

MINUTES OF THE HOUSE KANSAS 2000 SELECT COMMITTEE.

The meeting was called to order by Chairperson Kenny Wilk at 1:30 p.m. on January 19, 1999 in Room 526-S of the Capitol.

All members were present except: Representative Richard Alldritt - excused
Representative Deena Horst - excused
Representative Nancy Kirk - excused

Committee staff present: Leah Robinson, Legislative Research Department
Paul West, Legislative Research Department
Gordon Self, Revisor of Statutes
Jim Wilson, Revisor of Statutes
Janet Mosser, Committee Secretary

Conferees appearing before the committee: Bobbi Mariani, Assistant Director, Division of Personnel Services, Department of Administration

Others attending: See attached list

Bobbi Mariani, Assistant Director, Division of Personnel Services, Department of Administration, provided information in follow-up to questions at the January 13, 1999 meeting on classified and unclassified employee review ratings (**Attachment 1**), the performance review appeal process (**Attachment 2**), the pay matrix (**Attachment 3**), salary benchmarking and surveying (**Attachment 4**), Nebraska's pay matrix (**Attachment 5**), and turnover (**Attachment 6**). Ms. Mariani then gave an overview of the Civil Service Act (**Attachment 7**).

Chairperson Wilk adjourned the meeting at 3:00 p.m.

The next meeting is scheduled for January 20, 1999.

KANSAS 2000 SELECT COMMITTEE GUEST LIST

DATE: 1-19-99

NAME	TITLE	REPRESENTING
Bill Henry		KS Government Consulting
Dick Koputh		KIDWP
Robert Fraude		KGC
Ken Hughes		D of A
Judy Pickerson		D of corrections
Deborah Carlson		JRS
Steve Ashley		DPS
A. Kunt		DPS
Karen Watney		DoA / DPS
Ronald Seber		Dept of Admin
Jay Bunt		DoA / DPS

**CLASSIFIED AND UNCLASSIFIED EMPLOYEE REVIEW RATINGS
FOR REVIEW FROM AND TO DATES FALLING WITHIN FISCAL
YEAR 1998 (7/1/97 TO 6/30/98)**

Classified Employees Rating	Number of Employees	Percent of Total
Exceptional	4,932	27.4
Satisfactory	12,990	72.0
Unsatisfactory	113	0.6
Total	18,035	

Unclassified Employees Rating	Number of Employees	Percent of Total
Exceptional	921	47.8
Satisfactory	997	51.8
Unsatisfactory	7	0.4
Total	1,925	

- This report includes all From and To review dates that fall after 7/1/97 or before 6/30/98.
- Review ratings that were left blank were omitted on this report.

PERFORMANCE REVIEW APPEAL PROCEDURES

Kansas Administrative Regulation 1-7-11

The State of Kansas has three review ratings: Exceptional, Satisfactory and Unsatisfactory.

Any classified employee with permanent status may appeal a performance review rating that is satisfactory or unsatisfactory.

- ◆ The employee may appeal in writing to the appointing authority within 7 calendar days after receiving the rating.
- ◆ Within 7 calendar days following receipt of the employee's written appeal, the appointing authority, or the appointing authority's designee, may either (1) make any appropriate changes in the rating or (2) appoint a committee of three or more persons to hear the appeal.
- ◆ If any changes are made in the rating or if any comments are added by the appointing authority or the appointing authority's designee, the rating is returned to the employee to be signed again.

If the employee disagrees with the revised review, the employee has 7 calendar days to file a written appeal.

If an appeal is filed, the appointing authority or the designee has 7 calendar days to appoint a committee of three or more persons to hear the appeal.

- ◆ The committee shall be comprised of persons who, in the appointing authority's judgment, will be fair and impartial.

Prior to the appointment of the committee, the appointing authority will give the employee an opportunity for consultation on the matter of appointment of the committee.

- The committee shall not include the initial rater or raters.
 - Members of the committee shall be employees of the agency.
 - The appointing authority may select one or more members of the committee from other state agencies if it is determined that a fair and impartial hearing can best be served by doing so.
- ◆ As soon as the committee has been appointed, the appointing authority will notify the employee of the names of the committee members.
 - ◆ The committee considers any relevant evidence that may be offered by the employee and the rater and provides the employee with any evidence it may gather. The employee and rater shall have an opportunity to question anyone offering evidence to the committee.
 - ◆ The committee prepares and signs a rating for the employee within 14 calendar days of the date the committee was appointed. That rating will be final and cannot be appealed. The committee gives the rating to the appointing authority. Within 5 calendar days, the appointing authority gives copies to the employee, the initial rater(s) and the Division of Personnel Services.
 - ◆ The appointing authority can extend these time limits if an appeal committee cannot be appointed in 7 calendar days or if the committee cannot make a determination within 14 days.

Kansas 2000 Select Committee
Meeting Date 1-19-99
Attachment 2

ARTICLE 7

Probationary Period and Employee Evaluation

rating. Failure of the employee to sign the performance review shall not invalidate the rating.

(b) Subject to provisions of K.S.A. 75-2949e, two consecutive performance review ratings of less than satisfactory may be utilized as a basis for demotion, suspension or dismissal of the employee.

(c) If the performance review rating assigned to a probationary employee at the end of the probationary period is less than satisfactory, the employee shall not be granted permanent status.

(d) Any employee entitled to appeal a rating may do so within seven calendar days after being informed of the rating. After the period of seven calendar days for filing appeals has expired and if no appeal has been filed, the appointing authority or the authority's designee shall review the rating, shall make any changes deemed necessary, shall sign the performance review, and shall have copies of the entire review transmitted to the employee, the employee's official personnel file, and to the reviewer or reviewers as the appointing authority deems necessary. If the appointing authority makes any change in the rating, or adds any comment on the performance review, the review shall be returned to the employee to be signed again, and the employee, if eligible to appeal the rating, shall again have seven calendar days to file an appeal to the appointing authority. Final results of the performance review shall be submitted to the director. (Authorized by K.S.A. 1994 Supp. 75-3747; implementing K.S.A. 1994 Supp. 75-2943, as amended by 1995 SB 175, § 8; effective May 1, 1983; amended

May 1, 1984; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended, T-1-7-27-89, July 27, 1989; amended Nov. 20, 1989; amended Dec. 17, 1995.)

1-7-11. Employees entitled to appeal performance reviews. (a) Any classified employee with permanent status may appeal a performance review rating that is lower than the highest possible rating.

(b) (1) Under either of the following conditions, an employee on probation shall have the same right to appeal the performance review as an employee with permanent status:

(A) an employee is on probation because of a promotion or is rehired on the basis of reinstatement and has had permanent status in the class in which the employee most recently served; or

(B) an employee with previous permanent status is reallocated to a position with probationary status.

(2) (A) When action concerning the end of probation is dependent upon the performance review, the appeal committee may make a recommendation to the appointing authority concerning whether or not to grant permanent status to the employee. However, the appointing authority, subject to whatever limitations are imposed by the adjective rating of the performance review prepared by the appeal committee, shall have the right to make the determination of whether or not to grant permanent status.

(B) If the time required to handle an appeal results in the employee having no final performance review by the end of the

ARTICLE 7

Probationary Period and Employee Evaluation

probationary period, the appointing authority may extend the probationary period for a limited period as is necessary for the appeal committee to prepare the final performance review.

(c) In a manner prescribed by the director, the appointing authority shall report to the director all probationary extensions made by the appointing authority pursuant to this regulation. (Authorized by K.S.A. 1996 Supp. 75-3747; implementing K.S.A. 1996 Supp. 75-2943; effective May 1, 1983; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended Dec. 17, 1995; amended Oct. 24, 1997.)

1-7-12. Performance review appeal procedure. (a) (1) Each employee who is eligible to appeal a performance review under K.A.R. 1-7-11 and who believes that the rating was unfair may, within seven calendar days after the employee has been informed of the rating, address an appeal in writing to the appointing authority.

(2) The appointing authority or such authority's designee, within seven calendar days following receipt of the employee's written notice of appeal, shall have the option either to make any changes in the rating deemed appropriate, or to appoint a committee of three or more persons to hear the appeal.

(3) If the appointing authority or the authority's designee makes any change in the rating, or adds any comments to the rating form, the rating form shall be returned to the employee to be signed again. If the employee disagrees with the revised performance review, the employee may,

within seven calendar days, file an appeal in writing to the appointing authority, and the employee shall be informed of that right. If the employee files such an appeal, the appointing authority or the authority's designee shall, within seven calendar days following receipt of the employee's written notice of appeal, appoint a committee of three or more persons to hear the appeal.

(4) If an appeal committee is appointed to hear the appeal, persons shall be appointed who, in the authority's judgment, will be fair and impartial in discharging their responsibilities. Before appointing the appeal committee, the appointing authority shall give the employee a reasonable opportunity for consultation on the matter of appointment of the appeal committee. The appeal committee shall not include the initial rater or raters. Members of the appeal committee shall be officers or employees of the agency. However, the appointing authority may select one or more members of the committee from one or more other state agencies if the appointing authority determines that the objective of a fair and impartial hearing can best be served by doing so.

(b) (1) As soon as the committee has been appointed, the appointing authority shall notify the employee of the names of the members of the committee.

(2) The appeal committee shall consider any relevant evidence that may be offered by the employee and the rater, and shall make available to the employee any evidence it may secure on its own initiative. The employee and rater shall have an opportunity to question any person offering

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evidence to the appeal committee. The appeal committee may limit the offering of evidence it deems to be repetitious.

(3) Within 14 calendar days of the date the members of the committee were appointed, the committee shall prepare and sign a rating for the employee. That rating shall be final and not subject to further appeal. The appeal committee shall give the rating to the appointing authority, who, within five calendar days, shall transmit copies to the employee, the person or persons who originally rated the employee, and the division of personnel services.

(4) If the appointing authority cannot appoint an appeal committee in the prescribed seven calendar days, or if the appeal committee cannot make its rating within 14 calendar days of the date of its appointment, the appointing authority may extend these time limits. (Authorized by K.S.A. 1994 Supp. 75-3747; implementing K.S.A. 1994 Supp. 75-2943, as amended by 1995 SB 175, § 8; effective May 1, 1983; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended Dec. 17, 1995.)

1-7-13. (Authorized by K.S.A. 75-3747, as amended by 1985 HB 2125; implementing K.S.A. 75-2943, 75-2944, and 75-2949e, as amended by 1985 HB 2133; effective May 1, 1983; amended May 1, 1984; amended, T-86-17, June 17, 1985; amended May 1, 1986; revoked Dec. 17, 1995.)

GROSS ANNUAL DOLLARS EXPENDITURES (BASE PAY AND BENEFITS)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Total
5	\$ 114,310.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,310.52
6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ 126,399.01	\$ 100,619.65	\$ 29,408.27	\$ 75,405.82	\$ 108,207.36	\$ 31,764.70	\$ -	\$ 49,909.23	\$ 34,121.14	\$ 17,461.16	\$ 89,426.59	\$ 183,801.70	\$ 75,217.31	\$ 57,826.84	\$ 514,032.08	\$ 1,493,600.86
8	\$ 88,224.81	\$ -	\$ 15,458.19	\$ 15,882.35	\$ -	\$ -	\$ -	\$ 34,922.32	\$ 17,885.32	\$ -	\$ 18,804.33	\$ 19,275.61	\$ 19,770.46	\$ 20,241.75	\$ 83,040.66	\$ 333,505.82
9	\$ 1,360,321.06	\$ 524,117.61	\$ 845,487.80	\$ 565,637.94	\$ 699,483.27	\$ 628,601.80	\$ 625,986.16	\$ 661,686.11	\$ 338,477.89	\$ 655,370.87	\$ 1,265,309.73	\$ 1,922,966.33	\$ 166,081.33	\$ 318,825.25	\$ 979,804.43	\$ 11,558,157.57
10	\$ 1,268,231.70	\$ 399,273.84	\$ 358,271.92	\$ 122,228.13	\$ 536,559.57	\$ 73,520.68	\$ 56,412.98	\$ 57,826.84	\$ 98,852.32	\$ 60,725.25	\$ 103,800.83	\$ 63,765.05	\$ 152,414.02	\$ 22,338.98	\$ 297,146.08	\$ 3,671,368.18
11	\$ 1,757,238.47	\$ 1,204,820.12	\$ 1,681,219.97	\$ 919,008.48	\$ 921,412.04	\$ 597,544.03	\$ 889,670.90	\$ 1,133,538.05	\$ 871,926.97	\$ 573,885.45	\$ 1,328,179.33	\$ 1,250,982.62	\$ 937,153.01	\$ 2,344,649.84	\$ 2,662,721.03	\$ 19,073,950.31
12	\$ 608,100.84	\$ 183,801.70	\$ 432,499.53	\$ 173,480.52	\$ 731,507.19	\$ 364,351.52	\$ 581,284.65	\$ 127,530.10	\$ 435,468.63	\$ 245,728.73	\$ 388,575.64	\$ 586,162.46	\$ 119,942.39	\$ 24,624.71	\$ 630,345.56	\$ 5,633,404.16
13	\$ 3,666,843.84	\$ 2,158,868.74	\$ 3,360,978.96	\$ 1,821,757.58	\$ 1,992,975.93	\$ 2,168,011.70	\$ 1,828,968.26	\$ 1,697,762.13	\$ 1,920,020.79	\$ 2,180,524.35	\$ 2,350,870.82	\$ 1,797,604.15	\$ 3,227,369.27	\$ 3,512,403.28	\$ 4,392,813.41	\$ 38,077,773.20
14	\$ 1,739,800.87	\$ 1,437,164.31	\$ 269,882.16	\$ 127,530.10	\$ 195,960.89	\$ 156,372.83	\$ 160,001.73	\$ 187,571.99	\$ 71,965.43	\$ 270,871.86	\$ 252,138.22	\$ 387,397.42	\$ 105,850.93	\$ 162,735.19	\$ 416,735.00	\$ 5,941,978.93
15	\$ 6,580,972.60	\$ 2,720,642.13	\$ 4,528,873.79	\$ 2,747,693.97	\$ 2,902,888.58	\$ 5,392,694.63	\$ 2,782,663.42	\$ 3,742,956.59	\$ 3,000,444.87	\$ 3,125,005.86	\$ 4,234,037.02	\$ 4,393,850.24	\$ 3,250,532.99	\$ 3,190,797.44	\$ 6,335,573.77	\$ 58,929,627.89
16	\$ 1,371,726.20	\$ 1,630,745.20	\$ 4,388,618.96	\$ 3,071,491.29	\$ 3,286,421.45	\$ 2,807,217.44	\$ 2,571,809.88	\$ 1,833,681.13	\$ 3,175,527.76	\$ 2,495,272.97	\$ 3,695,050.33	\$ 8,945,628.54	\$ 3,532,739.29	\$ 1,614,768.59	\$ 5,115,813.87	\$ 49,536,512.91
17	\$ 4,480,048.52	\$ 3,493,528.26	\$ 4,030,064.26	\$ 2,068,476.01	\$ 2,924,803.40	\$ 2,453,517.00	\$ 1,693,614.81	\$ 2,169,802.59	\$ 1,861,416.33	\$ 1,937,269.88	\$ 3,766,308.83	\$ 3,199,634.06	\$ 1,899,284.19	\$ 1,413,505.74	\$ 3,605,152.45	\$ 40,996,426.31
18	\$ 1,799,135.83	\$ 1,329,734.58	\$ 3,050,872.51	\$ 2,169,425.56	\$ 2,566,884.94	\$ 2,495,272.97	\$ 2,750,450.99	\$ 3,361,733.02	\$ 2,802,834.48	\$ 2,571,668.50	\$ 2,848,926.29	\$ 4,523,218.35	\$ 3,347,641.56	\$ 2,276,313.31	\$ 5,301,524.28	\$ 43,195,637.17
19	\$ 2,950,017.22	\$ 2,272,731.54	\$ 4,154,648.82	\$ 3,200,458.81	\$ 3,056,056.66	\$ 4,729,217.64	\$ 4,788,175.57	\$ 3,648,180.89	\$ 3,737,301.15	\$ 3,361,002.53	\$ 4,345,496.25	\$ 3,463,955.04	\$ 3,613,140.75	\$ 1,592,335.36	\$ 6,804,621.56	\$ 55,717,339.79
20	\$ 820,344.67	\$ 271,225.32	\$ 861,252.33	\$ 427,338.94	\$ 525,531.46	\$ 1,345,640.49	\$ 1,378,512.72	\$ 1,130,804.59	\$ 740,343.81	\$ 758,771.10	\$ 709,121.08	\$ 657,703.74	\$ 460,729.58	\$ 1,272,591.10	\$ 1,861,581.28	\$ 13,221,492.23
21	\$ 2,222,586.66	\$ 1,709,355.77	\$ 3,883,093.60	\$ 2,093,218.55	\$ 2,174,986.74	\$ 11,088,167.21	\$ 3,347,641.56	\$ 2,804,154.08	\$ 2,971,555.01	\$ 2,353,887.05	\$ 3,012,462.67	\$ 3,599,614.83	\$ 2,271,129.16	\$ 2,021,983.61	\$ 2,501,965.24	\$ 48,055,801.73
22	\$ 2,715,245.90	\$ 2,481,959.13	\$ 5,177,081.10	\$ 3,078,301.38	\$ 3,315,452.70	\$ 7,224,820.51	\$ 6,989,907.81	\$ 3,842,374.45	\$ 2,977,021.93	\$ 2,399,743.22	\$ 3,760,394.19	\$ 2,975,749.46	\$ 3,088,363.34	\$ 1,523,150.52	\$ 5,702,541.88	\$ 57,252,107.52
23	\$ 949,642.10	\$ 973,748.40	\$ 2,285,409.14	\$ 1,286,611.87	\$ 1,890,989.55	\$ 1,696,183.32	\$ 2,658,055.30	\$ 1,636,188.56	\$ 1,749,886.40	\$ 3,433,557.07	\$ 1,915,567.14	\$ 1,843,813.78	\$ 1,107,687.99	\$ 925,370.85	\$ 4,956,401.25	\$ 29,309,112.70
24	\$ 1,899,142.81	\$ 1,880,432.74	\$ 3,883,282.11	\$ 2,561,582.97	\$ 2,161,884.97	\$ 5,381,242.37	\$ 3,946,552.31	\$ 2,937,598.82	\$ 2,619,244.86	\$ 2,725,637.77	\$ 3,158,962.05	\$ 2,061,053.25	\$ 2,284,254.49	\$ 2,561,253.07	\$ 3,757,165.87	\$ 43,819,290.46
25	\$ 810,424.09	\$ 830,783.67	\$ 1,240,425.80	\$ 1,127,152.12	\$ 1,563,728.28	\$ 1,411,573.46	\$ 2,971,083.72	\$ 1,122,321.43	\$ 1,723,070.21	\$ 2,313,427.12	\$ 1,723,965.65	\$ 2,517,093.53	\$ 3,213,961.17	\$ 1,948,722.14	\$ 5,133,157.21	\$ 29,650,889.60
26	\$ 1,417,629.49	\$ 1,636,188.56	\$ 2,866,835.17	\$ 2,021,983.61	\$ 2,384,685.62	\$ 5,290,943.90	\$ 3,651,267.82	\$ 4,416,542.68	\$ 2,327,353.63	\$ 2,561,253.07	\$ 2,353,887.05	\$ 1,948,722.14	\$ 1,235,760.07	\$ 1,656,854.47	\$ 4,938,680.88	\$ 40,708,588.14
27	\$ 2,047,739.41	\$ 1,640,477.27	\$ 2,892,897.31	\$ 1,563,233.42	\$ 2,092,299.54	\$ 6,014,910.50	\$ 3,922,021.86	\$ 2,340,455.39	\$ 1,584,347.06	\$ 1,345,546.24	\$ 1,853,640.10	\$ 1,949,240.55	\$ 1,297,027.30	\$ 2,147,652.12	\$ 2,776,324.62	\$ 35,467,812.68
28	\$ 625,491.31	\$ 841,741.07	\$ 1,066,662.51	\$ 799,183.91	\$ 905,081.97	\$ 1,987,179.11	\$ 2,353,887.05	\$ 1,113,555.51	\$ 1,093,172.37	\$ 1,315,737.37	\$ 1,197,255.97	\$ 1,073,826.06	\$ 366,684.38	\$ 698,140.11	\$ 2,531,043.61	\$ 17,968,642.32
29	\$ 1,394,866.36	\$ 1,135,682.40	\$ 2,542,849.34	\$ 2,207,976.78	\$ 1,720,148.23	\$ 4,036,638.71	\$ 4,562,806.41	\$ 1,315,737.37	\$ 1,346,912.97	\$ 1,636,306.38	\$ 1,466,737.53	\$ 2,201,826.50	\$ 1,210,499.12	\$ 1,860,850.79	\$ 4,333,478.45	\$ 32,973,317.33
30	\$ 818,883.68	\$ 574,073.96	\$ 905,341.17	\$ 649,574.05	\$ 1,045,643.14	\$ 1,803,047.51	\$ 3,940,967.57	\$ 1,176,095.21	\$ 576,218.32	\$ 1,288,874.05	\$ 935,385.68	\$ 338,336.51	\$ 1,502,272.53	\$ 59,193.57	\$ 1,273,745.75	\$ 16,887,652.70
31	\$ 181,068.23	\$ 324,787.02	\$ 760,467.74	\$ 682,234.19	\$ 748,284.98	\$ 2,249,921.27	\$ 2,776,324.62	\$ 859,249.36	\$ 770,317.62	\$ 902,230.68	\$ 866,695.69	\$ 473,548.57	\$ 1,091,782.07	\$ 745,952.11	\$ 955,061.89	\$ 14,387,926.07
32	\$ 332,704.63	\$ 536,041.15	\$ 897,941.98	\$ 613,614.89	\$ 942,902.70	\$ 4,081,434.48	\$ 1,650,680.62	\$ 845,841.27	\$ 1,386,713.10	\$ 2,012,581.44	\$ 849,163.84	\$ 870,277.47	\$ 382,024.76	\$ 1,109,643.83	\$ 1,871,195.52	\$ 18,382,761.68
33	\$ 149,657.00	\$ 51,134.57	\$ 209,533.93	\$ 590,733.94	\$ 935,385.68	\$ 1,127,788.36	\$ 1,502,272.53	\$ 769,516.43	\$ 121,309.12	\$ 435,138.73	\$ 2,228,477.74	\$ 130,546.33	\$ 267,313.65	\$ 205,645.82	\$ 350,990.55	\$ 9,075,444.38
34	\$ 104,766.97	\$ -	\$ 330,136.12	\$ 507,504.76	\$ 520,017.41	\$ 828,710.01	\$ 667,200.16	\$ 745,952.11	\$ 318,353.96	\$ 261,092.67	\$ 601,455.70	\$ 205,645.82	\$ 350,990.55	\$ 431,651.21	\$ 663,382.74	\$ 6,536,860.19
5	\$ -	\$ 112,778.84	\$ 173,339.14	\$ 414,355.00	\$ 363,927.36	\$ 435,138.73	\$ 1,082,403.47	\$ 718,004.83	\$ 334,142.06	\$ 754,034.68	\$ 421,188.66	\$ 143,883.74	\$ 1,547,893.05	\$ 75,547.21	\$ 232,155.68	\$ 6,808,792.44
36	\$ 57,779.71	\$ -	\$ 60,654.56	\$ 62,162.68	\$ 127,341.59	\$ 65,273.17	\$ -	\$ 68,548.61	\$ -	\$ 71,941.87	\$ 221,127.58	\$ -	\$ 232,155.68	\$ 158,635.00	\$ 406,484.52	\$ 1,532,104.96
37	\$ -	\$ -	\$ 63,670.79	\$ -	\$ 66,828.41	\$ 137,097.21	\$ 140,396.22	\$ 143,883.74	\$ 442,255.16	\$ 377,736.05	\$ 77,385.23	\$ 79,317.50	\$ 406,484.52	\$ 166,552.61	\$ 85,397.10	\$ 2,187,004.54
38	\$ 127,341.59	\$ -	\$ -	\$ -	\$ -	\$ 71,941.87	\$ 221,127.58	\$ 75,547.21	\$ -	\$ 79,317.50	\$ -	\$ 83,276.31	\$ 85,397.10	\$ -	\$ 179,277.35	\$ 923,226.49
Total	\$ 44,586,686.11	\$ 32,456,457.54	\$ 57,247,159.01	\$ 37,765,239.63	\$ 43,408,281.59	\$ 78,175,739.12	\$ 66,492,148.67	\$ 46,769,472.63	\$ 41,448,460.66	\$ 44,521,601.46	\$ 52,039,797.75	\$ 53,891,717.66	\$ 42,849,548.00	\$ 36,120,756.43	\$ 81,649,355.53	\$ 759,422,421.80

* all figures in table are rounded to nearest cent
*** 13.29% benefits costs adjustment

Includes regular employees from all 3 pay plans
Department of Administration
Division of Personnel Services 1/19/1999

GROSS ANNUAL (BASE PAY) EXPENDITURES IN DOLLARS

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Total
5	\$ 100,900.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,900.80
6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ 111,571.20	\$ 88,816.00	\$ 25,958.40	\$ 66,560.00	\$ 95,513.60	\$ 28,038.40	\$ -	\$ 44,054.40	\$ 30,118.40	\$ 15,412.80	\$ 78,936.00	\$ 162,240.00	\$ 66,393.60	\$ 51,043.20	\$ 453,731.20	\$ 1,318,387.20
8	\$ 77,875.20	\$ -	\$ 13,644.80	\$ 14,019.20	\$ -	\$ -	\$ -	\$ 30,825.60	\$ 15,787.20	\$ -	\$ 16,598.40	\$ 17,014.40	\$ 17,451.20	\$ 17,867.20	\$ 73,299.20	\$ 294,382.40
9	\$ 1,200,742.40	\$ 462,633.60	\$ 746,304.00	\$ 499,283.20	\$ 617,427.20	\$ 554,860.80	\$ 552,552.00	\$ 584,064.00	\$ 298,771.20	\$ 578,489.60	\$ 1,116,876.80	\$ 1,697,384.00	\$ 146,598.40	\$ 281,424.00	\$ 864,864.00	\$ 10,202,275.20
10	\$ 1,119,456.00	\$ 352,435.20	\$ 316,243.20	\$ 107,889.60	\$ 473,616.00	\$ 64,896.00	\$ 49,795.20	\$ 51,043.20	\$ 87,256.00	\$ 53,601.60	\$ 91,624.00	\$ 56,284.80	\$ 134,534.40	\$ 19,718.40	\$ 262,288.00	\$ 3,240,681.60
11	\$ 1,551,097.60	\$ 1,063,483.20	\$ 1,483,996.80	\$ 811,200.00	\$ 813,321.60	\$ 527,446.40	\$ 785,304.00	\$ 1,000,563.20	\$ 769,641.60	\$ 506,563.20	\$ 1,172,371.20	\$ 1,104,230.40	\$ 827,216.00	\$ 2,069,600.00	\$ 2,350,358.40	\$ 16,836,393.60
12	\$ 536,764.80	\$ 162,240.00	\$ 381,763.20	\$ 153,129.60	\$ 645,694.40	\$ 321,609.60	\$ 513,094.40	\$ 112,569.60	\$ 384,384.00	\$ 216,902.40	\$ 342,992.00	\$ 517,400.00	\$ 105,872.00	\$ 21,736.00	\$ 556,400.00	\$ 4,972,552.00
13	\$ 3,236,688.00	\$ 1,905,612.80	\$ 2,966,704.00	\$ 1,608,048.00	\$ 1,759,180.80	\$ 1,913,683.20	\$ 1,614,412.80	\$ 1,498,598.40	\$ 1,694,784.00	\$ 1,924,728.00	\$ 2,075,091.20	\$ 1,586,728.00	\$ 2,848,768.00	\$ 3,100,364.80	\$ 3,877,494.40	\$ 33,610,886.40
14	\$ 1,535,705.60	\$ 1,268,571.20	\$ 238,222.40	\$ 112,569.60	\$ 172,972.80	\$ 138,028.80	\$ 141,232.00	\$ 165,568.00	\$ 63,523.20	\$ 239,096.00	\$ 222,560.00	\$ 341,952.00	\$ 93,433.60	\$ 143,644.80	\$ 367,848.00	\$ 5,244,928.00
15	\$ 5,808,961.60	\$ 2,401,484.80	\$ 3,997,593.60	\$ 2,425,363.20	\$ 2,562,352.00	\$ 4,760,080.00	\$ 2,456,230.40	\$ 3,303,872.00	\$ 2,648,464.00	\$ 2,758,412.80	\$ 3,737,344.00	\$ 3,878,409.60	\$ 2,869,214.40	\$ 2,816,486.40	\$ 5,592,350.40	\$ 52,016,619.20
16	\$ 1,210,809.60	\$ 1,439,443.20	\$ 3,873,792.00	\$ 2,711,176.00	\$ 2,900,892.80	\$ 2,477,904.00	\$ 2,270,112.00	\$ 1,618,572.80	\$ 2,803,008.00	\$ 2,202,553.60	\$ 3,261,585.60	\$ 7,896,220.80	\$ 3,118,315.20	\$ 1,425,340.80	\$ 4,515,680.00	\$ 43,725,406.40
17	\$ 3,954,496.00	\$ 3,083,704.00	\$ 3,557,299.20	\$ 1,825,824.00	\$ 2,581,696.00	\$ 2,165,696.00	\$ 1,494,937.60	\$ 1,915,264.00	\$ 1,643,054.40	\$ 1,710,009.60	\$ 3,324,484.80	\$ 2,824,286.40	\$ 1,676,480.00	\$ 1,247,688.00	\$ 3,182,233.60	\$ 36,187,153.60
18	\$ 1,588,080.00	\$ 1,173,744.00	\$ 2,692,976.00	\$ 1,914,931.20	\$ 2,265,764.80	\$ 2,202,553.60	\$ 2,427,796.80	\$ 2,967,369.60	\$ 2,474,035.20	\$ 2,269,987.20	\$ 2,514,720.00	\$ 3,992,601.60	\$ 2,954,931.20	\$ 2,009,280.00	\$ 4,679,604.80	\$ 38,128,376.00
19	\$ 2,603,952.00	\$ 2,006,118.40	\$ 3,667,268.80	\$ 2,825,014.40	\$ 2,697,552.00	\$ 4,174,435.20	\$ 4,226,476.80	\$ 3,220,214.40	\$ 3,298,880.00	\$ 2,966,724.80	\$ 3,835,728.00	\$ 3,057,600.00	\$ 3,189,284.80	\$ 1,405,539.20	\$ 6,006,374.40	\$ 49,181,163.20
20	\$ 724,110.40	\$ 239,408.00	\$ 760,219.20	\$ 377,208.00	\$ 463,881.60	\$ 1,187,784.00	\$ 1,216,800.00	\$ 998,150.40	\$ 653,494.40	\$ 669,760.00	\$ 625,934.40	\$ 580,548.80	\$ 406,681.60	\$ 1,123,304.00	\$ 1,643,200.00	\$ 11,670,484.80
21	\$ 1,961,856.00	\$ 1,508,832.00	\$ 3,427,569.60	\$ 1,847,664.00	\$ 1,919,840.00	\$ 9,787,419.20	\$ 2,954,931.20	\$ 2,475,200.00	\$ 2,622,963.20	\$ 2,077,753.60	\$ 2,659,072.00	\$ 3,177,345.60	\$ 2,004,704.00	\$ 1,784,785.60	\$ 2,208,460.80	\$ 42,418,396.80
22	\$ 2,396,721.60	\$ 2,190,801.60	\$ 4,569,760.00	\$ 2,717,187.20	\$ 2,926,518.40	\$ 6,377,280.00	\$ 6,169,924.80	\$ 3,391,627.20	\$ 2,627,788.80	\$ 2,118,230.40	\$ 3,319,264.00	\$ 2,626,665.60	\$ 2,726,068.80	\$ 1,344,470.40	\$ 5,033,579.20	\$ 50,535,888.00
23	\$ 838,240.00	\$ 859,518.40	\$ 2,017,308.80	\$ 1,135,680.00	\$ 1,669,158.40	\$ 1,497,204.80	\$ 2,346,240.00	\$ 1,444,248.00	\$ 1,544,608.00	\$ 3,030,768.00	\$ 1,690,852.80	\$ 1,627,516.80	\$ 977,745.60	\$ 816,816.00	\$ 4,374,968.00	\$ 25,870,873.60
24	\$ 1,676,355.20	\$ 1,659,840.00	\$ 3,427,736.00	\$ 2,261,084.80	\$ 1,908,275.20	\$ 4,749,971.20	\$ 3,483,584.00	\$ 2,592,990.40	\$ 2,311,982.40	\$ 2,405,894.40	\$ 2,788,385.60	\$ 1,819,272.00	\$ 2,016,289.60	\$ 2,260,793.60	\$ 3,316,414.40	\$ 38,678,868.80
25	\$ 715,353.60	\$ 733,324.80	\$ 1,094,912.00	\$ 994,926.40	\$ 1,380,288.00	\$ 1,245,982.40	\$ 2,622,547.20	\$ 990,662.40	\$ 1,520,937.60	\$ 2,042,040.00	\$ 1,521,728.00	\$ 2,221,814.40	\$ 2,836,932.80	\$ 1,720,118.40	\$ 4,530,988.80	\$ 26,172,556.80
26	\$ 1,251,328.00	\$ 1,444,248.00	\$ 2,530,528.00	\$ 1,784,785.60	\$ 2,104,939.20	\$ 4,670,265.60	\$ 3,222,939.20	\$ 3,898,440.00	\$ 2,054,332.80	\$ 2,260,793.60	\$ 2,077,753.60	\$ 1,720,118.40	\$ 1,090,793.60	\$ 1,462,489.60	\$ 4,359,326.40	\$ 35,933,081.60
27	\$ 1,807,520.00	\$ 1,448,033.60	\$ 2,553,532.80	\$ 1,379,851.20	\$ 1,846,852.80	\$ 5,309,304.00	\$ 3,461,931.20	\$ 2,065,897.60	\$ 1,398,488.00	\$ 1,187,700.80	\$ 1,636,190.40	\$ 1,720,576.00	\$ 1,144,873.60	\$ 1,895,712.00	\$ 2,450,635.20	\$ 31,307,099.20
28	\$ 552,115.20	\$ 742,996.80	\$ 941,532.80	\$ 705,432.00	\$ 798,907.20	\$ 1,754,064.00	\$ 2,077,753.60	\$ 982,924.80	\$ 964,932.80	\$ 1,161,388.80	\$ 1,056,806.40	\$ 947,856.00	\$ 323,668.80	\$ 616,241.60	\$ 2,234,128.00	\$ 15,860,748.80
29	\$ 1,231,235.20	\$ 1,002,456.00	\$ 2,244,548.80	\$ 1,948,960.00	\$ 1,518,358.40	\$ 3,563,102.40	\$ 4,027,545.60	\$ 1,161,388.80	\$ 1,188,907.20	\$ 1,444,352.00	\$ 1,294,675.20	\$ 1,943,531.20	\$ 1,068,496.00	\$ 1,642,555.20	\$ 3,825,120.00	\$ 29,105,232.00
30	\$ 722,820.80	\$ 506,729.60	\$ 799,136.00	\$ 573,372.80	\$ 922,979.20	\$ 1,591,532.80	\$ 3,478,654.40	\$ 1,038,128.00	\$ 508,622.40	\$ 1,137,676.80	\$ 825,656.00	\$ 298,646.40	\$ 1,326,041.60	\$ 52,249.60	\$ 1,124,323.20	\$ 14,906,569.60
31	\$ 159,827.20	\$ 286,686.40	\$ 671,257.60	\$ 602,201.60	\$ 660,504.00	\$ 1,985,984.00	\$ 2,450,635.20	\$ 758,451.20	\$ 679,952.00	\$ 796,390.40	\$ 765,024.00	\$ 417,996.80	\$ 963,705.60	\$ 658,444.80	\$ 843,024.00	\$ 12,700,084.80
32	\$ 293,675.20	\$ 473,158.40	\$ 792,604.80	\$ 541,632.00	\$ 832,291.20	\$ 3,602,643.20	\$ 1,457,040.00	\$ 746,616.00	\$ 1,224,038.40	\$ 1,776,486.40	\$ 749,548.80	\$ 768,185.60	\$ 337,209.60	\$ 979,472.00	\$ 1,651,686.40	\$ 16,226,288.00
33	\$ 132,100.80	\$ 45,136.00	\$ 184,953.60	\$ 521,435.20	\$ 825,656.00	\$ 995,488.00	\$ 1,326,041.60	\$ 679,244.80	\$ 107,078.40	\$ 384,092.80	\$ 1,967,056.00	\$ 115,232.00	\$ 235,955.20	\$ 181,521.60	\$ 309,816.00	\$ 8,010,808.00
34	\$ 92,476.80	\$ -	\$ 291,408.00	\$ 447,969.60	\$ 459,014.40	\$ 731,494.40	\$ 588,931.20	\$ 658,444.80	\$ 281,008.00	\$ 230,464.00	\$ 530,899.20	\$ 181,521.60	\$ 309,816.00	\$ 381,014.40	\$ 585,561.60	\$ 5,770,024.00
35	\$ -	\$ 99,548.80	\$ 153,004.80	\$ 365,747.20	\$ 321,235.20	\$ 384,092.80	\$ 955,427.20	\$ 633,776.00	\$ 294,944.00	\$ 665,579.20	\$ 371,779.20	\$ 127,004.80	\$ 1,366,310.40	\$ 66,684.80	\$ 204,921.60	\$ 6,010,056.00
36	\$ 51,001.60	\$ -	\$ 53,539.20	\$ 54,870.40	\$ 112,403.20	\$ 57,616.00	\$ -	\$ 60,507.20	\$ -	\$ 63,502.40	\$ 195,187.20	\$ -	\$ 204,921.60	\$ 140,025.60	\$ 358,800.00	\$ 1,352,374.40
37	\$ -	\$ -	\$ 56,201.60	\$ -	\$ 58,988.80	\$ 121,014.40	\$ 123,926.40	\$ 127,004.80	\$ 390,374.40	\$ 333,424.00	\$ 68,307.20	\$ 70,012.80	\$ 358,800.00	\$ 147,014.40	\$ 75,379.20	\$ 1,930,448.00
38	\$ 112,403.20	\$ -	\$ -	\$ -	\$ -	\$ 63,502.40	\$ 195,187.20	\$ 66,684.80	\$ -	\$ 70,012.80	\$ -	\$ 73,507.20	\$ 75,379.20	\$ -	\$ 158,246.40	\$ 814,923.20
Total	\$ 39,356,241.60	\$ 28,649,004.80	\$ 50,531,520.00	\$ 33,335,016.00	\$ 38,316,075.20	\$ 69,004,977.60	\$ 58,691,984.00	\$ 41,282,966.40	\$ 36,586,160.00	\$ 39,298,792.00	\$ 45,935,032.00	\$ 47,569,704.00	\$ 37,822,886.40	\$ 31,883,446.40	\$ 72,071,105.60	\$ 670,334,912.00

Includes regular employees from all 3 pay plans
 Department of Administration
 Division of Personnel Services 1/19/1999

SALARY BENCHMARKING AND SURVEYING

General

- We do not annually survey all classified jobs.
- We do participate in the Central States Compensation Association survey of 171 benchmark jobs.
- The Comprehensive Classification and Job Rate Study (CCJRS), completed in 1994, was the last time all classifications were studied to set pay. In the CCJRS, selected benchmark job classes were surveyed and related classes were set on the basis of data collected on the benchmarks.
- There is no set schedule developed to survey all job classes.
- Some pay adjustments to classes, based on relevant market surveys, have been made as the result of ad hoc requests. Examples are Building Construction Inspectors, Building Systems Engineers, Sign Shop Workers and Supervisors, and Capitol Area Police Officers.

Benchmarking

A benchmark job is a job that represents a standard for work within a particular occupation such as accounting. A "benchmark" job is selected in all pay surveys to represent a group of similar jobs because:

- Completing surveys are time-consuming and must be kept relatively simple so employers will take time to respond.
- Every employer structures their jobs differently. Surveyed benchmark jobs must have commonly, well-understood titles. Full-performance and supervisor jobs are common benchmarks.
- Surveyed employers should have enough jobs similar to the benchmark jobs and enough employees to provide a good representation of the relevant labor market.
- Internal alignment of classes is also considered. Survey results do not always mirror the relationship among jobs in an organization as large as state government, and these relationships must be maintained to preserve internal equity.

Private Sector vs. Public Sector Surveying and Geographical Markets

- Pay surveys are conducted where the relevant job market exists for positions in that job classification, and to obtain an industry prospective on those classifications.
 1. The relevant market for clerical jobs and maintenance and trade jobs is a local geographic market which includes both private and public sector employers in this area. We recruit for secretaries or electricians from a local market, not from other state governments. These jobs are not unique to state government.

2. Classifications that are unique to state government, such as Right of Way Agents, are included in the Central States Compensation Association survey. This survey provides us with an “industry prospective” of how our pay compares with other states for jobs in the survey. We may or may not recruit employees from that market.
3. Classifications for which the market is neither local nor unique to state government are such as accountants, auditors, attorneys, human resource professionals, and management analysts. These are examples of the types of jobs that were surveyed in the private sector.

Conducting Surveys

- For each benchmark job, the average pay of employees, and number of employees in the job are obtained from each survey respondent. A weighted average pay is calculated from this data and compared to step 5 (market rate) values on the pay matrix to obtain the appropriate grade for the job class.

Placement of Job Classes on Pay Matrix

- Job classes related to the benchmark that were not surveyed are then placed on pay grades that maintain an appropriate pay relationship to the surveyed benchmark class.
EXAMPLE: Accountant II is a benchmark job class that through surveying is found to be at market on pay grade 24. Accountant III which was not surveyed is placed on pay grade 26 in order to maintain an appropriate pay spread between it and Accountant II.
- Internal alignment also is considered in setting pay for classes.
- Turnover is another consideration in the pay setting decision.

Competing Forces for Salary Budget

- 2.5% annual step movement
- Longevity Pay
- General increases to the pay matrix
- Market alignment of classes on the matrix

NEBRASKA PAY MATRIX

Note on Nebraska's Highest Salary Grade

- Maximum rate on pay grade is **\$204,000**.
- Grade contains 3 Job Classifications:
 - Psychiatry Clinical Director is paid **\$163,026.24**.
 - Child Psychiatrist is paid **\$161,697.12**.
 - Medical Services Director is paid **\$134,357.64**.
- Currently there is one employee in each job.
- Comparable physician jobs in Kansas are in the unclassified service.
- The range of of pay for unclassified physicians in Kansas SRS institutions is **\$69,992 to \$154,986**.

TURNOVER CONSIDERATIONS

Turnover in General

- There is no “ideal” turnover rate.
 - In circumstances in which jobs require few skills or training and there is an abundant labor market, turnover may not be critical.
 - Where skills are critical and market-sensitive, and there is a shortage of those skills in the labor force, any degree of turnover may be harmful to an organization.
- All turnover involves recruitment costs.
- Development of common criteria for turnover is difficult because the work force composition, mission, and program priorities of every organization are different.

Turnover Management

1. Manageable Turnover Factors

- volatile job market
- lack of training opportunities
- poor supervision
- inadequate opportunity for promotion
- inadequate pay, benefits, or working conditions
- early retirement or buyouts

2. Non Manageable Turnover Factors

- termination or death of employee
- resignation of employee due to family circumstances
- career change
- health considerations
- intra-organization promotions
- retirement by choice of employee

Turnover Effects

1. Desirable

- Positive career change for employee
- Promotional opportunity that benefits the agency or State
- Replacement employee generates new ideas for the organization
- Compensation costs for the organization decrease
- **EXAMPLE: Employees in clerical classes** have moved into professional and technical ranks through promotions that lead to higher level experience and training.

2. Undesirable

- Skills are not easily replaced in the job market
- Lack of training opportunities
- Rooted in poor supervision, inadequate opportunity for promotion, inadequate training, pay, benefits, or working conditions
- **EXAMPLE: Information Technology** employees who have scarce, high-demand skills, have been hired to the private sector by employers that are capable of offering much higher salaries.

TOPIC
**Purpose,
 Adoption,
 And Amendment
 Of Regulations:
 Personnel Policies**

STATUTE
K.S.A. 75-3746

- *general duties and powers of the Director of Personnel Services*
- requires development of effective personnel Administration within agencies
- maintain centralized records of employment history
- directs Director establish certification process for appointment of employees to classified service
- administer the Kansas Civil Service Act
- report annually regarding the activities of the Division
- prepare rules and regulations to carry out Civil Service Act

K.A.R.
Article 1

- *specifically identifies items centrally maintained by the Division*
- establishes the Division as the central personnel office for the State of Kansas
- provides for delegation and monitoring of duties to agencies as determined by the Director
- requires the Division to provide updated regulations and bulletins to state agencies
- requires agencies to make regulations available to employees

TOPIC
Definitions

STATUTE

- *general authority for Secretary of Administration to adopt rules and regulations*

K.A.R.
Article 2

- *specifically defines numerous terms used in administrative rules and regulations, including but not limited to: appointing authority, candidate, class, compensatory time credits, length of service*

TOPIC
**Workforce
Planning and
Control**

- STATUTE
K.S.A. 75-2956a
- *specifically authorizes the Director to enter into cooperative agreements including:*
 - Conducting area wide wage and salary surveys
 - Recruiting and examining efforts
 - Using common eligible lists
 - Providing cooperative training efforts
 - Interchanging personnel

- K.A.R.
Article 3
- refines statute

TOPIC
Classification

STATUTE
K.S.A. 75-2938

- requires the director of DPS to classify, title, describe duties, prescribe qualifications and recommend changes subject to the governor's approval
- allows the secretary of administration to delegate the authority to assign positions in the classified service to a class to appointing authorities
- assign positions to classes according to the duties and responsibilities thereof (in consultation with agency heads)
- specify titles for each class
- recommend changes in the classes as needed (in consultation with agency heads and the director of the budget and subject to the approval and modification of the governor)
- specify a description of the duties, qualifications and responsibilities required for suitable performance of each job class

K.A.R.
Article 4

- clarifies the process of creating and maintaining the classification plan
 - guidelines and procedures for assigning class titles, duties and selection criteria
 - provides that the classification plan shall be revised or amended whenever significant changes in organization, creation or abolition of one or more classifications, or changes in the duties or responsibilities of a classification make changes necessary
- position management (review position when vacant or at time of employee performance review)
- preparation of position description
- position allocation and reallocation
 - can be delegated to appointing authority
 - reviewed whenever organization changes or duties change

- shall not be used to avoid regulations relating relating to layoff, demotions, promotions, dismissals, or changes in pay
- effect of reallocation on incumbent
- all classified employees must be appointed to a class included in the classification plan

TOPIC
Compensation

STATUTE
**K.S.A. 75-2938, 75-5501a,
75-5537 and 75-5541**

K.A.R.
Article 5

- Provides that hours actually worked may be considered in determining whether overtime compensation is due
- Longevity Bonus
 - purpose
 - eligibility (regulation to establish the length of service and service anniversary date)
 - formula to calculate the amount of the bonus
- the director of DPS is directed to:
 - assign, and reassign as needed, each class to a specified range subject to approval or modification by the governor
 - in consultation with the secretary of administration and the director of budget,
- regulations are more specific than the statute and establish and implement the directives set out in the statute
- establishes a system of biweekly salary or hourly rates
- guidelines and procedures for the state overtime policy pursuant to requirements of the Federal Fair Labor Standards Act
- guidelines, procedures and alternatives for the of employees upon promotion and demotion
- guidelines and procedures for the pay of new employees
 - paid at step one of the pay grade but can start at a higher step if 1) the candidate has exceptional qualifications or 2) approval of the director
- guidelines and procedures for the pay of temporary employees
 - paid at step one of the pay grade but can start at higher step under same conditions

prepare, and make changes as needed, a pay plan which is to contain a schedule of salary and wage ranges and steps

- make periodic wage and salary surveys and forward the results and recommendations to the governor, the secretary of administration, the director of the budget and the legislature

as above

- temporary employees are not eligible for step increases

- guidelines, procedures and alternatives for the pay of rehires
- guidelines and procedures for the pay of employees upon transfer
 - paid at the same step as before the transfer
 - may transfer to a lower step within the pay grade with consent of the employee and the appointing authority
- guidelines and procedures for the pay of employees whose position is reallocated to a lower class
 - may continue to be paid at the current pay rate if the rate is on a step in the lower pay grade
 - the appointing authority may set the pay at a lower step but the employee shall not be paid at less than the same step of the lower class as the step the employee was on immediately prior to the reallocation
- guidelines and procedures for the process of individual pay step increases
 - each employee on step one or two of a pay grade shall receive a one-step pay increase

- after six full months on that step of the pay grade
- each employee who is on step 3 or higher of any pay grade shall receive a one step pay increase after 12 full months on that step of the pay grade
- an employee's performance review rating for the preceding 12 month period must be at least satisfactory to receive a pay step increase as above
- effect of pay grade changes on pay
 - when a class of positions is reassigned to a higher grade, each employee in that class shall be placed on the step of the higher grade that is the same rate as the current rate paid to the employee
 - if the employee is being paid at an amount lower than step one of the new pay grade, an increase shall be made to step one
 - the length of time spent on the step of the previous pay grade shall count toward the time-on-step requirement for computing the next pay increase date
- Longevity bonus plan
 - Completion of 10 years of length of service
 - Performance review satisfactory or above
 - \$40 by the number of full years of state service, not to exceed 25 years

TOPIC
Recruiting & Staffing

STATUTES
K.S.A. 75-2938, 75-2939, 75-2940, 75-2942, 75-2943, 75-2944, 75-2945, 75-2947, 75-2947, 75-2948, 75-2949, 75-2955, 75-3707, 75-3746, 75-4315a, 75-4362, 75-4363

K.A.R.
Article 6

- *specific directives regarding state hiring practices*
- requires public notice of vacancies, statewide list
- requires criteria be established for certifying persons to pool of eligible candidates, certification of names, when positions can be filled without using certified pool
- assessment of skills, knowledge and abilities
- authorizes director to exclude a candidate and provides right to appeal to Civil Service Board
- set standards for appointments and promotions, requires probationary period, right of demotion to prior class
- allows transfers, leaves of absence and reinstatements
- authorizes director to establish and implement drug screening program for certain persons
- procedures for registration for employment, recruitment, and filling vacancies
- guidelines for the content of selection instruments, training classes, temporary positions, governor's trainee program
- guidelines for overlapping hires, acting assignments
- guidelines and procedures for candidate pools and the disqualification of applicants and candidates; right to appear before the director and appeal to Civil Service Board
- reemployment pool for employees who are laid off, guidelines for reinstatement
- guidelines for transfer and demotion of employees, the effects of transfer or demotion on employees
- procedures for candidate drug screening for designated positions, candidate alcohol and controlled substances test for commercial driver positions

TOPIC
**Probationary
Period and
Employee
Evaluation**

STATUTE
**K.S.A. 75-2943, 75-2946,
75-2949e**

- requires director to establish and amend as needed a system of performance ratings
- requires appointment of employees on probationary period, requires establishment of performance ratings and criteria for evaluation
- establishes grounds for dismissal, demotion, or suspension of employees in classified service, requirements for evaluation and exceptions

K.A.R.
Article 7

- *regulations are more specific*
- guidelines, procedures and timelines for employee's appeal of a performance review
- guidelines and procedures for the probationary period
 - reason for probationary period (test)
 - timeline for review of probationary employees
 - duration and requirements for extension of probationary period, notices
 - removal of probationary employee by the director (notice and right to be heard required)
- guidelines and procedures for performance reviews
 - reason for performance reviews
 - who conduct (supervisor)
 - priority outcomes
 - employee's right to comment, sign
 - rating to be assigned annually but special performance review rating for any employee at any time
 - result of rating less than satisfactory

TOPIC
**Training and
Career
Development**

- STATUTE
K.S.A. 75-37,115, 75-5519
- requires the director to prepare supervisory training, orientation, managerial development, programs to improve work effectiveness
 - requires Secretary of Administration to develop and coordinate training on total quality management principles

- K.A.R.
Article 8
- requires the Division to establish and maintain a new employee orientation program
 - requires the establishment of training guidelines
 - requires agency training plans be reported to the Director
 - oversee and provide centralized training and guidelines for state-wide training programs
 - provide basic supervisory training and oversee agency programs that provide supervisory training

TOPIC

**Hours; Leaves;
Employee-Management
Relations**

STATUTE

**K.S.A. 46-246a, 75-2925, 75-2938, 75-2947,
75-2949, 75-3707, 75-3746, 75-4362, 75-4363,
75-5509, 75-5546 et seq., 75-5549**

- *generally develop policies and procedures* to maintain an effective and responsible work force (very general)
- requires personnel administration to be based on merit principles, fair and equal opportunity
- authorize the use of leave (very general)

K.A.R.

Article 9

- *specific guidelines addressing:*
- hours of work, standard workday, standard workweek and holidays
- guidelines and procedures for request and approval of leave, authorized leave and unauthorized leave
- vacation, sick and military leave policies, leave without pay, funeral or death leave
- payment of vacation leave and comp time credits upon separation, transfer of leave credits
- equal employment opportunity, affirmative action policy, discrimination policy, prohibits nepotism
- safety policy, drug screening program for designated employees and commercial drivers, exit interview program
- shared leave and disaster service volunteer leave policies

- application of Federal Medical Leave Act (FMLA) laws

TOPIC
Guidance and Discipline

STATUTE
K.S.A. 75-2944, 75-2949, 75-2949d

- *statutes are very detailed and specific regarding:*
 - *time frames*
 - *compensation of witnesses*
 - *reasons for dismissal*
 - *notification requirements to employees*
- Civil Service Board hearings on appeals from demotion, dismissal or suspension or other disciplinary action
- employee's right to appeal agency action, timeline, procedure
- time and place of hearing, notice, right to representation, KAPA provisions apply
- authorizes Board or Director to depose witnesses

-
K.A.R.
Article 10

- *regulations also specific, but less so than the statutes (seem to be more focused on what employer can do while statutes address employee rights)*
- guidelines and procedures for the dismissal, suspension, or demotion of an employee, grounds for such
- guidelines and procedures for relief of duty or change of duty of employees, when appropriate, effect on employee, timelines, notice

TOPIC
**Non-Disciplinary
Termination**

STATUTE
K.S.A. 75-3746

- *general authority of duties and powers of director of DPS and Secretary of Administration*

K.A.R.
Article 11

- guidelines and procedures for resignation of employee, required notice, presumed resignation
- procedure and timing concerning death of employee

TOPIC
**Grievances and
Appeals**

STATUTE

- *general authority of duties and powers of Secretary of Administration*

K.A.R.
Article 12

- *generally requires agencies establish an employee grievance procedure with DPS supplying guidelines*
- use of grievance procedure does not preclude an employee's use of the appeal process available under the Civil Service Act
- agencies have right to appeal to the secretary from final decision or action of director of DPS, procedures, timeline
- agencies have right to appeal to governor from final decisions of the secretary of administration, procedures, timeline

TOPIC

**Records, Reports
Research and
Evaluation of
Personnel System**

STATUTE

K.S.A. 45-221, 75-2950, 75-3746,

- *generally requires agency head or designee to report actions affecting the employment and compensation status of their employees in such a manner as may be prescribed by the director and rules and regulations*

K.A.R.

Article 13

- *specific to content and disclosure of information in official personnel records*
- what information is available to the public and what information cannot be disclosed
- agencies whose employees have access to personnel records for official duties
- right of current or former employee to review personnel records
- right of agency heads, with proper interest and need to review employee's personnel records
- compliance with open records act
- personnel records available for inspection in connection with litigation on judge's order

TOPIC
**Layoff Procedures
and Alternatives
to Layoff**

STATUTE

**K.S.A. 75-2940, 75-2943, 75-2948, 75-3746, 75-3747,
75-4370, 75-4371, 75-4372, 75-4373, 75-4374,
75-4375, 75-4376, 75-5505, 75-5517**

- *generally addresses lay-offs but specific to hospital closure*
- Director administers the Civil Service Act
- requires written notification of layoffs to the the Director
- directs the adoption of rules and regulations regarding layoffs
- authorizes Director to establish system for certifying eligible job pool candidates
- specific benefits to employees of state hospitals scheduled to close
 1. preference is given to employees of certain closed state institutions
 2. establishes process for receiving compensation for accumulated sick leave
 3. establishes closure health insurance fund for qualified employees

K.A.R.

Article 14

- *specific to the process of lay-off*
- establishes process and reason for incurring layoffs
- establishes formula and use of formula for layoff
- establishes layoff notification process
- establishes procedures for bumping and layoff informational meeting with employees
- establishes furlough options and procedures
- establishes special provisions for employees affected by institution closings including but not limited to; global notice of layoff, right of first refusal, and severance pay

4. extends death benefit plan and term life insurance benefits to qualified employees impacted by closure
5. allows for moving expenses relating to hire of qualified employees impacted by closure by another state agency
6. provides compensation for certain direct care employees after layoff

TOPIC
Employee Awards

STATUTE
**K.S.A. 75-37,106, 75-37,107
75-37,108, 75-37,109, 75-37,110**

K.A.R.
Article 18

- *specific establishment of the employee suggestion award program and the employee service award program, program purpose, and recipients*
- establishes the employee award board, its composition and duties, and the terms of its members
- certain employees not eligible to receive cash awards
- source of cash awards, maximum amounts
- requires the secretary of administration to report to the LCC the amount and purpose for which all awards granted during the preceding calendar year
- *specific guidelines and procedures for the service award program, levels of service, eligibility time for notice to the board*
- agency ceremonies and recognition permitted
- acceptable and non-acceptable suggestions
- procedures and guidelines for the submission and evaluation of suggestions
- report of the board, approval, employee's right to request the board reconsider
- types of awards and payments thereof
- once award granted and accepted, suggestion becomes property of the state of Kansas

TOPIC
Quality Management

STATUTE
K.S.A 75-37,115

K.A.R.
Article 63

- *generally establishes Kansas Quality Management (KQM) with specific provisions on structure and agency participation*
 - directs the Secretary of Administration to oversee administration and implementation of Kansas Quality Management
 - authorizes the Secretary to adopt rules rules and regulations regarding quality management
 - requires agencies to draft quality implementation plans to be approved by the Secretary of Administration, including specific information
 - establishes procedure for agencies to provide quality awards
 - requires the Secretary to develop and coordinate quality management training
- delegates Kansas Quality Management responsibilities to the KQM Administrative KQM Administrative and Training Office
 - requires agencies to submit implementation plans based upon requirements in statute and the Statewide Implementation Strategy
 - staffs the Administrative and Training Office through the Division of Personnel Services
 - identifies KQM four guiding principles