

~~1013.0.0 — PERSONNEL RESTRICTION PLAN~~

~~1013.1.0 — Purpose~~

~~————— The purpose of this policy is to promulgate the Governor's Personnel Restriction Plan and to ensure the widest possible dissemination of the procedures.~~

~~1013.2.0 — Scope~~

~~————— This policy is applicable to all levels and sections of the Department of Human Services (DHS).~~

~~1013.3.0 — Personnel Restriction Plan~~

~~————— It is the responsibility of each Commissioner/Director and Administrator to comply with the plan as outlined in the Governor's memorandum of April 8, 1980.~~

~~1013.4.0 — Dissemination of Personnel Restriction Plan~~

~~————— It is the responsibility of all Commissioners/Directors to:~~

~~————— A. — Inform all managers and supervisors of the Personnel Restriction Plan.~~

~~————— B. — Ensure that the plan is followed within their Division/Office.~~

~~1013.5.0 — Reporting Requirements~~

~~1013.5.1 — To comply with the Plan's reporting requirements, each Division/Office must submit reports to the Assistant Director, Human Resources and Support Services Section in DHS for subsequent reporting to the Office of Personnel Management.~~

~~1013.5.2 — Reports must include the number of employees (classified and non-classified) in each Division/Office. This number should represent those employees on the payroll at the end of the month.~~

~~1013.5.3 — "Reports are to be submitted no later than the second working day of each month."~~

~~1013.5.4 — "The first reporting under the Personnel Restriction Plan will be due May 2, 1980."~~

~~_____~~ **VI. INITIATING SECTION/DEPARTMENT CONTACT**

~~_____~~ Assistant Director
~~_____~~ Human Resources and Support Services Section
~~_____~~ Department of Human Services
~~_____~~ P.O. Box 1437 Slot W404
~~_____~~ Little Rock, AR 72201
~~_____~~ Phone: 501/682-9631