Report on Department Policy

Department: <u>Department of Finance and Administration</u>

Secretary: <u>Larry W. Walther</u>

The primary purpose of this report is to review existing policies and prompt an analysis of the opportunities for the integration of division policies within your department for standardization. An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization. This analysis should take a holistic approach for developing action plans to deliver efficiency and effectiveness improvements while maintaining standardization across the Department**.**

ACTION PLAN FOR PROJECT 1:

Policy Integration Project: Unifying Human Resource Policy

1.1. Provide a brief description of integration opportunities across divisions for policy standardization at the department level where practicable. What is the action plan for integrating policies? What are the benefits?

    1.1.1. DFA has acquired the Assessment Coordination Department (ACD) and Arkansas Tobacco Control (ATC). DFA Human Resources has conducted a DFA orientation regarding DFA human resources policy with ACD and is meeting with ATC on February 6. The orientation will help to integrate policies for all offices and divisions.

1.2. What steps will you take to gather the necessary information to determine whether division policies can be integrated? Address any key division requirements preventing policy integration if applicable.

    1.2.1. The following action plan will be implemented for all acquired offices to work with DFA-HR. Any issues will be resolved through the communication efforts between offices.

        1) Staff members will be working with DFA- HR to complete forms required by DFA. All physical files will be transferred to DFA-HR by the end of January.

        2) All new hire/transfer/termination/demotion/promotion/etc., packets will be completed according to the DFA New Hire Checklist.

1.3. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?

    1.3.1. No anticipated cost

1.4. What is the implementation timeline and key action steps for this policy roll-out? How will you communicate this timeline and policy roll-out to division stakeholders?

    1.4.1. Immediate. The DFA- HR Administrator has communicated with ACD and ATC management to establish a day and time to meet with their staff.

1.5. How could the Department of Transformation and Shared Services provide support to your Department?
n/a

ACTION PLAN FOR PROJECT 2:

Policy Integration Project: Unifying Travel Policy

1.1. Provide a brief description of integration opportunities across divisions for policy standardization at the department level where practicable. What is the action plan for integrating policies? What are the benefits?

1.1.1 The Department adheres to the State of Arkansas travel policy and will work with both ACD and ATC to ensure that the DFA policy is implemented. This will help to unify all offices and divisions.

1.2. What steps will you take to gather the necessary information to determine whether division policies can be integrated? Address any key division requirements preventing policy integration if applicable.
1.2.1 The following action plan will be implemented for ACD and ATC to work with DFA-Administrative Services. Any issues will be resolved through the communication efforts between offices.
1) Administrative Services Administrator will meet with ACD and ATC management.
2) Travel reimbursement requests are submitted to DFA- Administrative Services Office where they are reviewed for accuracy and compliance with the travel policy.

1.3. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?
1.3.1. No anticipated cost

1.4. What is the implementation timeline and key action steps for this policy roll-out? How will you communicate this timeline and policy roll-out to division stakeholders?
1.4.1. Immediate. The DFA Administrative Services Administrator is working with ACD and ATC management to ensure information is shared with their staff.

1.5. How could the Department of Transformation and Shared Services provide support to your Department? n/a

ACTION PLAN FOR PROJECT 3:

Policy Integration Project: Review of Existing Policies

1.1. Provide a brief description of integration opportunities across divisions for policy standardization at the department level where practicable. What is the action plan for integrating policies? What are the benefits?
1.1.1. The Department updated the personnel policy in the Department handbook in 2018. The travel and fleet policy will be the next focus area to review and update where needed. After proper review, the Department will review the other areas. The DFA Policy is a living document that will continue to be edited and updated as needed.

1.2. What steps will you take to gather the necessary information to determine whether division policies can be integrated? Address any key division requirements preventing policy integration if applicable.
1.2.1. The Department's Transformation Action Team will be reviewing and working with relevant staff to fully understand the policies and seeking input on solutions.

1.3. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?
1.3.1. No anticipated cost

1.4. What is the implementation timeline and key action steps for this policy roll-out? How will you communicate this timeline and policy roll-out to division stakeholders?
1.4.1. The TAT will complete the initial review of the travel and fleet policies by June 2020. The process will be ongoing as the Department works with relevant staff to continuously review and update all DFA policies.

1.5. How could the Department of Transformation and Shared Services provide support to your Department? n/a