

INSTITUTIONS OF HIGHER EDUCATION  
**CLASSIFIED PERSONAL SERVICES REQUEST**  
**INSTRUCTIONS**  
FOR THE 2021-23 BIENNIAL YEAR

DIVISION OF HIGHER EDUCATION  
APRIL 1, 2020

# CLASSIFIED PERSONAL SERVICES REQUEST INSTRUCTIONS

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# CLASSIFIED PERSONAL SERVICES REQUEST INSTRUCTIONS FOR THE 2021-23 BIENNIAL YEAR

## GENERAL INFORMATION

Institutions of higher education will submit their 2012-23 personal services requests for non-classified and classified positions to the Division of Higher Education (DHE). **The following instructions relate to requests for classified positions only.**

### **Deadline and Technical Notes**

Personal services requests must be submitted by email to [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu) as instructed in the paragraph below.

The request is a Microsoft Excel spreadsheet - Form A and Form B. **Do not change the format of the spreadsheet, as your information must be combined with other institutions' information.**

Uniformity is required for submission to the Arkansas Higher Education Coordinating Board, the Governor, and the General Assembly. Please return the completed forms for non-classified and classified positions to DHE with Forms A and B including any other supporting documents no later than **Monday, May 18, 2020.**

### **Central Pool Positions**

The universities and colleges have separate non-classified central pools from which positions may be established during the year. Central pool positions are to be designated by the letter "C" in the Transaction Code column. Institutions should add those pool positions approved to the list of positions in Form A and designate them in this manner.

### **Form A**

Form A is the primary personal services request document. Since DHE reviews non-classified and position requests, Form A contains both non-classified and classified administrative, faculty, and auxiliary services positions as authorized in your 2020-21 Appropriation Act.

Already provided for the institution, Form A contains:

- Class codes
- Current line item numbers
- Position titles
- Numbers of positions authorized for each title
- Grades

**This information is reflected in your institutional appropriation act(s) and should**

**not be changed unless you first consult with Chandra Robinson at DHE.** (You may add lines to reflect additional positions as explained later.)

Institutional input is required in the "Paid" and "Budgeted" columns. All changes to the "Requested" columns must be explained in Form B and a Justification Narrative. Institutions need to verify the numbers of positions and enter any requested personnel changes in number. Detailed instructions are provided later in this document on how to make these changes.

### **Additional Positions**

Institutions should request positions, as they consider necessary. To limit increases in numbers of positions, institutions are asked to consider whether other positions can be deleted where additional positions are requested. To document this process, Form B should list all additional positions and identify the position(s) to be deleted.

### **Provisional Positions**

Provisional positions as provided for by A.C.A. 6-63-305 are authorized by institutional boards of trustees each year and approved by DHE.

The legislative intent is to allow institutions to take advantage of federal or private grants, gifts, or other revenue sources that had not been anticipated during the budget review process. The legislative stance has been that these positions should not become obligations of the state and continue to be renewed as provisional positions.

Requests for provisional positions **should not** be included in the personal services request unless the request is to convert a provisional position to a regularly authorized position. Such requests should be made only when the institution intends to fund the positions from general revenue.

Converted provisional positions will be requested as either new or additional positions whichever is applicable. In the NARRATIVE, designate that the additional or new position is to replace a provisional position and why the state needs to assume the position.

The request for provisional positions authorized in A.C.A. 6-63-305 will be completed at a later date.

### **Review Process**

DHE will review requests affecting non-classified and classified positions only. DHE Institutional Finance staff will review requests and make recommendations to the Arkansas Higher Education Coordinating Board at its regular meeting on July 31, 2020. The Board's recommendations will be transmitted to the Governor and the General Assembly for approval and legislative action.

## **SUBMITTAL INSTRUCTIONS**

Combined non-classified and classified personal services requests must be submitted to DHE **no later than Monday, May 18, 2020**. Email a copy of Forms A and B including any other supporting documentation to [Chandra.Robinson@adhe.edu](mailto:Chandra.Robinson@adhe.edu).

When collating request documents, please collate in this order:

- (1) Title page
- (2) Table of Contents
- (3) Form A
- (4) Form B
- (5) Narrative explanation of the need for additional/new positions
- (6) Narrative for requested salaries that are more or less than the amount calculated through existing guidelines
- (7) Narrative of the need for status changes from classified to non-classified or vice-versa

## **INSTRUCTIONS FOR COMPLETING FORM A**

### **Requests with No Changes**

(1) Enter the following information for each position title listed:

- Column (H): Enter the number of actual positions paid in 2019-20. If there have been two or more individuals serving at various times during the fiscal year for one particular position, count only one position filled. Enter "0" if no positions were filled.
- Column (I): Enter the authorized grade of the position of that title in 2019-20.
- Column (J): Enter the number of positions budgeted in 2020-21.
- Column (K): Enter the authorized grade of the position of that title in 2020-21.

(2) Verify that the requested number of positions, class codes and grades are correct. If changes are needed in the requested columns, use the instructions below.

### **Requests with Changes**

(1) Complete Steps (1) and (2) above.

(2) If a change in classified positions is requested, enter in column (A) of Form A the appropriate transaction code from the list below. Follow the instructions for Transaction Procedures. More than one transaction code may be entered. When a line must be inserted to complete a request, enter the transaction code on BOTH the existing and additional lines. If a line must be inserted to complete a request, assign a line item number to the inserted line that equals the line item number above plus 0.01. For example, if the title is to be changed to the position authorized on item number (4) insert a line below and number it (4.01). The next assigned number within that line item would be (4.02).

## **Transaction Codes and Procedures**

To enter institutional requests for changes in currently authorized positions on Form A, the following transaction codes should be entered in Column (A) on those lines where a change in position authorization is being requested.

<b>Code:</b>	<b>A</b>	<b>ADDITIONAL POSITIONS</b>
<b>Procedure:</b> Enter the Transaction Code "A" to indicate that additional positions of a currently authorized title are requested. In Column (L) and (N) enter the total number of positions requested ( <b>current number plus additional positions</b> ). See Attachment C for example. List the new positions on Form B. <b>Supporting narrative is required.</b>		
<b>Code:</b>	<b>D</b>	<b>DELETION OF POSITIONS</b>
<b>Procedure:</b> If the number of positions of a title is to be reduced, enter Transaction Code "D". Enter any paid or budgeted information and the number of positions requested. If all the positions of a given title are to be deleted, enter "0" (zero) in all REQUESTED columns. List deleted positions on Form B.		
<b>Code:</b>	<b>C</b>	<b>CENTRAL POOL</b>
<b>Procedure:</b> This code should be used to designate Central Pool positions authorized during the biennium. <b>Institutions should add any Central Pool positions that have been approved since July 2017</b> by inserting the position immediately below the current title with the next highest or equal salary with an item number equal to the number above the inserted line plus 0.01. Enter "C" in the Transaction Code (TC) column of the inserted line. Enter all information for the authorized, paid, budgeted and requested columns. See Attachment C for example.		
<b>Code:</b>	<b>M</b>	<b>MOVE POSITION TO NEW SECTION.</b>
<b>Procedure:</b> If the request is to move a position from one section of the personal services schedule to another, enter transaction code "M" in column (A) of the existing item number. Enter information in the paid and budgeted columns as normal. Enter "0" (zero) in the requested columns (L) through (O). Next, insert a line where the position would fall in the new section with an item number equal to the one above plus an extension of 0.01. Enter transaction code "M" on the inserted line in column (A). Enter the authorized title indented two spaces. Enter the number of positions requested in Column (L) and (N) and the requested salaries in Columns (M) and (O).		
<b>Code:</b>	<b>N</b>	<b>NEW TITLE.</b>
<b>Procedure:</b> If a position(s) of a new title not currently authorized in the institution's appropriation act is requested, insert a new line proper alphabetical sequence of the appropriate pay grade and enter "N" in Column A. In Column E, enter a line item number value equal to the number of the line above plus 0.01. Enter the requested class code in Column G and the requested title in Column H. Leave Columns I through N blank. Enter the number of positions requested in Column O and the currently		

authorized grade of the classification in Column P. If the requested title is not currently in the Uniform Classification and Compensation Act, enter an "N" in Column A, the appropriate item number in Column E, the class code NXXX in Column G, the title in Column H, the number of positions requested in Column O and your pay grade request in Column P. Complete Forms B, C and C-1. On Form B you should list these new positions on the same line which show the positions you have deleted as "trades". In the event that your request for the new positions is denied, OPM will be able to restore the "deleted" positions to their proper locations. See Attachment C for example. List the new positions on Form B. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the following information: the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. **Supporting narrative is required.**

<b>Code:</b>	<b>IPC</b>	<b>INTERIM POSITION CHANGE</b>
<b>Procedure:</b> Enter the Transaction Code "IPC" to indicate interim position changes of positions currently authorized that have been crossgraded/downgraded. In Column (F) enter the sum of positions crossgraded/downgraded ( <b>current number plus or minus additional positions</b> ). See Example Form A.		

## **INSTRUCTIONS FOR COMPLETING FORM B**

To limit overall increases in numbers of positions, institutions are asked to consider whether other positions can be deleted when additional positions are requested. If the new or additional positions are not recommended, DHE's policy is to recommend the continuation of positions that the institution has requested to be deleted in exchange for the requested new or additional positions.

To document this process, Form B should list all additional positions by the item number on Form A and, if appropriate, identify the corresponding position to be deleted. Form B (Attachment B) can be found on the spreadsheet tab labeled "Form B".

## **INSTRUCTIONS FOR COMPLETING SUPPORTING NARRATIVES**

Please read and follow these instructions to complete the narrative portion of your request.

### **New or Additional Classified Positions**

Provide an explanation of the need for the position(s) and a summary of job duties and reporting structure. A job description is required for new titles. Multiple titles may be submitted on the same page.

If the position was a provisional position, note that the position is to replace a

provisional and why the State needs to assume the position. Be specific about the former funding source and why the source no longer exists.

**Request for Change of Status from Classified to Non-Classified**

Provide a summary description of job duties, educational requirements and the reason for the requested change in status.



## ATTACHMENT A: DEFINITION OF TERMS

**ADDITIONAL POSITION:** Position requested in addition to other positions of a title currently authorized in the institution's appropriation act.

**CLASSIFIED POSITION:** Positions assigned a classification title and pay grade (rather than a maximum salary amount) in accordance with the provisions of the Act 763 of 2019 – Higher Education Uniform Classification and Compensation Act.

**CHANGE OF STATUS:** Request to change a non-classified position to classified status, or vice versa.

**DELETION:** Request to reduce or remove a currently authorized position.

**CENTRAL POOL POSITIONS:** Positions established during the year by the authority of Act 763 of 2019.

**NEW POSITION:** Requested position of a title not currently authorized in the institution's appropriation act.

**NON-CLASSIFIED POSITION:** An authorized position that is assigned a maximum salary amount (rather than a pay grade).

**PROVISIONAL POSITION:** Temporary position established under the authority of A.C.A. 6-63-305 which is funded by unexpected revenue sources such as federal grants, or private gifts or grants. The positions are generally established by the local board of trustees, reviewed by DHE, and reported to the Legislative Council, to fulfill functions necessary for the completion of the objectives of the grant or the program funded through non-state institutional revenues.