



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Extra Help Positions

Policy Number: 39

Authority: Ark. Code Ann. § 1-5-101; § 19-4-521; § 21-5-224

Effective Date: July 1, 2025

Departments are authorized to hire part-time or temporary employees in extra help positions to help meet increased workload demands and accomplish the goals of the department. Extra help positions are authorized by the Arkansas General Assembly in a department's appropriation act.

All extra help positions must be assigned to an appropriate title. A department is not required to submit a hiring freeze request form for an extra help position. An extra help position is not required to be advertised; however, a department may choose to advertise the position.

A person hired into an extra help position must meet the minimum qualifications for the assigned classification and any other requirements for the position. Extra help employees may not work more than 1,500 hours per fiscal year unless otherwise provided by law or authorized in the department's appropriation act.

The rate of pay for an extra help employee shall be the entry pay level of the grade assigned to the position unless a special rate of pay is approved by OPM. Departments may use an employee's prior state service in a regular position to determine salary eligibility for an extra help position. Appropriations specifically authorized for extra help positions may not be used to pay additional compensation to full-time state employees.

Transferring from an Extra Help Position to a Regular Position

An employee transferring from an extra help position to a regular position is treated as a newly hired employee, and the salary is established at the entry pay level for the grade of the assigned classification unless a higher salary rate is approved by OPM.

Transferring from a Regular Position to an Extra Help Position

Employees transferring from a full-time regular position into an extra help position may continue their current annual rate of pay at the Secretary or Agency Director's discretion, as long as it does not exceed the pay range of the new classification.

Holidays and benefits

Extra help employees will receive holiday leave, including birthday, if they are in a pay status at least 15 minutes on the last scheduled workday before the holiday and at least 15 minutes on the first scheduled workday after the holiday. Extra help employees may be eligible for other benefits as authorized by OPM. More information about holidays can be found at [OPM Policy #52](#).