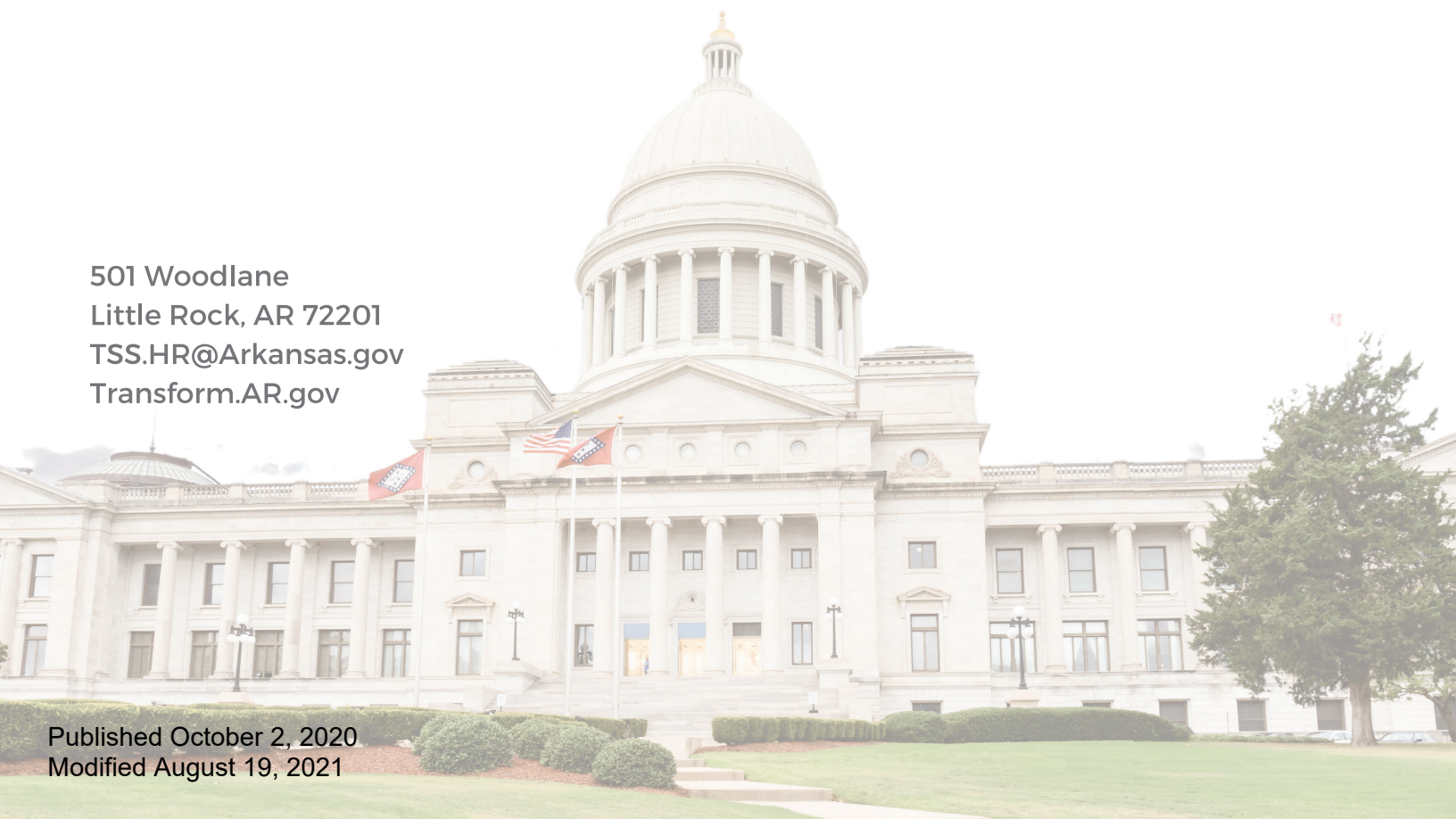


Department of Transformation and Shared Services STATE OF ARKANSAS



EMPLOYEE HANDBOOK

501 Woodlane
Little Rock, AR 72201
TSS.HR@Arkansas.gov
Transform.AR.gov





TSS EMPLOYEE HANDBOOK

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Department of Transformation and Shared Services

Governor Asa Hutchinson

Secretary Amy Fecher

Dear TSS Employee:

It is my pleasure to welcome you to the Department of Transformation and Shared Services (TSS). I am glad you have chosen to join our team and look forward to working together.

Our department resulted from historic legislation—the Transformation and Efficiencies Act of the 92nd General Assembly. This legislation restructured 42 cabinet-level agencies and over 200 boards and commissions into 15 departments. The Department of Transformation and Shared Services has two very important functions in state government – supporting all 15 departments through our shared-services and implementing new and on-going transformation initiatives throughout state government.

Our six TSS shared-services divisions include: the Division of Building Authority (DBA), Employee Benefits Division (EBD), Geographic Information Systems (GIS), Division of Information Systems (DIS), Office of Personnel Management (OPS), and Office of State Procurement (OSP). You can read more about the work of our divisions throughout this handbook.

This handbook should also be your first resource for questions concerning insurance, leave, and other policies and benefits of employment. Please consult with your supervisor about any additional topics or about any other questions that arise in your new position.

Again, welcome to the EPIC team and best wishes for your success!

Sincerely,

A handwritten signature in blue ink that reads "Amy Fecher".

Amy Fecher

Office of the Secretary

501 Woodlane, Suite 201 * Little Rock, AR 72201 * 501.319.6551

TRANSFORM.AR.GOV



Transformation and Shared Services OFFICE OF THE SECRETARY

Mission and Core Values



BUSINESS OPERATIONS

The TSS Business Operations office is responsible for the human resources, purchasing and asset management, accounts payable/receivable, travel and budgeting functions for the Department.

- Provides human resource services for TSS divisions, including payroll reporting
- Aids TSS divisions with procurement of commodities, technical and professional services, vendor maintenance, and all purchase/travel card transactions
- Facilitates travel arrangements, including out of state travel authorizations, airfare, hotel and conference registrations
- Manages TSS assets

MARKETING AND REDISTRIBUTION (M&R)

Marketing and Redistribution (M&R) handles all surplus property for the State of Arkansas. The property is handled through sales to all state Departments, tax supported local governments, schools, and non-profit organizations. All unsold property is available for public purchase each Wednesday and through online sales.

- Handles state-owned totaled vehicle insurance claims
- Approves trade-in requests for personal property and approves disposal of damaged personal



Transformation and Shared Services **DEPARTMENT DIVISIONS**

DIVISION OF BUILDING AUTHORITY (DBA)

DBA's mission is to act as the State's agent in all state lease negotiations; provide direction, assistance and approvals to Departments in all aspects of capital improvement projects and property transfers needs; and actively maintain and operate DBA owned or managed buildings in an efficient and economical manner pursuant to laws, rules and regulations.

- Leasing agent for private sector and state-owned property leasing
- Maintains and operates a building portfolio of 1.6 million square feet
- Provides architectural and engineering design reviews and conducts formal bidding and site inspection for capital improvement projects
- Assists with property purchase or disposition transactions
- Manages the Sustainable Building Revolving Loan Program for promoting energy-efficient upgrades
- Provides oversight for the State's Public Private Partnership (P3) contracting program

EMPLOYEE BENEFITS DIVISION (EBD)

The Employee Benefits Division oversees the Health and Life Insurance Plans for State and Public School employees. EBD serves 158,000 members from state departments and agencies and 300+ school districts. Coverage reaches new hires, active employees, retirees, as well as covered dependents. EBD strives to ensure members have access to healthcare by providing affordable plans with rich benefits.

- Operationalizes decisions made by the State and Public School Health and Life Insurance Board
- Audits and provides oversight of vendor partners that service ARBenefits members
- Provides customer service to members and Health Insurance Representatives by phone or in-person at EBD offices
- Travels the state to educate members on the ARBenefits plan and benefits

OFFICE OF STATE PROCUREMENT (OSP)

The Office of State Procurement (OSP) serves the citizens of Arkansas by ethically, efficiently, and transparently procuring quality commodities and services for the State. OSP works to make sure Arkansas Procurement Law and best practices are applied whenever commodities and services for the various Departments of the State are purchased.

- Registers business owners who supply the State with commodities or services
- Posts opportunities to bid on State contracts
- Assists State Departments solicit offers for commodities and services
- Reviews contracts submitted for legislative review
- Manages the State purchase card program

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The mission of the Division of Geographic Information Systems (Arkansas GIS Office) is to promote the efficient development, maintenance, and distribution of Arkansas' geographic information resources. The GIS Office also houses the Division of Land Surveys. Its mission is to be the national leader for the archival, preservation and restoration of the Public Land Survey System in the state.

- Arkansas Master Address Program
- Arkansas Centerline File
- Municipal Boundary and Annexation Program
- County Assessor Mapping Program
- Arkansas Digital Orthoimagery Program
- Corner Restoration Program
- Survey Plat Archival

DIVISION OF INFORMATION SYSTEMS (DIS)

The mission of the Division of Information Systems (DIS) is "Empowering the citizens of Arkansas through Technology." The DIS Cybersecurity Office establishes security standards and policies for information technology in state government and serves as the focal point for cybersecurity issues. The office monitors and protects the state network and responds to any threats to the state's technology infrastructure.

- Works 24 hours a day, 365 days a year, to ensure public services provided by the state Departments, boards and commissions, K-12 public schools, institutions of higher education, and city and county governments are always available to the citizens of Arkansas
- Hosts critical applications that enable citizens to access online public services
- Provides the following services: data center hosting services, network services, storage and backup services, voice services, operational services, professional services, etc. Examples include: Data Storage, Network Security, Private Cloud for Public Sector, Email, Windows Desktop support, Application Development and more.

OFFICE OF PERSONNEL MANAGEMENT (OPM)

The Office of Personnel Management (OPM) is responsible for administering the state's personnel system and establishing necessary policies and procedures to ensure system uniformity in accordance with state and federal laws. OPM provides for the efficient utilization of state resources and the effective management of Classification and Compensation, Payroll and Training. OPM performs the following functions:

- Establishes job classifications, including job duties & minimum requirements to perform each job, as well as the statewide pay scale
- Manages payroll system and ensures that all state employees are timely paid
- Establishes and maintains the statewide performance evaluation system
- Develops catalog of training courses for employee development and job performance
- Manages programs: grievance procedure, catastrophic leave, and employee suggestions

SECTION 1—EMPLOYEE CONDUCT STANDARDS

1.1 Professionalism

TSS employees are expected to perform their job in a professional manner. All persons, regardless of status, position, authority, tenure, race, sex, or any other characteristic, should be treated with respect and dignity.

1.2 Anti-Fraud and Code of Ethics

TSS employees have a responsibility to comply with the policy and procedures that aid in the prevention of fraud and support TSS's culture of honesty and ethical behavior. TSS will not condone employee conduct that either violates, or has the appearance of violating, the law, including the ethical provisions. TSS employees are required to review the Code of Ethics and sign an annual acknowledgement affirming they received a copy and reviewed it.

TSS employees have a responsibility to report all suspected violations of federal or state law involving TSS employees or anyone contracted to provide services to TSS. Reports should be made to the TSS Business Operations Office immediately upon the employee becoming aware of a suspected violation. For more information, refer to the TSS Code of Ethics Policy.

1.3 Concurrent Employment

A TSS employee may not be employed by more than one Department unless written approval is granted by the TSS Secretary, the two positions do not interfere with each other, and the combined salaries do not exceed the maximum salary authorized for either position. A state employee, however, may work as an adjunct professor as needed, and the maximum salary level may be exceeded if requirements for concurrent employment are met. For more information, refer to the [TSS OPM Concurrent Employment Policy](#).

1.4 Personnel Records

All information maintained in the Arkansas Administrative Statewide Information System (AASIS), ARCareers, or any other system that maintains personnel records and all related components shall be treated as confidential. Access to and use of personnel records is restricted to employees with a legitimate business purpose. At no time shall personnel records be disseminated or shared with unauthorized personnel. In addition, any copyrighted material, including state-owned software, is protected by copyright laws and shall not be copied without permission.

1.5 Information and Information Technology Security

Information and information technology systems are essential and valuable assets of the State of Arkansas. Information created with State resources is the property of the State of Arkansas. All employees, contractors, and vendors of TSS are responsible for protecting information from unauthorized access, modification, disclosure, and destruction. Prudent information security policies, standards, and procedures are necessary to ensure that the confidentiality, integrity, and availability of data, network, and processing resources for the State of Arkansas are not compromised.

1.6 Internet, Email, and General Computer Acceptable Use

TSS employees must adhere to these guidelines and TSS policy governing internet, email, and general computer acceptable use. TSS employees may access, use, or share TSS information only to the extent it is authorized and necessary to fulfill their assigned job duties.

TSS employees have no reasonable expectation of privacy in the use of TSS devices or systems. TSS reserves the right to monitor and log all TSS equipment, systems, and network traffic at any time without notice. This includes monitoring files, email, and website usage. The following activities, while not exhaustive, are prohibited:

1. Introducing malicious programs into the network or server;
2. Interfering in any way with the security or operation of the computer systems including security breaches or disruptions of network communication;
3. Installing or using any equipment or software without prior approval by the TSS Chief Information Officer. This includes, but is not limited to, personal computers, printers, scanners, flash drives, CD Readers, audio and video players, smart phones, and personally owned or downloaded software or shareware; or
4. Engaging in any activity for personal financial gain, such as buying or selling of commodities or services with a profit motive.

1.7 Email

TSS employees should use their TSS email accounts only for work-related purposes. Employees shall have no expectation of privacy in anything they store, send, or receive on TSS's email system. Employees must use extreme caution when opening email attachments or clicking on any links contained in the email. In addition, TSS employees shall not use TSS email addresses and associated passwords to register for any personal online accounts. Sending of personal emails using the TSS email address should be kept to a minimum with the understanding that any email sent on the state network may be considered public information.

1.8 Social Media

TSS employees are prohibited from posting to social media sites using TSS information systems or a TSS email address unless prior approval is received through the TSS Communications Director. When engaged in any form of social media, TSS employees must not reveal any confidential information related to their position or TSS in general.

TSS employees shall not expressly or implicitly attribute personal statements, opinions, or beliefs to TSS when using social media. If an employee is expressing his or her beliefs or opinions, the employee must not, expressly, or implicitly, represent themselves as an employee or representative of TSS. Trademarks, logos, and any other TSS intellectual property may not be used in connection with any social media activity.

1.9 Criminal Background Checks

TSS requires a Criminal Background Check (CBC) for disqualifying convictions to be conducted on all TSS employees and applicants both prior to an offer of employment and as a condition of continued employment.

SECTION 2—EMPLOYMENT STANDARDS

2.1 Employment-at-Will

Arkansas is an "Employment-at-Will" state. This means that a TSS employee may be terminated for any reason or no reason at all as long as the termination is not for an illegal reason. As a TSS employee, there is not an employment contract, expressed or implied, between the employee and TSS. The employer and the employee both have the right to terminate employment without cause or notice at any

time. Nothing in this Handbook or any other document, policy, or procedure used by TSS creates an expressed or implied right or expectation of continued employment or contract.

2.2 Equal Employment Opportunity

The State of Arkansas does not discriminate in access to employment opportunities or in employment or practices on the basis of race, color, religion, sex, national origin, age, disability, or genetic information. Individuals are hired based on their qualifications for each position. All employment decisions and other personnel actions are made in accordance with Equal Employment Opportunity principles. Discrimination, harassment, or retaliation by any employee shall constitute grounds for disciplinary action.

2.2 (a) Americans with Disabilities Act and Reasonable Accommodation

TSS employees shall not discriminate against qualified individuals with disabilities. TSS will provide reasonable accommodations as required by law to otherwise qualified applicants or employees with disabilities in all employment practices, including job application procedures, hiring, advancement, job assignments, leaves of absence, transfers, demotions, discipline, discharge, compensation, benefits, and job training. Employment opportunities will not be denied to an otherwise qualified applicant or employee because of the need to make a reasonable accommodation to the physical or mental impairment(s) of such individual.

2.2 (b) Age Discrimination in Employment Act (ADEA)

The ADEA protects job applicants and employees who are forty (40) years of age and older. TSS employees shall not fail or refuse to hire, discharge any individual, or discriminate against an individual with respect to compensation terms, conditions, or privileges of employment because of the individual's age. Furthermore, TSS employees shall not limit, segregate, or classify employees in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's age.

2.2 (c) Sexual Harassment

Sexual harassment is not tolerated at TSS. Sexual harassment is unwelcome behavior of a sexual nature that affects an individual's employment; unreasonably interferes with work performance; or creates an intimidating, hostile, or offensive work environment. Sexual harassment includes sexual contact as defined in the Federal Guidelines (29 CFR Ch. XIV, subsection 1604.11), Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and the Arkansas Civil Rights Act at Arkansas Code Annotated § 16-123-101.

Sexual harassment can be physical, including unwelcome touching or gesturing. Sexual harassment can also be verbal, including unwelcome requests for a date or sexual favors, lewd remarks, or sounds. And, sexual harassment can be visual, including unwelcome exposure to sexual photos, cartoons, or drawings.

Any TSS employee who believes that he or she has been discriminated against, harassed, or retaliated against is encouraged to follow the complaint procedure outlined in the TSS Equal Employment Opportunity Policy.

2.3 Probationary Period

TSS has a six-month probationary period for all newly hired employees for training, development, and management assessment. Employees who transfer within TSS—either by promotion, demotion, or lateral transfer—will be placed in a probationary period for three months unless the transfer was due to

reorganization. This probationary period may be extended at the Secretary's or Division Director's discretion, and the employee will be notified prior to the extension. New employees do not have access to the grievance process during this time; however, employees who transferred within TSS from another Department may be eligible to use the grievance process.

Employees are eligible during the probationary period to apply for other positions. Completion of the probationary period does not entitle the employee to remain employed for any definite period of time. TSS and the employee are free at any time, with or without notice or cause, to end the employment relationship.

2.4 Hiring Relatives and Marriage Between TSS Employees

Arkansas law prohibits the hiring of relatives by public officials and prohibits an employee from supervising a relative. In addition, a public official must not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the Department in which the official is serving or which the official exercises jurisdiction or control over any person who is a relative of the public official and is an employee of a Department. For purposes of this section, an employee includes individuals in extra-help positions.

Relatives will not be permitted to work in any capacity where one relative might supervise another, including participating in decisions involving hiring, promoting, salary increases, or other personnel-related matters of interest to a relative. A temporary change in supervision resulting in the supervision of a relative will not be considered a violation of Arkansas law provided the supervision does not exceed 30 days. No hiring, firing, pay adjustments, or other personnel actions may occur during this temporary period of supervision.

Related employees working within TSS will be reviewed for compliance with Executive Order 98-04, Arkansas Code Annotated §§ 21-1-401–408, Arkansas Code Annotated §§ 25-16-1001–1007, and related TSS policies. If an applicant has a relative employed within any TSS division, the Business Operations Office will forward the request to hire to the Secretary of TSS or designee for approval before a job offer can be extended.

If TSS employees plan to marry each other, they must complete and sign the [Marriage Disclosure of State Employees Form](#). The employees must submit the form to the Business Operations Office for review of any hiring violations.

A temporary change in supervision resulting in the supervision of a relative will not be considered a violation of Arkansas law provided the supervision does not exceed 30 days. No hiring, firing, pay adjustments, or other personnel actions may occur during this temporary period of supervision.

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.

2.5 Promotion

A promotion is a change from one position to another position with a higher pay grade on the same pay table not to exceed the maximum. An employee who is promoted may receive up to a 10% percent salary increase or will have his or her salary adjusted to the entry-level salary for that pay grade, whichever is higher.

2.6 Demotion

A demotion is a change in job assignment of an employee from a position in one classification to a position in another classification of a lower pay grade within the same pay table. Employees demoting to a lower grade in the same pay table may receive a decrease in salary up to ten percent (10%). An employee's rate of pay after demoting must be within the new classification's minimum and maximum range of the pay grade.

2.7 Possession of a Weapon

TSS is committed to providing a safe environment for employees and visitors while respecting the right of individuals who are concealed-carry licensees with the enhanced endorsement as permitted by Arkansas law. Except as permitted by law, including, but not limited to, Arkansas Code Annotated § 5-73-322(g), possession, discharge, or other use of weapons on any grounds, buildings, or vehicles owned or operated by TSS is strictly prohibited. Furthermore, storage of any weapon, including handguns, is prohibited at any such location, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle. TSS employees shall comply with the safety and security policies of an alternative work site (meetings, conferences, facilities, etc.). Under no circumstances will weapons be permitted in disciplinary meetings unless the weapon is controlled by a law enforcement officer.

SECTION 3—PERSONNEL POLICIES AND WORK STANDARDS

TSS employees are expected to be aware of all personnel policies and work standards and fulfill these expectations. If an employee has questions about the Handbook or TSS Policy, they should speak with their immediate supervisor. The following personnel policies are not a complete or comprehensive list of the standards, policies, and procedures of the Department. All TSS personnel policies are accessible at <https://www.transform.ar.gov/personnel/policy/>. All standards and policies of TSS apply to all divisions. Some divisions or offices of TSS may have additional standards by which those employees must abide.

3.1 Working Hours and Breaks

Normal business hours of operation for most TSS employees are from 8:00 a.m. until 4:30 p.m., Monday through Friday. The normal workday for full-time employees is 8 hours. Divisions or offices operating on a 24-hour basis or other work hours are responsible for setting effective schedules. Normal working hours may be modified as necessary to facilitate efficient business operations. When additional work requirements are necessary, cooperation of all employees is expected. Work breaks are granted at the discretion of each supervisor, and if granted, may be combined with lunch breaks. Work breaks are a privilege and should not interfere with work schedules or deadlines.

3.2 Compensatory and Overtime

TSS is authorized to provide compensatory time as compensation for overtime work. Any hours in excess of 40 hours in a workweek for non-exempt employees must be approved by the Division Director. Paid leave—such as holiday, sick, or annual leave—does not count toward hours worked for purposes of overtime. Compensatory hours accrued in excess of 240 hours will be paid as overtime. Employees exempt under the Fair Labor Standards Act (FLSA) are not eligible for overtime.

For more information, refer to the [Overtime and Compensatory Time Policy](#).

3.3 Personal Appearance/Dress Code

Employees should use good judgment and discretion in their dress and appearance. Personal appearance shall be appropriate to the job assignment and location while always reflecting the image of professional public servants. When attending a public meeting—such as a meeting at the State

Capitol, Governor's Office, Legislature, board meetings, or presentations—TSS employees must follow a more "formal business" dress code. Employees should direct any questions about the dress code to their supervisor. Requests for a reasonable accommodation may be made to the employee's immediate supervisor or the Business Operations Office.

3.4 Smoke-Free Workplace

Smoking (as defined below) of any kind is not allowed in TSS buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, e-cigarettes containing nicotine cartridges, and "dipping," as well as inhaling, exhaling, burning, vaping, or carrying any lighted tobacco product, including cigarettes, cigars, electronic cigarettes, e-cigarettes, pipe tobacco, and other lighted combustible plant material or derivatives.

Smoking is only permitted during break or meal periods in designated outdoor areas. TSS employees using these areas are expected to dispose of any smoking debris safely and properly. Smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by TSS. Smoking is also prohibited by law within twenty-five (25) feet of an entrance to any building owned or leased by TSS. Employees should consult their supervisor for designated smoking locations.

For more information, refer to the [TSS OPM Drug and Smoke Free Workplace Policy](#).

3.5 Drug Free Workplace and Employee Drug Testing

TSS is committed to a drug free workplace to promote employee, customer, and public safety, health, and efficiency. TSS recognizes that alcohol and drug use in the workplace pose significant safety and health risks not only to the employee, but also to others. It is TSS's intent to comply with the Drug Free Workplace Acts of 1988 and Arkansas law, which prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance where TSS employees work, including all TSS owned or leased vehicles, or while conducting business for the State of Arkansas.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a TSS building or on TSS property is prohibited. TSS employees are required to notify their supervisor prior to beginning the workday if the employee is taking a prescribed or over-the-counter medication that affects alertness, judgment, or behavior in ways that are likely to impair job performance.

For definitions, drug testing policies, and procedures refer to TSS's Drug Free Workplace Program and Testing Policy.

3.6 Recycling and Reducing Paper Usage

TSS employees are strongly encouraged to participate in the recycling programs, which include paper, plastic, and aluminum recycling. Employees should ask their supervisor for the location of the area's closest recycling containers. Employees are also strongly encouraged to minimize printing and waste whenever feasible.

3.7 Career Service Recognition Payments

TSS employees who achieve ten (10) full years of service may be awarded annual career service recognition payments on the anniversary date of the completion of such service. To receive the full amount of the recognition payment, the service must have been in either an elected position or a regular full-time position, classified or non-classified. Employees who work part-time in regular-salary positions may receive annual career service recognition payments on a pro rata basis. For more information, refer to the [TSS OPM Career Service Recognition Payments Policy](#).

3.8 My Idea

TSS employees are encouraged to participate in the Governor's efforts to improve, transform, and innovate state government by submitting ideas to the "My Idea" website accessible at myidea.arkansas.gov.

3.9 Disciplinary Policy

TSS does not have a progressive discipline policy. Supervisors are responsible for determining the appropriate level of discipline for a specific Handbook violation, TSS Policy violation, or any other action that requires discipline. Supervisors should consider all the facts and mitigating or aggravating circumstances surrounding the violation in deciding the level of discipline and should consult with the Business Operations Office as needed.

For more information, refer to the [TSS Disciplinary Policy](#).

3.10 Grievance Policy and Procedure

The TSS Grievance Policy and Procedure gives eligible employees the opportunity to file a grievance if the employee alleges his or her termination or suspension without pay was inconsistent with TSS's Disciplinary Policy. This opportunity is provided through established steps and procedures to ensure fair resolution within a reasonable timeframe to eligible employees. An employee new to TSS who is on initial six months or extended new-hire probationary period will not have access to the grievance process. For more information, refer to the [TSS Disciplinary Policy](#) and the [State of Arkansas Grievance Policy and Procedure](#).

3.11 Reduction in Force

Reductions in the workforce may be due to significant organizational structure changes, shortage of funds or work, abolishment of positions or duties, loss of functional responsibility by TSS, or the loss or non-renewal of federal funding, grants, or other special funds.

For more information, refer to the [TSS OPM Reduction in Force and Severance Pay Policy](#).

3.12 Vehicle Safety Program

TSS participates in the Vehicle Safety Program (VSP) administered by the Arkansas Insurance Department. This program ensures that employees who drive on official state business are duly licensed in accordance with the requirements of all applicable state laws and have an acceptable driving record.

Driving State Vehicles

- All TSS employees operating a state vehicle shall follow the state and local traffic laws.
- All passengers must wear a seat belt and state vehicles shall only be used for state business at all times.
- Any accident or traffic violation that occurs while operating a state vehicle for state business must be reported as soon as possible, but no later than within 24 hours.

Driving Personal Vehicle on State Business

- All TSS employees driving a personal vehicle on state business are required to have insurance and shall follow the state and local traffic laws.
- Any accident or traffic violation that occurs while operating a private vehicle on state business must be reported as soon as possible, but no later than within 24 hours.

- TSS employees shall not receive mileage reimbursement when using their personal vehicle on state business if a state vehicle is available.

3.13 Traveling on behalf of TSS

TSS employees may be required to travel on official state business. The Department of Finance and Administration (DFA) has established travel regulations addressing travel allowances for meals, lodging, and transportation. For more information, refer to the [DFA travel regulations](#).

3.14 Our Commitment to Safety

TSS is committed to providing a safe, violence-free workplace for our employees. As such, TSS employees shall not engage in any physical confrontation with an individual or behave in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any TSS employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, or destructive actions taken for the purposes of intimidation. If an employee has differences with a supervisor or manager, it should be addressed with management, through the chain of command, or directly with the TSS Chief General Counsel.

This guidance covers any behavior that occurs in the workplace or at TSS-sponsored functions. Any employee who witnesses or is the recipient of violent or threatening behavior should promptly inform his or her supervisor or Division Director. All threats will be investigated, and the appropriate action will be taken. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith.

3.15 Political Activity

Arkansas law prohibits state employees from engaging in partisan political activities during working hours. 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 personal vehicles when using these vehicles in the performance of official duties for which they may be reimbursed by the State.

3.16 Political Freedom

State employees are not prohibited from communicating with an elected public official concerning matters related to the employee's job, except for matters exempted from disclosure under the Arkansas Freedom of Information Act (FOIA). Furthermore, state employees are not prohibited from exercising a right or privilege under the FOIA. TSS employees will not be subjected to discipline, threats of discipline, reprimands (either oral or written), or notations in their personnel files because the employee exercised the right to communicate with an elected public official or exercised a right or privilege under the FOIA. An employee who has intentionally made untrue allegations to an elected official concerning matters related to the employee's job may be subject to discipline.

3.17 Public Information

TSS employees shall fully comply with FOIA. TSS employees should presume that any work-related documents, reports, notes, communications, emails, photographs, or recordings in any format are subject to public disclosure under FOIA regardless of whether the record was made or stored on a TSS-issued or personal device. Any employee who receives a request for public records should immediately notify the TSS Director of Communications. For more information, please refer to the [TSS FOIA Policy](#).

3.18 Prohibited Activities

A TSS employee who willfully refuses to perform the duties of his or her employment will be terminated and is ineligible for employment with a public employer in any position or capacity for twelve (12) months after being terminated for willfully refusing to perform the duties of his or her employment.

A TSS employee willfully refuses to perform the duties of his or her employment when, acting in concert with one (1) or more public employees, he or she:

- Strikes or walks away from the duties of his or her employment with TSS;
- Physically obstructs the activity or operation of TSS or any public employer; or
- Physically impedes the operations of TSS or any public employer.

“Strike” means a refusal to work organized by two (2) or more public employees as a form of protest in an attempt to gain a concession or concessions from a public employer.

SECTION 4—LEAVE AND ATTENDANCE POLICY

The State of Arkansas provides state employees with a variety of leave. The minimum leave amount an employee can use is fifteen (15) minutes even if the employee is absent for less than 15 minutes.

4.1 Attendance and Tardiness

Employees are expected to be at their work area by the start of their workday. Employees should contact their supervisor for information on how to request leave, requirements for reporting tardiness and absences, and other attendance-related issues.

Supervisors should document leave abuse or any unauthorized absence from work, including tardiness past the start of the workday. An example of leave abuse would be calling in absent every Friday (pattern of use) or continually exhausting leave.

4.2 State Holidays

The following are the official holidays applicable to state employees:

Holiday	Observed
New Year's Day	January 1st
Dr. Martin Luther King Jr. Birthday	3rd Monday in January
President's Day & Daisy Gaston Bates Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25th
Employee's Birthday	The employee is granted 1 holiday to observe his or her birthday

To be eligible for holiday pay, the employee must be in pay status at least 15 minutes the last scheduled workday before the holiday and at least 15 minutes the first scheduled workday after the holiday. When a holiday occurs while an employee is on annual or sick leave, that day is charged as a holiday and will not be charged against the employee's accrued leave.

The following provisions apply to employees who cannot take holidays as scheduled:

- Employees must work on holidays when the needs of the Department require it. Each Division Director will determine the need. Employees who work on a holiday will accrue the holiday leave and may use the leave at a later time.
- When a holiday occurs on Saturday, the holiday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

The Governor, by Executive Proclamation, may proclaim additional days when state offices shall be closed in observance of special events or for other reasons at his discretion.

Birthday leave is earned on the employee's birthday.

Holiday and birthday leave never expire and are carried forward each year. When an employee terminates employment, holiday and birthday leave are paid out as a lump sum along with any unused annual leave not to exceed 30 days or 240 hours.

For more information, refer to the [TSS OPM Holidays and Birthday Policy](#).

4.3 Annual Leave

Each regular or probationary employee earns annual leave with full pay based on the below schedule for each completed month of service. Employees who work less than full-time per year accrue annual leave in the same proportion as time worked. For example, employees who work half-time would receive half of the annual leave accrual shown on the timetable.

Extra-help employees are not eligible to accrue annual leave.

Years of Service	Accrual Per Month	Amount Per Year
Through 3 years	1 day (8 hours)	12 days per year
4 through 5 years	1 day, 2 hours (10 hours)	15 days per year
6 through 12 years	1 day, 4 hours (12 hours)	18 days per year
13 through 20 years	1 day, 6 hours (14 hours)	21 days per year
Over 20 years	1 day, 7 hours (15 hours)	22 ½ days per year

Employees must have completed full years of employment before moving to the next higher accrual rate. For example, an employee would not move to the second level of annual leave accrual rate until they had completed 3 full years of employment and are starting their fourth (4th) year.

Annual leave can only be taken with the prior approval of the supervisor. Annual leave is granted based on workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged as annual leave. Whenever an employee terminates employment, his or her accumulated annual leave as of his or her last working day is liquidated in a lump sum payment, not to exceed 30 working days (a combined total of 240 hours including annual, holiday, and birthday leave).

For more information, refer to the [TSS OPM Annual Leave Policy](#).

4.4 Sick Leave

Regular, full-time employees will accrue eight (8) hours of sick leave per month. Employees working less than full-time will accrue sick leave in the same proportion as the time worked. Sick leave may only be used for the following purposes:

- When the employee is unable to work because of sickness or injury; or for medical, dental, or optical treatment.
- Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as a parent or guardian of an individual.

Sick leave should be requested in advance; however, if the nature of the illness makes advance notice impossible, an employee must notify his or her supervisor prior to the start of the workday on the first day of absence. A request for sick leave must be submitted within two days after returning to work. If notification is not made in accordance with established procedures, the absence will be charged to annual leave, compensatory time, or leave without pay (LWOP), at the discretion of the Division Director and it may result in disciplinary action.

A TSS employee who is on sick leave for 5 or more consecutive days must provide a certificate of illness from an attending physician.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment. If an employee is terminated due to a reduction in force, the employee will have all accrued sick leave restored if the employee returns to state employment within six (6) months of termination.

For more information, refer to the [TSS OPM Sick Leave Policy](#).

4.5 Leave Accruals

Leave accrued during a calendar month is not earned by an active employee until the last working day of the month. Leave is available for the employee to use beginning the first day of the month following when the leave was earned. Leave must be earned before it can be used. Employees continue to earn annual and sick leave at the normal accrual rate when they are on paid leave. An employee may not earn leave when in an LWOP status for ten (10) or more cumulative days (80 hours) within a calendar month. This includes annual, sick, holiday and birthday leave. The annual leave that is lost due to the LWOP is based on the rate of accrual authorized for that employee.

4.6 Sick Leave Incentive Payout Program

A lump sum payment for unused sick leave will be issued upon an employee's retirement or death. The employee must be immediately eligible for, and have applied to receive, retirement benefits from a retirement system sponsored by the State. For more information, refer to the [TSS OPM Leave Transfer and Leave Payout Policy](#).

4.7 Year-end Balance

A limited amount of accrued, unused leave will carry forward to the next calendar year. Accrued leave may exceed the year-end carry forward balance limits during the calendar year, but those days in excess of these limits will be forfeited if not used by December 31st of each year. An employee with leave in excess of the carry forward limits may donate excess leave to the Catastrophic Leave Bank.

- Maximum annual leave that is carried forward is 30 days (240 hours)
- Maximum sick leave that is carried forward is 120 days (960 hours)

4.8 Transfer of Leave

Employees transferring between departments without a break in service will retain all accumulated annual, holiday, and sick leave upon transfer to their new department.

4.9 Leave Without Pay (LWOP)

When an employee has exhausted all accrued leave, they may be eligible to receive LWOP at the approval of the TSS Secretary or designee. Employees may take LWOP without exhausting accrued leave in the following circumstances: maternity leave, military leave, disciplinary leave, inclement weather, or due to necessary budget reductions as determined by the TSS Secretary.

Employees must exhaust all accrued sick leave prior to using leave without pay for an illness. Division Directors may permit an employee to take LWOP in extenuating circumstances. An employee on LWOP for ten (10) or more days shall not accumulate leave time.

An employee may choose to participate in agency group insurance programs to which the state contributes. The employee would be responsible for paying the total cost directly to EBD. If the LWOP is covered under the Family Medical Leave Act (FMLA) or Workers' Compensation, TSS will pay the employer's matching portion.

4.10 Maternity Leave

An eligible employee may request catastrophic leave to receive up to four (4) consecutive weeks of paid maternity leave. If an employee is eligible for both catastrophic leave for maternity purposes and FMLA, the two will run concurrently. An employee may request to use accrued sick or annual leave for maternity leave but is not required to exhaust all accrued leave before using LWOP for maternity purposes.

For more information, refer to the [TSS OPM Catastrophic Leave Policy](#).

4.11 Right to Vote

Division Directors and supervisors shall schedule the work hours of employees on election days so that each employee has an opportunity to exercise the right to vote while still completing their normal workday.

4.12 Children's Educational Activities Leave (CEAL)

TSS employees are entitled to a total of 8 CEAL hours in one calendar year, regardless of the number of children, to participate in any school-sponsored educational activity. This includes engaging in and traveling to or from the educational activities of a child. The child or children must be enrolled in a pre-kindergarten program through grade 12. Leave that is unused during a calendar year is not carried forward to the next year, nor is it payable at termination.

For more information, refer to the [TSS OPM Child Educational Activities Leave \(CEAL\) Policy](#).

4.13 Disaster Service Volunteer Leave

TSS employees who are certified by the American Red Cross may volunteer for disaster service relief within Arkansas and receive up to 15 working days of paid leave if they meet the following conditions:

- Their specialized disaster relief services are requested by the American Red Cross for a disaster; and
- The leave is approved by the Department Secretary.

The approved leave is without loss of pay, seniority, annual leave, sick leave, compensatory pay, or overtime pay.

For more information, refer to the TSS OPM Emergency Leave, Disaster Service Volunteer Leave and Emergency and Rescue Leave Policy.

4.14 Organ Donor & Bone Marrow Donor Leave

TSS employees are entitled to paid leave up to thirty (30) days per calendar year to serve as an organ donor. In addition, TSS employees are entitled to paid leave for up to seven (7) days per calendar year to serve as a bone marrow donor. In order to qualify for organ donor or bone marrow donor leave, employees must request the leave in writing and provide written verification from the medical physician that will perform the transplantation. Following the transplantation, written verification must be provided by the same physician.

For more information, refer to the [TSS OPM Bone Marrow or Organ Donation Leave Policy](#).

4.15 Military Leave

Military leave may only be used by active members of the US Armed Forces which include: United States Marine Corp, United States Army, United States Navy, United States Air Force, Arkansas National Guard, and all reserve branches of the armed forces. There are different types of military leave available to eligible employees. 1) Employees called to active duty are placed on extended military leave without pay. 2) Employees who are called to active duty in an emergency situation as declared by the President or Governor are granted leave with pay up to thirty (30) working days. 3) Employees who participate in a military training program made available by the National Guard or any of the reserve branches of the armed forces or the US Public Health Service are entitled to 15 days of paid leave, including necessary travel time. 4) Employees who incurred a military service-connected disability as rated by the United States Department of Veterans Affairs are granted leave with pay up to six (6) days to be examined or treated for the disability.

For more information, refer to the [TSS OPM Military Leave Policy](#).

4.16 Court and Jury Leave

An employee serving as a juror or subpoenaed as a witness to give a deposition or testimony in a court or hearing, not involving personal litigation or service as a paid expert witness outside the scope of state employment, is entitled to full compensation in addition to any fees paid for such services. Such services or necessary appearances in any court shall not be counted as annual leave. Employees who work night shifts are allowed to take court and jury leave on the night shift of the day on which they served. The employee shall provide the appropriate documentation to the supervisor along with the request for leave.

For more information, refer to the [TSS OPM Serving As a Juror or Witness Policy](#).

4.17 Arkansas Public Employees Retirement System (APERS) Seminar Leave

Employee attendance at APERS retirement seminars will be treated as any other type of employee benefit presentation, provided those attending have a minimum of 5 years credited service in a state-sponsored retirement system (vested). Employees can attend a retirement seminar once every 5 years and within 5 years of retirement without using accrued leave. Employees within one (1) year of retirement or entering the Deferred Retirement Option Plan (DROP) are not required to use accrued leave to attend retirement seminars or scheduled sessions with retirement counselors. Employees must schedule the attendance so that their absence will not hinder the work of TSS. Attending a seminar requires prior approval from the employee's supervisor.

4.18 Catastrophic Leave Bank

The Catastrophic Leave Bank (CLB) program was established to provide paid leave for employees with a catastrophic illness who have exhausted all other paid leave. A catastrophic illness is a medical condition, unplanned or unforeseen, as certified by a physician, that requires an employee's absence from duty for a prolonged period and which, except for the CLB, would result in a substantial loss of income to the employee because of the exhaustion of all earned leave. The program includes the medical condition of a spouse, parent, or child of the employee which requires the employee's absence from duty for a prolonged period of time.

An employee may be eligible for catastrophic leave under the following provisions:

- The employee is a current state employee who has been employed by the State for at least one year in a regular, full-time position. The employee must not have been disciplined for leave abuse or any related leave issue within the past year.
- The employee, at the onset of the illness or injury, had at least eighty hours of combined sick and annual leave and has exhausted all such leave (or foresees exhausting all such leave). The "80-hour requirement" may be waived by the TSS Secretary.
- The employee must have a current "Physician's Certification" sufficiently documenting a medical condition which prevents the employee from performing the employee's job duties for a prolonged period of time (a minimum of 30 working days) and which will result in substantial loss of income.
- An employee whose accident or injury is covered by Worker's Compensation is not eligible until such benefits have been exhausted.

Catastrophic leave cannot be retroactive; therefore, it is important that the employee, or the employee's legal representative, request the catastrophic leave before the employee's leave is exhausted.

Catastrophic Leave for Maternity Purposes: An eligible female employee may receive up to four (4) consecutive weeks of paid leave within the first 12 weeks after the birth of the employee's biological child or placement of an adoptive child in the employee's home.

For more information, refer to the [TSS OPM Catastrophic Leave Policy](#).

4.19 Family and Medical Leave Act (FMLA)

FMLA requires all public agencies to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. To be eligible for FMLA leave an employee must have worked at least 1,250 hours in the 12-month period preceding the commencement of FMLA and meet one of the following qualifying reasons for leave:

- The birth or placement of a son or daughter, to bond with a newborn or newly placed son or daughter, or to care for a son or daughter with a serious health condition;
- The care of the employee's spouse, son or daughter, or parent with a serious health condition;
- A serious health condition that makes the employee unable to perform the functions of the job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave).

In the case of birth or adoption, eligibility for FMLA leave shall expire at the end of the 12-month period beginning on the date of a child's birth or placement. The 12-month period used by the State of Arkansas is the calendar year.

For more information, refer to the [TSS OPM Family and Medical Leave Act Policy](#).

SECTION 5—EMPLOYEE BENEFITS

5.1 Workers' Compensation

Workers' Compensation is a benefit provided to injured workers, or their dependents in the event of the worker's death. It provides compensation when an employee is unable to work because of a job-related disability, no matter who was at fault. Please contact the TSS Business Operations Office to coordinate all claims.

For more information, refer to the [TSS OPM Workers' Compensation Policy](#).

5.2 Retirement

Arkansas Public Employees Retirement System (APERS) is a multi-employer defined benefit plan, qualified under Section 401(a) of the Internal Revenue Code, with defined contribution options. Participating employers contribute a rate that is established annually by the APERS Board of Trustees. Monies received are invested by APERS to pay future benefits to members, beneficiaries, and survivors. Nothing in this description shall override any law or rule regarding APERS or applicable law, regulation, or rule.

Employees hired on or after July 1, 2005 are required to contribute 5% of their pre-taxed earning to the APERS. In other words, employees must pay a portion of their salary (pre-tax) into the System in order to earn service credit towards a future retirement benefit. The contributions are deducted from the employee's salary to pay for retirement. These contributions will remain on deposit in the employee's name unless the employee leaves the job and receives a refund of their contributions. Employees become vested under the APERS after completing five (5) years of service. Death-in-service benefits may be payable to a vested employee's survivors if the death occurs while the employee is in active service. This benefit is also payable for employees who have applied for retirement benefits but die before the effective date of the benefits. Actual Service is service credited at the rate of one (1) month for each month of service.

Questions regarding specific employee issues should be addressed to APERS at (501) 682-7800 or 1-800-682-7377 for those persons residing outside the Little Rock area. More information can be found at the APERS website www.apers.org.

5.3 Deferred Retirement Option Plan (DROP)

The Arkansas General Assembly established a DROP for State employees, which allows employees who have worked for the State and have at least 28 years of credit with APERS to continue in service to the state under the DROP plan. Any time purchased by an APERS member counts toward the 28-year requirement. After seven years in the DROP plan, employees must leave state government and begin drawing their retirement benefit. They may receive the deferred amount in a lump sum or as a monthly payment or roll it over into an independent retirement account. Employees under the DROP Plan are still eligible for deferred compensation, career service recognition payments, sick and annual leave, and State employees' health insurance.

5.4 Health and Life Insurance

Group health insurance benefits are offered to employees through the Employee Benefits Division

(EBD). Depending on the insurance option an employee chooses, a portion of the coverage is paid by the employee with the employer paying the matching costs. In addition to group health insurance options, group life insurance benefits are available. The State Health Insurance Plan is managed by EBD. Visit www.arbenefits.org or call the customer service number at (501) 682-9656, or toll free (877) 815-1017, press "1."

5.5 Wellness Programs

All State employees are eligible for the programs offered through the ARBenefits Wellness Program. The program is comprised of certified wellness coaches and online health modules provided free of charge and are confidential. The topics for wellness can vary each year.

Contact Member Services to enroll in any programs: 1-877-815-1017, and press "1."

5.6 Employee Assistance Program (EAP)

TSS employees are eligible for up to 8 free confidential visits per issue through New Directions. EAP is available for almost any area of an employee's life. EAP offers counseling for family matters, stress, relationships, grief and loss, and substance abuse. EAP can assist with finding childcare, elder care, moving and relocation services, schools and colleges, home repairs, financial counseling, legal assistance, car purchases, or home purchases. Employees can reach EAP at 1-877-300-9703 or www.arbenefits.org.

5.7 Healthcare Flexible Spending Account (FSA)

This is a pre-tax benefit account that an employee can use to pay for eligible medical, dental, and vision care expenses that aren't covered by the employee's health insurance plan. The employee decides how much to contribute to their Healthcare FSA each year, and funds are withdrawn automatically from each paycheck for deposit into the employee's account before taxes are deducted. The total amount an employee elects to contribute to his/her Healthcare FSA each year is available on the first day of the plan year.

Employees need to spend the funds in their Healthcare FSA within the plan year. However, the plan may provide employees with a grace period of up to 3 months after the end of the plan year to spend funds left in their account.

5.8 Health Savings Account (HSA)

This pre-tax benefit account, in conjunction with an employee's qualified high-deductible health plan, is used to pay for eligible out-of-pocket medical, vision, and dental expenses. Employees can earn interest on the money in their account and invest it so that it grows over time. An HSA is like an FSA although the money must be accrued before it is available. The money in an HSA account may be redeemed by an employee if he/she leaves TSS or if the employee has money left over at the end of the plan year.

5.9 Dependent Care Flexible Spending Account (DCSA)

This is a pre-tax benefit account used to pay for dependent care services while an employee is at work. The money an employee contributes to a Dependent Care FSA is not subject to payroll taxes, so the employee may end up paying less in taxes and taking home more of their paycheck. Under this type of account, a "dependent" is a child under 13 years of age (until the day of their 13th birthday) and adult dependents who can't take care of themselves. The dependent must live with the employee and be claimed as a dependent on the employee's tax return. Employees should review the eligible expense list on the vendor's website each year to see what is covered under the Dependent Care FSA.

5.10 Deferred Compensation Benefits

New employees will be automatically enrolled in the Arkansas Diamond Deferred Compensation 457 Plan, with a 3% automatic deduction. If an employee does not wish to participate, he or she has 90 days from their first deduction to opt out. If an employee chooses to not complete the opt-out form on their first day of employment, they may opt out of the plan by logging into the Arkansas Diamond Deferred Compensation Plan website at <https://myplan.voyaplans.com> or by calling 1-800-905-1833.

At any time, an employee may elect to participate in the deferred compensation 457 program. The tax-sheltered investment options offer a means of setting aside money for future use which is not subject to current federal or State income tax. Taxes become payable when the deferred income plus earnings are paid to the employee, usually at retirement, when the employee is probably in a lower income tax bracket. This deferred income can serve as a supplement to social security, pension, or retirement benefits. For a local one-on-one consultative meeting please call to schedule a meeting at 1-866-271-3327.

5.11 Arkansas State Employee Association (ASEA)

ASEA is a non-partisan, non-profit, non-union, membership-driven association that advocates on behalf of Arkansas State employees and offers exclusive benefits to its members. Employees of the State of Arkansas who choose to join the association will have the dues deducted from payroll or paid on an annual basis. For more information, call 1-800-950-8139.

5.12 Arkansas State Employees Benefit Advisors (ARSEBA)

ARSEBA is the exclusive provider of voluntary benefits for State employees and has information available at: <http://www.arseba.com/> or contact ARSEBA at 1-888-224-5234 or 1-501-224-5234. ARSEBA works with the Arkansas Employee Benefits Division to provide a comprehensive menu of benefits which includes:

- Accident Insurance
- Cancer Insurance
- Critical Care Insurance
- Dental and Vision Insurance
- Hospital Indemnity Insurance
- Life Insurance
- Short Term
- Disability Insurance

One TSS Employee Handbook Acknowledgement Statement

This One TSS Employee Handbook (Handbook) contains important information about the Department of Transformation and Shared Services (TSS) and all its divisions. This Handbook establishes the personnel policies, procedures, benefits, and standards of conduct that govern employment with TSS. This Handbook is not all-inclusive. In the event of a conflict between a provision of this Handbook and applicable law or TSS-approved policy, the provisions of that law or policy shall govern.

I understand that Arkansas is an "Employment at Will" state and an employee may be terminated for any reason or no reason at all, so long as the termination is not for an illegal reason. Nothing in this Handbook or any other document, policy, or procedure used by TSS shall be held or construed to create a promise of employment, a promise of future benefits, or a binding contract between TSS and its employees, retirees, or their dependents, for benefits or for any other purpose. All persons employed by TSS are hired, evaluated, disciplined, discharged, or any combination thereof in accordance with the laws and policies governing employment with the State of Arkansas and its Departments.

I have received an electronic copy of the One TSS Employee Handbook. It is located at www.transform.ar.gov/legal/tss-policy. I understand that I am expected to read the Handbook in its entirety and consult with my supervisor or the TSS General Counsel regarding any questions about the information in the Handbook. This Handbook may be altered, modified, or rescinded and a revised Handbook, new policies, or both may be issued by the TSS Secretary at any time. As this Handbook or policies are written, changed, or updated, they take precedence over any conflicting information found in this Handbook. Employees are responsible for consulting TSS policies as needed.

I accept the terms of the Handbook and understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it. I understand that I may be subject to disciplinary action, including immediate termination, for violating any provision of this Handbook or TSS Policy.

I will sign this Acknowledgment of Receipt via electronic means and return it to the Business Operations Office within ten (10) business days of electronic receipt of this Handbook. I understand that this form will be retained in my personnel file.

Print Name

Signature

Date