

Report on Department Policy

Department: The Department of the Military

Secretary: Kendall William Penn, Adjutant General

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 An analysis of *policies* should consider all relevant factors including outdated processes, duplication across divisions, unique requirements, and opportunities for standardization.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

- 1.1. 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? Since the transformation the Department of the Military has implemented the following policies and assigned policy numbers.
 - **Overtime and Compensatory Leave Time Policy (Policy#41-2019)** - the purpose of this policy allows all of our state employees and supervisors to properly document all required work transactions and ensure consistent department-wide reporting for overtime and compensatory leave for our agency. This policy also allows the department supervisors to monitor their employee's overtime and compensatory time. This saves money ensuring any overtime is pre-approved and compensatory time is a time payment not a monetary payment.
- 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.
 - The Department of the Military is a stand-alone Department which has no other divisions operating under the Department, nor did the Department acquire new division because of transformation.
- 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?
 - There is no cost associated with the revision of any of the above policies implemented into our department.
- 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?
 - The policy was implemented on the following date below:
 - Overtime and Compensatory Leave (Policy #41-2019) August 29, 2019

The Human Resources Unit introduced these policies to the Department employees via email and posted it on the departments Human Resources SharePoint Page. Employees also sign a memo stating that they received a copy of this policy. This policy will be integrated into the employee policy handbook, of which we anticipate being rolling out to the department January 2020. Also twice a year, roughly in January and in July the Department hosts a Department wide one day supervisor training where all new polices are explained at the supervisor level.
- 1.5. How could the Department of Transformation and Shared Services provide support to your Department?

None. This is an internal policy that doesn't require TSS support.

Policy Integration Project #2

- 1.6. 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? Since the transformation the Department of the Military has implemented the following policies and assigned policy numbers.
- **Anti-Fraud-Code of Ethics Policy (Policy#42-2019)** - the purpose this policy is to implement systems and procedures that aided in the prevention of fraud and support of the Departments culture and environment of honesty and ethical behavior.
- 1.7. 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.
- The Department of the Military is a stand-alone Department which has no other divisions operating under the department, nor did the department acquire new departments during the transformation.
- 1.8. Are there any anticipated costs associated with revising and standardizing policies? Does your current budget have sufficient funds to cover all anticipated costs?
- There is no cost associated with the revision of any of the above policies implemented into our department.
- 1.9. 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?
- The following policy was implemented on the following date below:
 - Anti-Fraud Code of Ethics (Policy#42-2019) August 29, 2019
- The Human Resources Unit introduced these policies to the Department employees via email and posted it on the departments Human Resources SharePoint Page. Employees also sign a memo stating that they received a copy of this policy. This policy will be integrated into the updated employee policy handbook, of which we anticipate being rolling out to the department January 2020. Also twice a year, roughly in January and in July the Department hosts a Department wide one day supervisor training where all new polices are explained at the supervisor level.
- 1.10. How could the Department of Transformation and Shared Services provide support to your Department?
- None. This is an internal policy that doesn't require TSS support.

Policy Integration Project #3

1.11. 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?
Since the transformation the Department of the Military has implemented the following policies and assigned policy numbers.

- **Uniform Grievance Policy (Policy#46-2019)** the purpose of this policy is to inform our employees of the change that was defined in the Arkansas Code Annotated §§21-1-701 *et. seq.* This change occurred across all state agencies, and therefore was implemented the Department October 2019.

1.12. 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.

- The Department of the Military is a stand-alone Department which has no other divisions operating under the department, nor did the department acquire new divisions during the transformation.

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

- There is no cost associated with the revision of any of the above policies implemented into our department.

1.14. 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?

- The following policies were implemented into our department on the following dates below:
 - Uniform Grievance (Policy 46-2019) October 15, 2019

The Human Resources Unit introduced these policies to the Department employees via email and posted it on the departments Human Resources SharePoint Page. Employees also sign a memo stating that they received a copy of this policy. This policy will be integrated into the updated employee policy handbook, of which we anticipate being rolling out to the department January 2020. Also twice a year, roughly in January and in July the Department hosts a Department wide one day supervisor training where all new polices are explained at the supervisor level.

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

None. This is an internal policy that doesn't require TSS support.