

**ARKANSAS FORESTRY COMMISSION  
RECRUITMENT AND HIRING  
POLICY & PROCEDURE STATEMENT  
§ 35**

Policy

1. The AFC hires qualified applicants without regard to race, creed, sex, religion, national origin, age, or disability. The AFC adheres to the State Veterans Preference Law and the Federal Immigration Reform and Control Act of 1986. The AFC encourages employee development and may promote qualified employees from within the AFC workforce.
2. Assistance from AFC Human Resources Administrator: Hiring supervisors are encouraged to contact the AFC Human Resources Administrator with any questions regarding the hiring process.
3. Conditions of Employment: Depending upon the job title, the conditions set-out on page 2 of the Job Vacancy & Promotional Opportunity List may be mandatory. A job candidate is not qualified if the candidate does not meet the conditions of employment.
4. Extra Help positions are limited to 1400 hours total pay in a year.
5. Arkansas Code § 11-6-104 thru 110 specifies that children under the age of 18 may not work more than ten consecutive hours in any one day, or before 6:00 a.m. or after 11:00 p.m. For information on Child Labor regulations guidelines, contact the Arkansas Department of Labor at [www.arkansas.gov/labor/](http://www.arkansas.gov/labor/).

Procedure – regular positions

6. The following steps govern the recruiting and selection process:  
Upon receipt of the Termination Report, Form A90.100 and Exit Interview, Form A90.200, the Human Resources Administrator will:
  - (a) request State Forester approval to fill the position. When approved,
  - (b) submit DFA/OPM Freeze Committee approval to fill the position. When approved,
  - (c) send Job Vacancy & Promotional Opportunity List to
    - all AFC offices,
    - individuals on the AFC Applicant Register, and
    - entities on the AFC Recruitment Listing.
  - (d) post jobs on <http://www.arstatejobs.com/>, and
  - (e) activate appropriate outside recruiting sources.
7. The Hiring Supervisor will:
  - (a) screen applications and resumes to identify qualified candidates.
  - (b) conduct job-related employment interviews.
  - (c) conduct reference checks.
  - (d) require applicants at interview to complete:

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- Employee Disclosure and Certification Forms F-3 to F-8
  - Criminal Background Check Consent Form, A35.201
  - Authorization to Drive State Vehicle and Obtain Traffic Violation Record, A130.100
  - Personal Information Questionnaire, A35.204
  - Employment Reference Check, A35.205
  - sign and date all electronic application forms
  - Mandatory Direct Deposit Notification, P300
- (e) select a qualified candidate and fax reference check forms(A35.201 and A130.100) of candidate to Human Resources Administrator before making job offer and await confirmation.
- (f) State law prohibits rehire of retirees (regular) unless former state employee has been retired for 180 days.
- (g) State law prohibits rehire of retirees in the Deferred Retirement Option Plan (DROP)
- a. Effective 3/1/2011 and after
  - b. DROP Participants with effective date 1/1/2009 or before may return to covered employment after 30 days; DROP Participants with effective date 2/1/2009 thru 2/1/2011 may return to covered employment after 180 days.
- (h) The AFC does not rehire retirees at their exit pay, but at entry pay level
- (i) submit hiring documents (Form A35.300 or A35.300(a) with applicable attachments) to the Human Resources Administrator at least **five days before the requested effective date of hire**. All job offers are contingent upon the hiring documents being administratively complete and upon successful completion of conditions of employment.
- (j) document all steps of the hiring process, use of Form A35.200.
8. Follow-up and Documentation: The Hiring Supervisor will:
- (a) notify the successful candidate,
  - (b) notify all unsuccessful candidates, and retain applications and related material, including interview notes, on all candidates in an EEO file for three years from the date of hire.

Procedure – extra help positions

1. Submit A35.100EH, Extra Help Position Request Form to AFC Human Resources Administrator for approval by Deputy State Forester.
2. Upon approval, submit A35.300EH to AFC Human Resources Administrator with appropriate attachments.
3. Direct deposit is mandatory.

This AFC Employment Policy § 35 supersedes all earlier employment policies, procedures, and memoranda of AFC § 35, which are hereby repealed.