

Report on Department Policy

Department: Arkansas Department of Agriculture

Secretary: Wesley W. Ward

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 An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization.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.

Policy Integration Project

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?

An effort towards integration began with the creation of the Arkansas Agriculture Department in 2005. Since 2015 a substantial amount of work was conducted to integrate the policies of the then existing entities of the Department. Following the transformation of state government in 2019, the reconfigured Arkansas Department of Agriculture has successfully completed a full policy integration. Integrated policies include the following:

Anti-Fraud and Code of Ethics	Housing
Appearance and Dress	Information Technology
Catastrophic Leave	Media
Concerned Citizen Feedback	Performance Goals and Compensation
Dispute Resolution	Residency
Drug and Smoke-Free Workplace	Secondary Employment
Employee Discipline and Probation	Secretarial Directive
Equal Employment Opportunity	Signature Authority
Firearms - General	Timekeeping and Compensation
Firearms - Law Enforcement	Travel
Freedom of Information Act Requests	Uniforms
Harassment	Vehicle
Hiring	Workers Compensation

Policy integration has led to Department-wide consistency in administering employee disciplinary actions, timekeeping, hiring, and other areas throughout the Department.

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.

Policies of other agencies brought under the Department by Act 910 of 2019 were reviewed and no barriers to policy integration were found.

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?

No additional costs were incurred.

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?

Implementation has already taken place. All personnel were notified via Department-wide email, and all policies are available via internet. A new employee handbook is being developed.

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

Consultation with agencies prior to rolling out policies with which all Department must comply would be helpful.

Additional thoughts/comments: