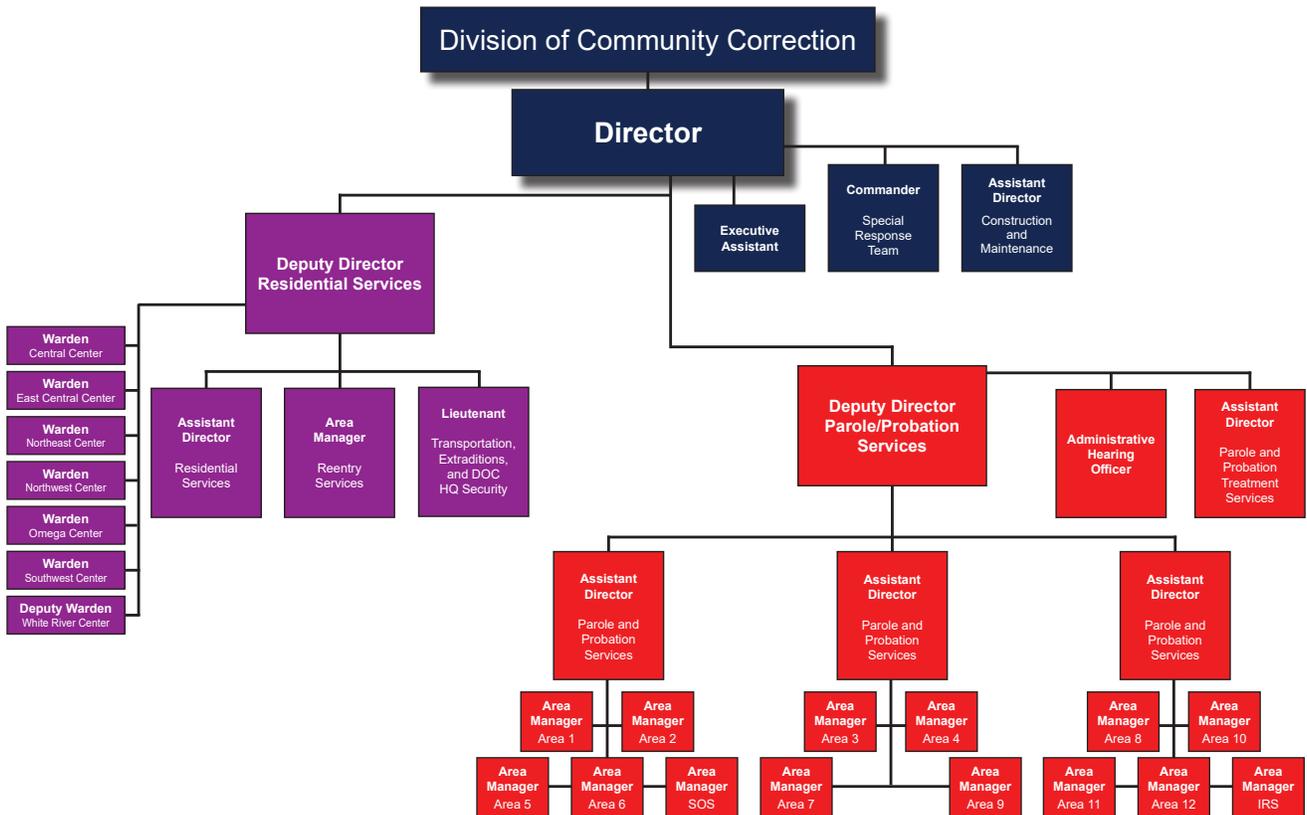
* The Parole Board has a consultative relationship with the Department of Corrections. The Board Chairman serves as the chief executive, administrative, budgetary, and fiscal officer of the board. The Chairman coordinates with and receives input, review, and recommendations from the Secretary of Corrections.

DIVISION OF CORRECTION



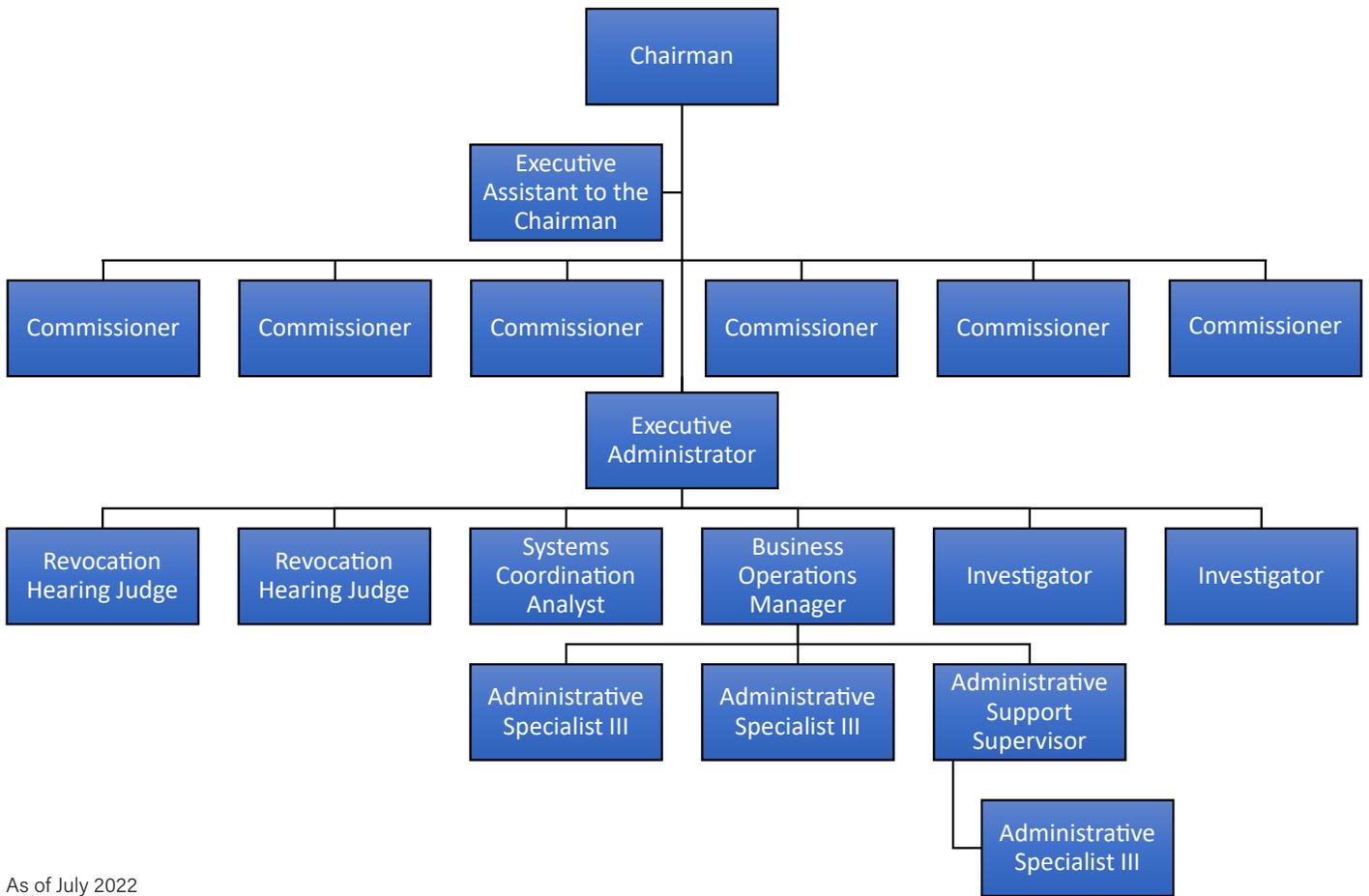
As of February 2023

DIVISION OF COMMUNITY CORRECTION



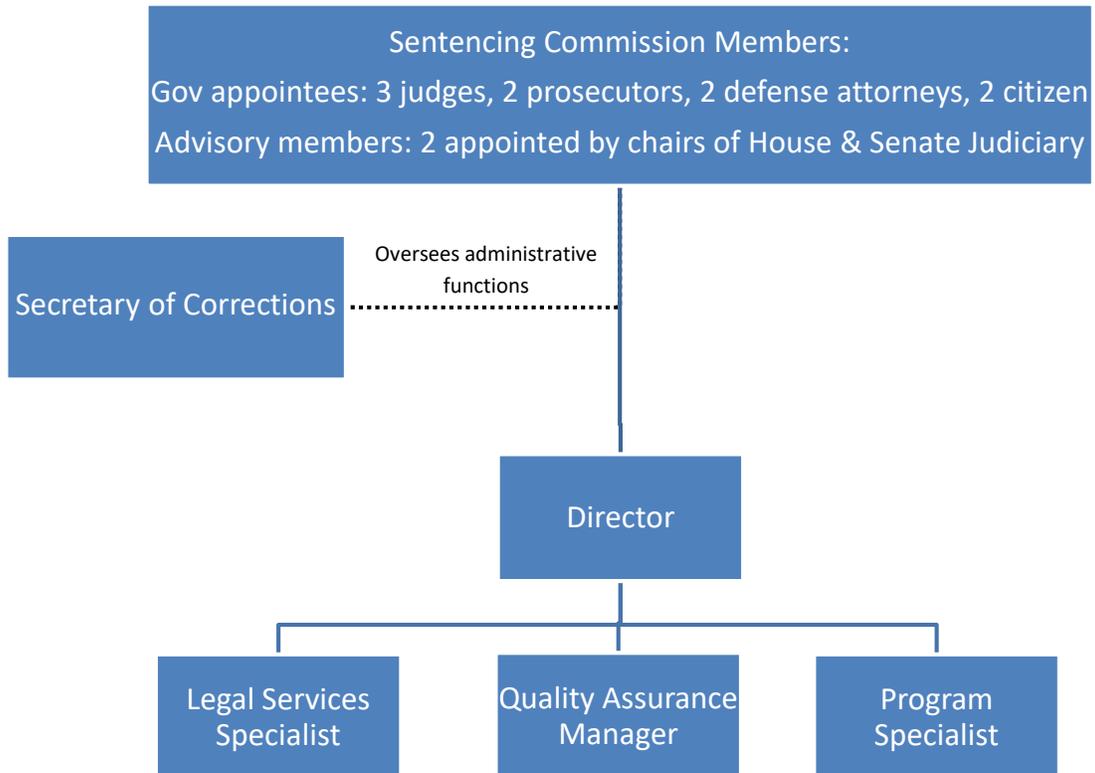
As of February 2023

PAROLE BOARD



As of July 2022

SENTENCING COMMISSION



As of February 2023



ARKANSAS DEPARTMENT OF CORRECTIONS
HUMAN RESOURCES
2403 EAST HARDING
PINE BLUFF, ARKANSAS 71601
