



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
Fax: (501) 682-5104
<http://www.state.ar.us/dfa>

WORKFORCE REDUCTION Q&A

- Q. I interviewed for a position that is a lower level position in the same classification. Do I have to be retested before being considered for the lower level position?
- A. For example, if you were an Administrative Assistant II and are interviewing for an Administrative I position, no testing is required unless the testing is skills testing for which the employee has not been previously tested.
- Q. My agency only counted my employment with their agency as "state service" and I had worked at another agency prior to this one. Why can't my total service with both agencies be considered?
- A. State service is defined as cumulative years of service which would include eligible service with all state agencies for which you have worked plus military service as defined in Arkansas Code Annotated § 21-3-304(c)(2).
- Q. If I return to State employment after having received a Lump Sum Payment, does that have to be repaid to the State?
- A. When an employee terminates and returns to State service within two pay periods either within the same agency/institution or between agencies/institutions, both sick and annual leave may be reinstated subject to the following:
- An employee receiving lump sum payment for annual leave upon termination and who is subsequently rehired may "buy" back the annual leave by re-paying the lump sum payment in its entirety to the agency that issued the payment, on or before the day of re-employment. However, if the employee returns to the State's workforce prior to the number of days for which annual leave was paid, repayment must occur for the number of days that have not elapsed.
 - An employee who received a lump sum payment for annual leave and who elects not to "buy" back the annual leave may not be re-employed in any agency/ institution until the number of work days for which annual leave was paid has elapsed.
 - An employee re-hired within six months after having been laid-off due to budgetary reasons is entitled to restoration of accrued sick leave.

- Q. Do I have to take my lump sum payment for annual leave at the time of my termination?
- A. An outplaced employee may choose to waive receipt of the lump sum payment for up to three months while actively pursuing employment with another state agency. However, the employee may receive the lump sum payment at anytime during that period should he/she wish to do so.
- Q. If I return to State employment, how will my length of service be calculated for the purpose of determining my leave accrual rate?
- A. Change of positions in the annual leave schedule shall be determined on the basis of completed years of service. Effective July 1, 1975, seniority for reinstated employees will be brought forward in completed years of service only." Service accrued prior to July 1, 1975, will be established in completed years and months of service.
- Q. If I return to State employment and my Career Service Recognition Payment (CSRP) date was reached during my absence due to a Reduction in Force, will I be eligible to receive the missed CSRP upon reinstatement?
- A. Upon reinstatement into the State's workforce, your eligibility for your missed CSRP will be delayed for a like number of days that you were out of the State's workforce up to a maximum of six (6) months.
- Q. What will happen to my benefits now that I am terminated?
- A. Outplaced employees should have received a document titled Benefits Continuation Information from their agency upon notification of termination. If you did not receive this document please contact your agency Human Resource department for a copy. Copies may also be obtained from the Outplacement Center or may be found at www.state.ar.us/dfa/opm.