

MINUTES OF THE HOUSE KANSAS 2000 SELECT COMMITTEE.

The meeting was called to order by Chairperson Kenny Wilk at 1:30 p.m. on February 17, 1999 in Room 526-S of the Capitol.

All members were present except: Representative David Gregory - excused
Representative Tom Sloan - excused

Committee staff present: Alan Conroy, Legislative Research Department
Gordon Self, Revisor of Statutes
Jim Wilson, Revisor of Statutes
Janet Mosser, Committee Secretary

Conferees appearing before the committee: Judy Napier, Department of Social and Rehabilitation Services, El Dorado office
Judy Bales, Department of Social and Rehabilitation Services, Pratt office
Carolene Brady, Board of Tax Appeals, Topeka

Others attending: See attached list

Chairperson Wilk explained to the Committee that, because of the complexity of the pay bill, the normal procedure of the bill explainer following the bill has been reversed. In order to provide clarification, the explainer has been developed first. The bill should be ready for introduction tomorrow. It will be introduced in Appropriations. The bill will match the explainer.

At the request of Chairperson Wilk, Alan Conroy, Legislative Research Department, reviewed the bill explainer (**Attachment 1**).

Judy Napier, Department of Social and Rehabilitative Services, was recognized by Chairperson Wilk and expressed her concern about the changes proposed in the pay reform legislation and requested that the pay plan, longevity bonus plan, and retirement system remain unchanged (**Attachment 2**).

Chairperson Wilk recognized Judy Bales, Department of Social and Rehabilitative Services, who expressed her concerns about how the proposed changes in the pay plan might affect employee attitudes, working relationships, and staff productivity (**Attachment 3**).

Carolene Brady, Board of Tax Appeals, was recognized by Chairperson Wilk and voiced her concern about the disparity in wages and other conditions of employment by those serving in identical positions in the Administrative/Executive Branch and the Judicial/Court Branch (**Attachment 4**).

Chairperson Wilk adjourned the meeting at 2:52 p.m.

The next meeting is scheduled for February 18, 1999.

KANSAS 2000 SELECT COMMITTEE GUEST LIST

DATE: 2-17-99

NAME	TITLE	REPRESENTING
Paul Wilson	Exec. Dir.	KAPE
Betty M. Vines	President	KAPE
Connie Smalley	accountant	
Michelle A. Shelton	National Rep	
Dinda De/ken bar	S.R.S. Supervisor	Pat Unit
Judy Bales	SRS Supervisor	Pratt Garden City Mgmt Area
Don Rye	Lobbyist	SEAK
Keith Haxton	lobbyist	SEAK
Judy Napier	(SRS) FEET	
Taffern Cole	Intern	Sen. Tyson
Patricia Venehall	Dir. Personnel	Judicial Branch
Carol Reed	^{HRP IV} SRS Personnel	SRS
Louis Chabwa		Dir. of the Body of
D. KEITH MEYERS	ASST. TO THE SECRETARY	Dept. of Administration
Alyson Christman	HRP	Dept of Admin
Ronald Suber	Asst. to Asst.	Dept of Admin
Henry Burgess	Lobbyist	KAPE
Karen Watson	Dept of Admin	Dept of Admin
Wesley Kent	Def A	Pen. Servs
Dick Koerth		KIDWP
Samana	Def A	Def A
R. M. West	Cap-Journal	
Bill Henry		KS Gov. Consultancy
Joey Bahr	Intern	

February 15, 1999

NEW STATE EMPLOYEE PAY PLAN FOR THE NEW MILLENNIUM

A Proposal to the Kansas 2000 Select Committee

Overview

Current State Employee Compensation System:

- The current state employee pay plan has not changed dramatically since 1941.
- The current system is based largely on longevity of the employee.
- The current system is not responsive to changing market needs of the state.
- The current system does not reward those state employees that are providing outstanding service to their agencies and in turn to the citizens of Kansas.
- The current system does not foster employee and supervisor interaction for meaningful performance standards and appraisals.

Proposed Improvements Through a Performance Based Pay System:

- The proposed change to a performance based pay system would:
 - value employees as a resource to provide efficient, effective, and creative public services to the people of Kansas;
 - create a compensation system that would facilitate equity across all state agencies and job classifications;
 - create two-way communications between supervisors and employees; and
 - utilize performance standards that would be used to set employee objectives, communicate objectives, review employee achievements, and support the employee in delivering outstanding service to the people of Kansas.

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Attachment 1

I. **Employee Pay Based on Performance:**

- A. Effective July 1, 2000 (FY 2001) the following agencies shall be shifted to a performance based pay system (see Table A which is attached to this document):
 - 1. selected fee fund agencies (including the 20 biennial budget fee boards);
 - 2. Regents' institutions, including the Board of Regents; and
 - 3. the Judicial Branch.

- B. Effective July 1, 2001 (FY 2002) **all other agencies** will implement a performance based pay system. See Table A which is attached to this document.

- C. Performance based pay will be based on the employee's value to the employing agency, including the employee's contribution toward the agency's mission and service to the citizens of Kansas, and on similar jobs in the marketplace, including a compensation level that is necessary to attract and retain highly qualified employees.

- D. Four new pay matrices will be established. The pay matrices include:
 - 1. **Public Safety**—Positions that have public safety powers (*i.e.*, law enforcement officers; adult and juvenile correctional officers);
 - 2. **Direct-Contact Public Service**—Positions that have regular and direct contact with members of the public (*i.e.*, positions at state institutions and other state agencies performing social, rehabilitation, health, environmental, and other services, including the construction or maintenance of highways and other public improvements);
 - 3. **Professional or Technical**—Positions that require professional or highly technical education or training, including those requiring professional or occupational licensure (*i.e.*, engineers, architects, attorneys, and highly specialized laboratory technicians).
 - 4. **System Support**—Positions that provide support services and generally have minimal direct contact with members of the public (*i.e.*, all other positions that are not public safety, direct-contact public service, or professional or technical).

- E. The pay matrices would not include pay steps. Employee salaries would be placed on a broad-band pay range by the agency head that takes into account the contributions to the agency and hence the citizens of Kansas, experience, special training or education, and job complexity. The number of pay ranges on a pay matrix would be substantially less than the current 24 pay grades. There are currently 15 pay steps on each pay grade.

- F. Agency heads may institute a maximum 15 percent regional compensation differential, if necessary, in order to recruit and retain qualified employees.

- G. Over a two-year period the existing classified employee pay matrix will be abolished.
- H. Employees that are converted to a performance based pay cannot receive a reduction in their pay (which would include longevity bonus payments).
- I. The head of an agency may convert any position from the classified service to the unclassified service. However, any currently filled position in the classified service that is converted to an unclassified position, shall remain in the classified service until the position is vacant.
- J. The Judicial Branch shall implement a similar performance based pay plan for nonjudicial employees.
- K. Financing the Performance Based Pay System:**
 - 1. longevity bonus payments will be abolished and agencies will be permitted to utilize longevity bonus payment resources to help implement a performance based pay system; and
 - 2. fee agencies will be granted the ability to increase fees to finance any of the increased costs for the performance based pay system. However, any individual salary increases will be within the employee's broad band pay range. For larger agencies, if certain divisions or sections are fee financed, those divisions or sections may increase fees to finance the performance based pay within the division or section.
 - 3. other financing for the performance based pay will come from the State General Fund or other resources of the agencies.

II. Employee and Supervisor Evaluations:

- A. Employees shall be evaluated on the basis of exceptional, satisfactory, and unsatisfactory. Those employees rated unsatisfactory shall be counseled on how their performance may be improved to a satisfactory level. Two unsatisfactory evaluations within six months would be sufficient reason for termination.
- B. Agencies will be required to include peer group evaluations with the traditional supervisor evaluation system of employee goal setting and performance reviews when determining performance based pay increases.
- C. Agencies shall monitor employee evaluations to ensure that cross-manager differences are within a statistically normal distribution and that employees are not unduly denied or granted high or low ratings.
- D. A randomly selected group of employees from each agency shall be selected to evaluate the agency head's performance as an administrator. The results of that evaluation would remain confidential and (for executive branch agencies) provided to the Governor. The Department of Administration would randomly select the employees from each agency

and conduct the survey, except the Governor's staff would select the employees and conduct the survey for the Department of Administration. Elected officials would be exempt from this provision.

III. Training for Performance Based Pay:

- A. Agency heads will implement educational programs for supervisors, managers, and all other agency employees on the development and implementation of meaningful performance based compensation systems prior to July 1, 2000 for the Group I agencies and prior to July 1, 2001 for Group II agencies (see Table A).
- B. In cooperation with Business College faculty of Regents institutions and Washburn University, the Department of Administration would develop and institute regularly scheduled training for all state employees. The training would include goal setting, evaluation performance, and other issues on performance based pay as determined appropriate by the Department of Administration.
- C. The position of Director of Training will be created in the Department of Administration. The 1999 Legislature will provide funding for the office in FY 2000 and FY 2001.
- D. Employees that reach the maximum pay deemed appropriate for their positions will be provided counsel and assistance to retrain for a position with higher compensation. It will be the agency's responsibility to ensure that all employees continue to learn and earn during their tenure with the state. Employees may acknowledge yearly, in writing, that they do not wish additional responsibilities and voluntarily elect to remain in a maximum pay position.

IV. Legislature's Role in Performance Based Pay:

- A. The Legislature will approve or disapprove increases in the number of employees within each agency, but will not approve or disapprove the compensation levels of employees. A full-time equivalent (FTE) position limitation will be placed on all agencies.
- B. The Legislature will appropriate funds for the number of approved positions, but the Legislature will not approve or disapprove the compensation levels of individual employees or employee groups. Compensation levels will be deemed administrative decisions based on the agency head being accountable to the Governor, Legislature, and the people of Kansas for the performance of the agency's duties to the state.
- C. The Legislature, in consultation with the Governor or the appropriate elected officials, will continue to determine compensation rates for executive branch agency heads. The Legislature, in consultation with the Chief Justice, will determine by statute the compensation rate for justices.
- D. Creation of a legislative oversight committee to review and monitor the Department of Administration's implementation of the new performance based pay system. The State Employee Compensation System Oversight Committee would consist of nine members,

five from the House (three from the majority party and two from the minority party) and four from the Senate (two from the majority party and two from the minority party). The Committee could meet on the call of the chairperson and travel within the state at the Committee's discretion. The Committee would be abolished or sunset on January 1, 2003.

V. Other Personnel Related Issues:

- A. The **Retirement Reduction Act**, where one out of every four positions that become vacant through a retirement for selected positions and agencies, is repealed.
- B. The Department of Administration will retain rule-making authority on general personnel issues (*i.e.*, vacation, sick leave, other benefit-related policies, and Civil Service issues)
- C. The Department of Administration will provide to each employee an annual statement of the total value of their compensation package.
- D. **Cafeteria Style Benefits Cash-Out Option**—The Department of Administration is required to offer employees a "cafeteria style" benefit package from which the employees may select the benefits that the employees deem best. The optional benefit package must be in place by July 1, 2001. Employees would be able to receive up to one-half of their unspent benefit dollars as additional salary. An employee would be able to donate their unspent benefit dollars to a fund in which employees in need could access for assistance (*i.e.*, additional sick leave days to care for spouse or purchase additional health insurance coverage, etc.).

TABLE A

Group I Agencies
Effective Date: July 1, 2000

Group II Agencies
Effective Date: July 1, 2001

Fee Boards:

Abstracters' Board of Examiners
 Board of Accountancy
 State Bank Commissioner
 Kansas Board of Barbering
 Behavioral Sciences Regulatory Board
 State Board of Healing Arts
 Kansas State Board of Cosmetology
 State Department of Credit Unions
 Kansas Dental Board
 State Board of Mortuary Arts
 Kansas Board of Examiners in Fitting
 and Dispensing of Hearing Aids
 Consumer Credit Commissioner
 Board of Nursing
 Board of Examiners in Optometry
 State Board of Pharmacy
 Real Estate Appraisal Board
 Kansas Real Estate Commission
 Office of the Securities Commissioner
 of Kansas
 State Board of Technical Professions
 State Board of Veterinary Examiners

Other Agencies:

State Corporation Commissioner
 Citizens' Utility Ratepayer Board
 Judicial Branch
 Judicial Council
 Board of Regents
 Fort Hays State University
 Kansas State University
 KSU Veterinary Medical Center
 KSU Extension Systems and Agri-
 cultural Research Programs
 Emporia State University
 Pittsburg State University
 University of Kansas
 University of Kansas Medical Center
 Wichita State University
 State Fire Marshal
 Kansas Public Employees Retirement
 System
 Kansas Lottery
 Kansas Racing and Gaming
 Commission
 Kansas Technology Enterprise
 Corporation
 Health Care Stabilization Fund Board
 of Governors
 Kansas Wheat Commission

Department of Transportation
 State Department of Education
 Arts Commission
 School for the Blind
 School for the Deaf
 Historical Society
 State Library
 Department of Agriculture
 State Conservation Commission
 Kansas State Fair
 Kansas Water Office
 Animal Health Department
 Department of Wildlife and Parks
 Department on Aging
 Kansas Guardianship Program
 Department of Health and
 Environment
 Homestead Property Tax Refunds
 Larned State Hospital
 Osawatomie State Hospital
 Rainbow Mental Health Facility
 Kansas Neurological Institute
 Parsons State Hospital and
 Training Center
 Kansas Commission on Veterans'
 Affairs
 Department of Human Resources
 Department of Social and Rehabilita-
 tion Services
 Department of Corrections
 Ellsworth Correctional Facility
 El Dorado Correctional Facility
 Hutchinson Correctional Facility
 Lansing Correctional Facility
 Larned Correctional Facility
 Norton Correctional Facility
 Topeka Correctional Facility

Winfield Correctional Facility
 Adjutant General
 Kansas Bureau of Investigation
 Ombudsman of Corrections
 Kansas Parole Board
 Kansas Sentencing Commission
 Emergency Medical Services Board
 Highway Patrol
 Atchison Juvenile Correctional Facility
 Beloit Juvenile Correctional Facility
 Larned Juvenile Correctional Facility
 Topeka Juvenile Correctional Facility
 Juvenile Justice Authority
 Board of Indigents' Defense Services
 Department of Commerce and
 Housing
 Kansas, Inc.
 Department of Revenue
 Board of Tax Appeals
 Governmental Ethics Commission
 Department of Administration
 State Treasurer
 Secretary of State
 Attorney General
 Legislature
 Legislative Coordinating Council
 Kansas Legislative Research
 Department
 Revisor of Statutes
 Legislative Division of Post Audit
 Governor's Department
 Office of Lieutenant Governor
 Insurance Department
 Commission on Human Rights
 Kansas Development Finance
 Authority

I am Judy Napier. I am employed by the Department of Social & Rehabilitation Services
I am a resident of rural Butler County and live near and work at the El Dorado SRS Office.

I, as a long time state employee, am concerned about changes that appear on the horizon in regard to Kansas Performance 2000.

I am concerned that I, and my fellow state employees might not receive pay raises in the future because they would be given as a result of supervisor opinions. Can supervisors be objective? Can they evaluate without prejudice? I think not. It is only human nature to favor one over another at any given time. Personality conflicts, which we all know can happen, could mean no increase or even less pay. There is a very real concern that favoritism will become a factor in who gets a pay raise and who does not.

I believe it is a misconception that state employees have become unproductive and lazy under the current Civil Service system. I believe dismantling of the Civil Service system would create a hardship for a great many State employees. It would abolish the "due process" and "just cause" provisions of Civil Service. There would be no accountability to State employees. If that occurs one would keep their job only if they were a favored employee and could, and most likely would, lose their job if they were not. There would be no criteria for hiring. Those hired could, and most likely would, be those who donated the most to a political party or whoever the person doing the hiring knows. In other words, it isn't what you know, it is whom you know and that isn't necessarily the best person for the job. No reason would need to be given for firing, layoffs or suspensions and there would be no system in which to remedy firing, layoffs or suspensions.

I, as a state employee, am not a financial planner. I depend on the good people at KPERS to do their jobs well and, under defined benefits, I will be guaranteed a certain level of retirement income whether the markets are doing good or if they are losing money. If our retirement plan is changed to a defined contribution plan, my concern is for those persons who hire on after it becomes effective or for those who voluntarily choose to change to the defined contribution plan. Will they have the same security of a guaranteed level of retirement. I think not. And, if they are no better at playing the stock market than I am without help, the state might not find the kind of dedication in state employees that it has known in the past. Employees might not be willing to work their years until retirement. It is my opinion there would be a large turnover of employees, not unlike that in private business, because they would not be willing to wait for retirement if the market is down, they might not be able to wait 10 to 15 years for it to come back up so their retirement fund is sufficient enough for them to retire. Also, for those of us who started working under the defined benefit plan, will there be enough money to sustain all the retirees without new money going into it? As it is now, we have the ability to invest funds from our pay in a deferred compensation plan. This is not new. However, once again, we have a firm that can guide us if we need help. I do not believe it is in the best interest of state employees to change the retirement plan. I implore you to keep our retirement plan as a defined benefit - leave our retirement benefits alone.

Another concern regarding retirement is that the retirement benefit is calculated on the final salary. Unless an employee receives raises along the way or an incentive bonus the final salary for retirement purposes could be greatly affected. And I, as a long time dedicated state employee, feel that is wrong.

I believe we need to keep longevity as it was set up to reward those employees who have dedicated their working lives to the state of Kansas. Failure to keep longevity will, in my opinion, drop overall morale, especially for those employees who are at the uppermost level of their current pay range. How can we avoid turnover in employment if there is no incentive to stay?

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Attachment 2

Another concern that I have is that KQM, Kansas Quality Management will go out the door. As it is now, and I can only speak of those around my own office, teamwork is in use every day. We depend on and value each co-workers opinion and advice. How can a change in the pay system to pay for performance encourage teamwork. People will not be anxious to help others if that other person gets a larger raise than they do.

A very real concern is where is the money going to come from to fund raises? If there isn't adequate funding is there going to be a limit set on raises allowed? If only a certain amount is available that would seem to most certainly mean only a certain percentage of the employees would receive a raise.

In closing, I would like to say that I consider it an honor to work for the state of Kansas. I believe in what I do and I believe the majority of state employees think the same as I. We just ask that you leave our pay plan alone, leave our longevity bonus plan alone, and leave our retirement alone. All those things combined give us incentive to do our very best and it is a fair, just system.

Thank you very much for your time and consideration.

Good Afternoon Mr Chairman and Members of the Committee:

My name is Judy Bales and I have worked as supervisor of social services in the SRS office in Pratt for fifteen years. Prior to that I was a social worker and an eligibility worker with experience in Leavenworth, Salina and Abilene before moving to Pratt. I have reviewed the basic elements of the KP 2000 plan and am quite concerned about how that might affect employee attitudes, working relationships and the actual productivity of staff.

My primary concern relates to the proposal to tie pay increases to "exceptional" performance evaluations. That assumes that state employees will only strive for excellence when there is a monetary incentive. I see that as disrespectful of all state employees. It says that our legislators and administration believe that all state employees are indolent by nature and will only respond to financial incentives. As I thought about my fifteen years in supervision and the more than fifty people I have supervised during that time, I asked myself how many of them did not come to the job with the intent of doing the best they could possibly do. I could think of only two. One of them was dismissed within a matter of weeks and the other within six months. . Yes, I have supervised a number of individuals who wanted to do an excellent job but did not possess the qualities to attain that goal. Many were, however, good employees who simply needed a greater measure of guidance and training to achieve outcomes. A financial reward would not have made them "exceptional" employees. Only experience and training were operational in bringing them to that point. The probationary provision of the civil service regulations is a fair test period for determining whether an individual has the basic qualities which can be developed through the various training programs and on the job experience to enable them to succeed. I cannot imagine any supervisor not wanting every employee in his or her management group to succeed. To have capable staff obviously makes any manager's job easier and more rewarding. Thus, a capable supervisor can provide the guidance and the training opportunities to assure the success of individuals who possess the required qualities. And, a capable supervisor can determine within the six months' probationary period which individuals do not possess the required qualities for success.

I have been privileged to participate in some excellent training through my employment with the state. Most of that training has focused on the teamwork concept. The Governor has endorsed and promoted that widely throughout the state with Kansas Quality Management. Training on KQM was mandated for all employees in our agency in 1995. A number of teams have been utilized throughout the state since then to address a variety of issues. I am a member of such a team in the Garden City Area. Last year the SRS management staff attended eight days worth of training entitled "Everyone A Leader" which was developed and used in the private sector before being presented to the public sector. Then, of course, the focus of our programs within social services has been teamwork for years, most recently as we team with private agencies who have contracted to perform family preservation, adoption and foster care services for our agency. The KP2000 pay proposal seems a total contradiction to the concept of teamwork. It proposes to reward individual achievement and to set people up in direct competition with each other. Funding considerations would obviously prevent the financial rewards for "exceptional performance" from being available to all state employees. Obviously, there are vast differences in the manner in which people do their jobs and in the way managers perceive their employees. Some managers never give "exceptional" ratings while others give

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them rather freely. Our current employee review system forces managers to consider sixty-four specific behavioral measures to arrive at an overall rating. If employees were to be forced to think about "pleasing the boss" in order to be one of the limited number to get the pay increase, they surely would not be offering to share knowledge with co-workers or to assist them in other ways in achieving the best outcomes in their assigned duties. It might also encourage employees to point out the errors of others in order to maintain position within any work unit. Those employees who were dealing with some personal illness or tragedy which temporarily impaired their functioning would be assured of no pay increases.

It could be the total downfall of any attempt to utilize the team spirit.

I currently struggle to give employees a fair and accurate picture of their performance through their annual performance evaluations. Those evaluations are now used to examine areas which could be improved and to recognize areas in which they have excelled. I cannot imagine what an added burden it would be to know that I could be responsible for whether they can enroll in that college class or take the family vacation or trade off the old car, etc. I fear that I, too, would question motives when faced with some situations. Now I know that there is nothing to be gained from anything less than honesty in our relationships.

While I will admit to having experienced some frustrations with the time consuming procedure to achieve disciplinary ends, I have always been satisfied that the employees were treated fairly and given the opportunity to correct performance problems before suspension or dismissal. I have been confident that the system was fair in holding me accountable for my actions. The civil service system has built-in safeguards against over-reaction by management. To eliminate that would place too much power in the hands of managers and would contribute to a demoralized workforce.

In discussion with several other supervisors within SRS about the proposed changes in the pay plan it was agreed that people tend to come to work for the state because they want to do the work. They tend to stay in state employment because of the benefits. We all had fears that the proposed pay plan would contribute to a transitional workforce, encouraging the quality staff to seek employment elsewhere and causing the supervisors to devote a significant portion of their time to hiring and training new staff rather than concentrating on service improvement.

I thank you for allowing me to express my thoughts and to share the views of some of my coworkers this afternoon.

DISTINGUISHED COMMITTEE MEMBERS

Let me thank you for this opportunity to voice my concerns with regard to the disparity in wages and other conditions of employment in the State of Kansas by those engaged in the administrative, quasi-judicial, branch of state government vis-a-vis those serving in identical positions in the judicial branch -- the courts.

I am a Certified Shorthand Reporter with the Board of Tax Appeals, Suite 451, Docking State Office Building, in Topeka, Kansas. The Board of Tax Appeals, for those of you who may not be familiar, hears appeals from the Director of Revenue; appeals from valuations of appraised property in literally every county of the state; also hears cases relating to applications for exemption from ad valorem taxation, either through industrial revenue bonds or 501(c)(3)'s, et al.

The hearings are principally held in hearing rooms on the 4th Floor of the Docking Building. The cases may require hours, days or even weeks to be heard. A few illustrations are the Woodlands, Heartland Park, Total Petroleum, West Ridge Mall. Historically these cases entail more complex issues and involve reporting technical testimony from expert witnesses. This is in contrast to the more lay terminology that is most often heard in state courts. I don't want to demean their responsibility because court reporting is always very demanding.

But, additionally, court reporters in the courts most often work with juries. At BOTA, Board of Tax Appeals, five board members hear and decide the cases. I point that out because it has been my experience in reporting jury trials that the

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Attachment 4

proceedings are more slow and deliberate because the lawyers want to ensure that the jury has an understanding of the issues be it expert witnesses or questions of law. At BOTA the five board members come from backgrounds and professional experience so that they will have the requisite understanding to determine issues such as the production capability of a refinery, the economic obsolescence of a property because of underground contamination or the imprudent business decision to build a dog- and horse-racing facility in a concentric configuration instead of the dual separate tracks. In a majority of the cases the testimony is of high syllabic content and requires complete concentration and skill of the court reporter, both physical and mental. Also requires a diverse knowledge and comprehension of the English language. Court reporting is a profession of limited numbers and so little is understood about the abilities and dogged work involved in producing a transcript.

Reporters who work in the private sector as freelancers, the sky is almost the limit -- which brings to mind of the two reporters (freelance) who reported the first words spoken from the Moon, one small step by man, one giant leap for mankind -- not meant to be verbatim. But the reason for the court reporters being there in the first place was because of the necessity of having a correct translation (written text) of those astronauts' observations of the rock formations on the Moon which was being anxiously awaited by scientists all over the world.

But back to the earthly chore of illustrating for you the disparity that exists under the state pay plan for employees who do exactly the same job -- those in the administrative and judicial branches of government.

First, the pay plan. Court reporters employed by the courts as new hires are recognized under the judicial pay plan for their years of service. We are not. The pay plan in the quasi-judicial is the same for a novice reporter who has no experience as an experienced reporter of 5, 10, 20 years. The base requirement for reporters is the passing of the Certified Shorthand Reporter examination administered through the Kansas Supreme Court. To work in the courts the certification is required by their job description. The position I hold with BOTA does not require a CSR, and in fact is advertised through the classifieds under clerical help, but yet the agency(s) require they be certified.

Secondly, my colleagues in the judicial sector receive additional compensation from transcript fees. Any party who needs a transcript must pay the reporter for the transcript. So if your position is with a busy court, you work harder maybe but you also earn more as a result of that additional labor.

Court reporters in the administrative branch were also paid for their transcript work until 1980, when an executive order signed by Governor Carlin changed their pay scale to raise the step level above the court reporters in the judicial branch to compensate for the decrease in wages from transcript fees. The problem is that the Division of Personnel Services has not taken steps to ensure that the pay scale is current with those in the judicial branch. As a consequence, a reporter with my years of

experience can earn double or even triple my salary. And today, our pay plan is even lower than those in the courts. The gentle man, Senator Bogina, who presently serves as Chairman of the Board of Tax Appeals has addressed this problem with Personnel and I attach copies of his correspondence for your review. On the subject of Gus Bogina, I want to go on record as saying that he has been a champion in uplifting the pay scale and/or morale, working conditions, you name it, of the personnel in his charge and has been the most effective chairman I have worked under in my employment with BOTA, which dates back to 1990 -- March 15, to be exact. The issue I raise with the disparity of my wage is not different for the other employees at BOTA whose salary/pay plan does not favorably compare with their counterparts in the judicial branch. Sadly, there is not equal pay for equal work by the State of Kansas. Finally, and of equal importance, is the manner and method by which I am evaluated. There is no personal contact by a supervisor advising that we need to conference with reference to my annual evaluation. Rather, to be quite honest, I believe the evaluation is done by a manner of polling the board members and perhaps the staff attorneys (nonclassified). Based on what? I don't have a clue. Have I ever been given an exceptional evaluation? Never. Have I ever attained exceptional principles or standards in my profession? For the citizens of Kansas? Every day I go in a hearing room to report a hearing, I strive to serve the hearing participants to the best of every faculty I possess. In my heart, I know this to be true. Furthermore, the transcripts speak volumes to my credit. As I told Chairman

Bogina on the event of one of my evaluations, I don't believe I have undertaken a thing in my life with an attitude that I would be just average. Some tasks turned out to be greater than others and I settled for less. But that was not my goal.

I would suggest an evaluation process that weeds out the wheat from the chaff with a pay plan that will attract the most capable; and that thereafter the employees present their supervisor with their goals, their weaknesses and strengths, and the manner in which they seek to maintain a level of performance that will inure themselves to state employment.

In conclusion, I thank you again for the opportunity to be heard. I would be happy to stand for any questions or provide further input if necessary.

Thank you - Carolene E. Brady

June 29, 1998

William B. McGlasson, Director
Division of Personnel Services
Department of Administration
Landon State Office Building
Room 951 South
Topeka, Ks. 66612

RE: Classification – Certificated Shorthand Reporter

Dear Mr. McGlasson:

On February 15, 1992, the Division of Personnel Services issued the statement as follows: “The Official Reporter class was studied during the clerical study and re-assigned to salary range 22, with an implementation date of December 1986. The Judicial Branch re-assigned their Court Reporter class to salary range 23 approximately one year after the Official Reporter class was implemented under the clerical study. We recommend changing the salary range of the Official Reporter class to salary range 23 to equate the salary ranges for state employees performing similar work in different agencies.”

The Legislature during the 1998 session in SB 495 for the Judicial Branch appropriated additional funds “to upgrade the salaries of court reporters who were not given an upgrade when the Comprehensive Classification study of state employees was completed several years ago. The upgrade is intended to make salaries for court reports more comparable to the market rate, particularly with regard to surrounding states.”

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William B. McGlasson
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The court system authorizes in accordance with the Open Records Act, "any person who is a certified shorthand reporter may charge fees for the transcripts of such person's notes of judicial or administrative proceedings in accordance with rates established pursuant to rules of the Kansas Supreme Court."

As of July 1, 1998, there will be a greater inequity between the salary range of the reporters employed at the Board of Tax Appeals and those in the Court system. The salaries of the court personnel are supplemented by the ability to charge \$2.00 per page for transcripts and 50 cents per page for additional copies. Our reporters are not authorized to make these charges to requestors of transcription of their notes. Further, the upgrade to range 25 that was implemented by the Legislature, causes the inequity to be more pronounced.

I, respectfully request that the salary of the certified shorthand reports in our office, be upgraded to range 25 from the present range 23. This request is for position number 00145021, Carolene Brady, upgraded from range 23, step 8 to range 25, step 8. Also, position number 00141600, Mimi West, upgraded from range 23, step 6 to range 25, step 6. I further request that consideration be given to amend the transcription of notes policy to be more compatible with the Court system and private practice entities.

Your favorable response is requested and appreciated.

Sincerely,

August "Gus" Bogina, Jr., P.E.
Chairman

AB:ss



RECEIVED

AUG 14 1998

BOARD OF TAX APPEALS

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

WILLIAM B. McGLASSON
Director of Personnel Services
900 S.W. Jackson, Room 951-S
Landon State Office Building
Topeka, KS 66612-1251
(785) 296-4278
FAX (785) 296-6793

DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

August 11, 1998

August Bogina, Jr., Chairman
Board of Tax Appeals
Docking State Office Building
915 SW Harrison, Suite 451
Topeka, KS 66612-1505

Dear Chairman Bogina:

I am writing in response to your July 29, 1998 request to reassign the pay grade of the Official Reporter class from pay grade 23 to pay grade 25. Your request is based on a comparable change in pay grade for court reporters in the Judicial Branch, for which funding was received in SB 495 during the 1998 legislative session. Based on available pay data and the historical relationship of pay grades for these jobs between the Executive and Judicial Branches, we will prepare Executive Directive language to effect this change.

You also requested that incumbents in your Court Reporter positions receive step to step increases after the grade change occurs. As Spud Kent of the Division of Personnel Services staff discussed with you by phone, K.A.R. 1-5-19c provides that when a class is assigned to a higher pay grade, each employee in the class is assigned to the *same dollar amount* in the higher pay grade unless the employee is earning less than step 1 of the higher grade or has fulfilled the time requirements associated with that pay step. I realize that this does not allow you to provide pay increases for your employees comparable to Judicial employees who received minimal increases of 2.5%, and who receive payment for transcripts under court rules.

We will proceed with recommending the Directive item to change the pay grade of the Court Reporter class, and will inform you when that is accomplished.

Sincerely,

William B. McGlasson

WBM:ask

cc: Dan Stanley
Secretary of Administration

STATE OF KANSAS



BILL GRAVES, Governor
State Capitol, 2nd Floor
Topeka, Kansas 66612-1590

(785) 296-3232
1-800-748-4408
FAX: (785) 296-7973

OFFICE OF THE GOVERNOR

RECEIVED

EXECUTIVE DIRECTIVE NO. 98-273

SEP 23 1998

Authorizing a Personnel Transaction

BOARD OF TAX APPEALS

By virtue of the authority vested in the Governor as the head of the executive branch of the State of Kansas, the following transaction is hereby authorized:

The request of William B. McGlasson, Director of the Division of Personnel Services, to revise the pay grade of the Official Reporter class (1052K2) from pay grade 23 to pay grade 25 is hereby approved effective the first day of the pay period following the date of this directive.

I have conferred with the Secretary of Administration, the Director of the Budget, the Director of Personnel Services, and members of my staff, and I have determined that the requested action is appropriate.

THE GOVERNOR'S OFFICE

By the Governor

9/16/98

Date

Secretary of State
Assistant Secretary of State

FILED

SEP 22 1998

RON THORNBURG
SECRETARY OF STATE



RECEIVED

AUG 14 1998

BOARD OF TAX APPEALS

DEPARTMENT OF ADMINISTRATION

Division of Personnel Services

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

WILLIAM B. McGLASSON
Director of Personnel Services
900 S.W. Jackson, Room 951-S
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Docking State Office Building
915 SW Harrison, Suite 451
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We will proceed with recommending the Directive item to change the pay grade of the Court Reporter class, and will inform you when that is accomplished.

Sincerely,

William B. McGlasson

WBM:ask

cc: Dan Stanley
Secretary of Administration

M E M O R A N D U M

TO: CHAIRMAN BOGINA AND BOARD MEMBERS
FROM: MIMI & CAROLENE
DATE: JUNE 6, 1996
RE: TRANSCRIPT FEES

We'd like to bring to your attention some information that we've gathered concerning transcript fees.

Board of Tax Appeals	\$1.25	original
	.50	copy
District Court	\$2.00	original
	.50	copy
Federal Court	\$3.00	original
	.75	copy

(District and Federal set by statute)

Topeka freelance firms contracting with BOTAs	\$1.85 - \$2.00	original
	.85	copy
	.95	copy
Kansas City freelance firm hearing transcripts	\$2.95 - \$3.95	original copy (1)
Wichita freelance firm hearing transcripts	\$2.25 - \$3.60	original copy (1)
	\$1.10 - \$1.20	third- party copy

With the increasing cost for paper goods and photocopying expenses, we respectfully request the board to consider updating the transcript fees to be more uniform with both state and federal statutes. Our recommendation is to charge \$1.85 for the original, the copy charges remaining at 50 cents per page, and then if a third party (not directly related to the hearing) requests a transcript, the 75 cents would be appropriate.

Thank you for giving us this opportunity to present our thoughts.

enforcement who is engaged in the detection or investigation of violations of criminal law in a capacity where such employee's identity or employment by the public agency is secret.

History: L. 1984, ch. 187, § 3; L. 1992, ch. 321, § 22; L. 1994, ch. 293, § 4; July 1.

Attorney General's Opinions:

Open public records; requests; responses; refusals; fees. 93-126.

Insurance verification pilot project; information network of Kansas; charges for services rendered. 93-132.

Provisions of diversion agreements; open public records. 94-7.

45-219. Abstracts or copies of records; fees. (a) Any person may make abstracts or obtain copies of any public record to which such person has access under this act. If copies are requested, the public agency may require a written request and advance payment of the prescribed fee. A public agency shall not be required to provide copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices, unless such items or devices were shown or played to a public meeting of the governing body thereof, but the public agency shall not be required to provide such items or devices which are copyrighted by a person other than the public agency.

(b) Copies of public records shall be made while the records are in the possession, custody and control of the custodian or a person designated by the custodian and shall be made under the supervision of such custodian or person. When practical, copies shall be made in the place where the records are kept. If it is impractical to do so, the custodian shall allow arrangements to be made for use of other facilities. If it is necessary to use other facilities for copying, the cost thereof shall be paid by the person desiring a copy of the records. In addition, the public agency may charge the same fee for the services rendered in supervising the copying as for furnishing copies under subsection (c) and may establish a reasonable schedule of times for making copies at other facilities.

(c) Except as provided by subsection (f) or where fees for inspection or for copies of a public record are prescribed by statute, each public agency may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

(1) In the case of fees for copies of records, the fees shall not exceed the actual cost of fur-

nishing copies, including the cost of staff time required to make the information available.

(2) In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

(3) Fees for access to or copies of public records of public agencies within the legislative branch of the state government shall be established in accordance with K.S.A. 46-1207a and amendments thereto.

(4) Fees for access to or copies of public records of public agencies within the judicial branch of the state government shall be established in accordance with rules of the supreme court.

(5) Fees for access to or copies of public records of a public agency within the executive branch of the state government shall be subject to approval by the director of accounts and reports, except that a fee for copies of public records which is equal to or less than \$.25 per page shall be deemed a reasonable fee and shall not require approval of the director.

(d) Except as otherwise authorized pursuant to K.S.A. 75-4215 and amendments thereto, each public agency within the executive branch of the state government shall remit all moneys received by or for it from fees charged pursuant to this section to the state treasurer in accordance with K.S.A. 75-4215 and amendments thereto. Unless otherwise specifically provided by law, the state treasurer shall deposit the entire amount thereof in the state treasury and credit the same to the state general fund, except that the cost of charges for the services of the division of computer services may be credited to the fee fund of the agency to defray such cost.

(e) Each public agency of a political or taxing subdivision shall remit all moneys received by or for it from fees charged pursuant to this act to the treasurer of such political or taxing subdivision at least monthly. Upon receipt of any such moneys, such treasurer shall deposit the entire amount thereof in the treasury of the political or taxing subdivision and credit the same to the general fund thereof, unless otherwise specifically provided by law.

(f) Any person who is a certified shorthand reporter may charge fees for transcripts of such person's notes of judicial or administrative proceedings in accordance with rates established pursuant to rules of the Kansas supreme court.

History: L. 1984, ch. 187, § 5; L. 1984, ch. 282; § 2; L. 1994, ch. 100, § 1; July 1.

open records act
45-219

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Rule 355

The official court reporter or anyone acting in that capacity shall file all original stenographic notes and all exhibits admitted in evidence in the office of the clerk of such court, and they shall remain a part of the files in the office of the clerk until further order of the court.

[History: Am. effective January 10, 1995.]

Rule 356

Each official court reporter shall receive from any person ordering a transcript from his or her official notes a reasonable fee based on rates fixed by the State Board of Examiners of Court Reporters with the approval of the Supreme Court. Upon payment or tender of the fees therefor, the official court reporter shall furnish the transcript requested. Preparation of transcripts for use in an appeal shall be governed by Rule 3.03.

Rule 357

Official court reporters shall be subject to assignment to any court or division within a judicial district by the administrative judge of such judicial district. They shall also be subject to assignment on a temporary basis to serve any court or judge outside the district by departmental justices. Official court reporters, when assigned, shall not receive additional compensation for such services but shall be entitled to reimbursement by the state for travel and subsistence expenses incurred while in the performance of their official duties away from their official stations and within the State of Kansas.

[History: Am. effective July 1, 1982.]

Rule 358

The district court may employ a certified shorthand reporter in general practice on a temporary or relief basis who shall be compensated for such services at a sum approved by the administrative judge which shall not exceed \$100 per full day, plus necessary travel and subsistence expenses, the same to be paid from the court's county operating fund.

[History: Am. effective July 1, 1982.]

Rule 359

[History: Repealed effective July 1, 1982.]

ELECTRONIC TAPES—TRANSCRIPTS**Rule 360**

A district court may provide for the electronic sound recording of court proceedings by use of equipment which meets specifications approved by the Supreme Court.

Case Annotations

1. Guidelines for furnishing of transcripts of preliminary examinations stated *State v. Hornbeak*, 221 Kan. 397, 402, 559 P.2d 385 (1977).

Rule 361

Each reel of electronic tape shall be distinctively marked with a serial number and an appropriate reference to the court in which it is used. The clerk of the district court shall maintain an index to proceedings that are electronically recorded which identifies the reel or reels used for such purpose. The clerk shall maintain general control and provide for the safekeeping of all tapes.

Rule 362

Written transcripts of electronic recordings shall be prepared by court personnel under the direction of the clerk of the district court. The person making the transcript shall certify under seal of the court that the transcript is a correct transcript of the specified proceedings as recorded. Upon request of counsel, the clerk of the district court shall make arrangements for counsel to review the tapes of the case involved. The clerk may correct a transcript of recorded proceedings upon stipulation by counsel or upon order of the court.

Rule 363

A certified transcript produced from approved electronic recordings shall have the same legal effect as one produced by an official court reporter.

Rule 364

Supreme Court rules relating to the ordering, preparation, and delivery of official transcripts prepared by official court reporters shall also apply to transcripts to be prepared from electronic tapes under direction of the clerk of the district court.

Rule 365

Orders for transcripts from electronic tapes shall be made to the clerk of the district court. The rates charged by the clerk for such transcripts shall be the same as authorized for transcripts prepared by official court reporters.

[History: Am. effective July 1, 1982.]

Rule 366

[History: Repealed effective July 1, 1982.]

RULES ADOPTED BY THE STATE BOARD OF EXAMINERS OF COURT REPORTERS

No. 1. The word "Board," as used in these Rules, means the State Board of Examiners of Court Reporters.

per page
2.00 original
30 424

4-13

MEMORANDUM

TO: Board Members, Becky and Rita
FROM: Tony
DATE: July 8, 1994
RE: Charging the Department of Revenue for Transcripts

As I understand the facts, Revenue has requested a copy of a transcript from our contract court reporter. The court reporter mailed the bill for the transcript to Revenue. Revenue sent the bill to us indicating that it does not have to pay for transcripts. In the past the Board has not charged Revenue for transcripts. I have heard two different stories as to why we have not charged Revenue in the past.

The first story is that there was an oral agreement between the Board and Revenue that we would not charge them for transcripts and other copies and Revenue would not charge the Board for copies of the Board's files that have been microfilmed.

The second story is that years ago there was a hearing before the Board involving the Alcohol Beverage Control Division (ABC) of the Department of Revenue. ABC requested a copy of the transcript. The bill for the transcript was sent to Revenue for payment, who in turn sent the bill to Accounts and Reports for payment. Accounts and Reports marked across the bill in red that the bill was void because it was one state agency charging another state agency, which could not be done.

I have researched the Appeal and Review statutes, the Administrative Procedure statutes, the Judicial Review statutes, the BOTA statutes, various Revenue statutes, Open Records statutes, Civil Procedure statutes, Court Reporting statutes and Administrative Regulations for BOTA and Revenue.

Most of the statutes that address the cost of transcripts do so from the standpoint of a party requesting judicial review of an agency action. K.S.A. 77-620 provides in part the following:

"Agency record; contents, preparation, transmittal, cost.

...(b) If part of the record has been preserved without a transcript, the agency shall prepare a transcript for inclusion in the record transmitted to the court, except for portions that the parties stipulate to omit in accordance with subsection (c). Unless otherwise ordered by the court, the cost of the preparation of the transcript shall be paid by the appellant."

K.S.A. 74-2426 provides in part the following:

"Orders of board rendered in accordance with Kansas administrative procedure act; petition for reconsideration; judicial review.

...(b)(5) In addition to the cost of the preparation of the transcript, the appellant shall pay to the board the other costs of

certifying the record to the reviewing court. Such payment shall be made prior to the transmission of the agency record to the reviewing court."

K.S.A. 77-523 provides in part the following:

"Hearing procedure.

...(e) The presiding officer shall cause the hearing to be recorded at the state agency's expense. The state agency is not required, at its expense, to prepare a transcript, unless required to do so by a provision of law...."

K.A.R. 94-2-10 provides in part the following:

"Hearing procedure.

...(h) All proceedings shall be recorded by a court reporter retained by the board for that purpose....Transcripts of any proceedings before the board may be obtained upon request to the board and upon paying the costs of providing the transcript."

The Open Records Act provides as follows:

"45-219. Abstracts or copies of records.

...(c) Except as provided by subsection (f) or where fees for inspection or for copies of a public record are prescribed by statute, each public agency may prescribe reasonable fees for providing access to or furnishing copies of public records, subject to the following:

(1) In the case of fees for copies of records, the fees shall not exceed the actual cost of furnishing copies, including the cost of staff time required to make the information available.

...(5) Fees for access to or copies of public records of a public agency within the executive branch of the state government shall be subject to approval by the director of accounts and reports.

...(f) Any person who is a certified shorthand reporter may charge fees for transcripts of such person's notes of judicial or administrative proceedings in accordance with rates established pursuant to rules of the Kansas supreme court."

You may ask whether a transcript is a "public record". The answer is yes. K.S.A. 45-217 provides in part the following:

"Definitions.

...(f)(1) 'Public record' means any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency...."

The final check that I did was to call the Accounts and Reports Division of the Department of Administration to find out if they could tell me of any prohibition to charging Revenue for transcripts. I talked with a "Randy" who said there is no prohibition but that the Board would have to set up some procedure to be followed in charging for transcripts. Randy suggested I talk with Jerry Zerk of Accounting Control Services about the matter. Mr. Zerk also said there is no prohibition and said that the only requirement is that the office of Accounting Control Services okay the charges.

The only possible prohibition that I have found is in K.S.A. 60-2005, which provides as follows:

"State, cities and counties exempt from depositing court costs; exceptions. The state of Kansas and all cities and counties in this state are hereby exempt, in any civil action in which such state, city or county is involved, from depositing court costs or paying docket fees prescribed by any other law of this state, except that if the costs are assessed against the state of Kansas or any city or county in this state in any such action, such costs shall include the amount of the docket fee prescribed by K.S.A. 60-2001 together with any additional courts costs accrued in the action."

K.S.A. 1993 Supp. 60-2001 provides in part that court costs include fees for transcripts. I question whether 60-2005 applies to matters before the Board.

In this case, Revenue is not appealing the case but is only requesting a copy of the transcript. Therefore, I think Revenue should pay. Especially, since the transcript is being prepared by a contract court reporter and not an employee of the Board. If Revenue deposed someone, Revenue would have to pay the contract court reporter. Since no appeal has been filed in this matter I see no difference. I suggest sending the bill back to Revenue with a request they tell us why they do not have to pay.



DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOAN FERREY,
Governor

NANCY M. ECHOLS,
Director of Personnel Services

M E M O R A N D U M

Room 951-South
Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
FAX 913-296-6793

TO: James R. Cobler, Secretary
Department of Administration

FROM: Nancy M. Echols, Director *NME*
Division of Personnel Services

DATE: February 14, 1992

SUBJECT: Salary Range Change for Official Reporter Class

The Division of Personnel Services recently received an inquiry regarding the differences in salary ranges assigned to Official Reporters in the Executive Branch and employees in the Judicial Branch who perform similar work. The Official Reporter class was studied during the clerical study and reassigned to salary range 22, with an implementation date of December, 1986. The Judicial Branch reassigned their Court Reporter class to salary range 23 approximately one year after the Official Reporter class was implemented under the clerical study.

Because of this inquiry, a salary survey was conducted of the Central States Salary Consortium to learn the salary paid by other state governments to employees who perform work comparable to our Official Reporter class. The attached survey data indicates that the current salary range of 22 for the Official Reporter class is lower than the average salary paid by all members of the Central States Salary Consortium.

We recommend changing the salary range of the Official Reporter class to salary range 23 to equate the salary ranges for state employees performing similar work in different agencies. There are a total of six positions in the Official Reporter class: one in the Kansas Corporation Commission, four in the Board of Tax Appeals and one in the Department of Revenue. According to K.S.A. 1-5-19c for the assignment of a job class to a higher salary range, there will be no cost to implement a salary range change unless an employee is currently being paid a dollar amount below step A of the higher salary range. In this case, only one employee's salary

James R. Cobler
February 14, 1992
Page two

would be affected by this range change. One employee in the Official Reporter class, in the Kansas Corporation Commission, is currently on step A of salary range 22 at \$24,144. The cost to place this employee on step A of salary range 23 will be \$412 for fiscal year 1992 and \$1266 for fiscal year 1993 (see attached). Staff from the Kansas Corporation Commission has indicated the agency has sufficient funds to cover this cost.

Implementation is recommended to be effective February 18, 1992. Suggested language for an Executive Directive is attached.

NME:BAK
Attachments:

cc: Gloria Timmer

The request of Nancy M. Echols, Director, Division of Personnel Services, to change the salary range of the Official Reporter class from salary range 22 to 23 is hereby approved, effective February 18, 1992.

Division of Personnel Services
Compensation and Classification Unit

Central States Survey Results: Official Reporters

State	Minimum	Maximum	Average/ Midpoint
Colorado	\$29,532	\$39,576	\$38,388
Minnesota	30,555	42,941	41,000
Iowa	28,434	36,795	32,365
Missouri			
Classified	24,924	33,408	28,848
Unclassified	34,493	34,493	34,493
Oklahoma			
Classified	15,638	20,235	17,937
Unclassified	16,415	24,928	24,900
Montana	N/A	N/A	N/A
New Mexico	24,509	36,763	30,636
North Dakota	23,952	35,916	34,116
South Dakota	22,172	33,238	27,000
Utah	25,251	37,651	32,042
Wisconsin	26,432	37,651	32,042
Wyoming	33,313	33,313	33,313
Nebraska	22,270	31,300	27,000
Illinois			
Court Reporter	24,720	32,340	32,340
Industrial Commission Reporter	23,532	30,612	30,384
Average	\$25,384	\$33,823	\$31,050
Official Reporter (salary range 22)	\$24,144	\$33,948	\$28,645
Salary Range 23	\$25,344	\$35,652	*\$27,936

/3039
February 14, 1992

*Step E of FY 1992 Kansas Civil Service Basic Salary Plan.



RECEIVED

FEB 19 1992

Secretary of Administration

DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOAN FINNEY,
Governor

NANCY M. ECHOLS,
Director of Personnel Services

M E M O R A N D U M

Room 951-South
Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
FAX 913-296-6793

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Department of Administration

FROM: Nancy M. Echols, Director *NME*
Division of Personnel Services

DATE: February 14, 1992

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Because of this inquiry, a salary survey was conducted of the Central States Salary Consortium to learn the salary paid by other state governments to employees who perform work comparable to our Official Reporter class. The attached survey data indicates that the current salary range of 22 for the Official Reporter class is lower than the average salary paid by all members of the Central States Salary Consortium.

We recommend changing the salary range of the Official Reporter class to salary range 23 to equate the salary ranges for state employees performing similar work in different agencies. There are a total of six positions in the Official Reporter class: one in the Kansas Corporation Commission, four in the Board of Tax Appeals and one in the Department of Revenue. According to K.S.A. 1-5-19c for the assignment of a job class to a higher salary range, there will be no cost to implement a salary range change unless an employee is currently being paid a dollar amount below step A of the higher salary range. In this case, only one employee's salary

James R. Cobler
February 14, 1992
Page two

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NME:BAK
Attachments

cc: Gloria Timmer

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Division of Personnel Services
Compensation and Classification Unit

Central States Survey Results: Official Reporters

(+) they receive their transfer fees

State	Minimum	Maximum	Average/ Midpoint
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Minnesota	30,555	42,941	41,000
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Missouri			
Classified	24,924	33,408	28,848
Unclassified	34,493	34,493	34,493
Oklahoma			
Classified	15,638	20,235	17,937
Unclassified	16,415	24,928	24,900
Montana	N/A	N/A	N/A
New Mexico	24,509	36,763	30,636
North Dakota	23,952	35,916	34,116
South Dakota	22,172	33,238	27,000
Utah	25,251	37,651	32,042
Wisconsin	26,432	37,651	32,042
Wyoming	33,313	33,313	33,313
Nebraska	22,270	31,300	27,000
Illinois			
Court Reporter	24,720	32,340	32,340
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Salary Range 23	\$25,344	\$35,652	*\$27,936

/3039
February 14, 1992

*Step E of FY 1992 Kansas Civil Service Basic Salary Plan.

KANSAS CORPORATION COMMISSION

MEMORANDUM

TO: Spud Kent
FROM: Dolores Gonzales, Director
DATE: February 11, 1992
RE: Proposed Range Change

The Kansas Corporation Commission, presently has one Official Reporter position, the incumbent is salaried on salary range 22, step A.

The Commission has sufficient funds to finance the proposed higher salary to range 23.

If implemented February 18, 1992, the increase for FY 1992 would be \$412. Fiscal 1993 \$1,266.

The Fiscal Officer and Judith McConnell, Executive Director have indicated funds are available to finance the above.

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOAN FINNEY,
Governor

NANCY M. ECHOLS,
Director of Personnel Services

M E M O R A N D U M

Room 951-South
Landon State Office Building
900 S.W. Jackson Street
Topeka, Kansas 66612-1251
913-296-4278
FAX 913-296-6793

TO: James R. Cobler, Secretary
Department of Administration

FROM: Nancy M. Echols, Director *NME*
Division of Personnel Services

DATE: February 14, 1992

SUBJECT: Salary Range Change for Official Reporter Class

The Division of Personnel Services recently received an inquiry regarding the differences in salary ranges assigned to Official Reporters in the Executive Branch and employees in the Judicial Branch who perform similar work. The Official Reporter class was studied during the clerical study and reassigned to salary range 22, with an implementation date of December, 1986. The Judicial Branch reassigned their Court Reporter class to salary range 23 approximately one year after the Official Reporter class was implemented under the clerical study.

Because of this inquiry, a salary survey was conducted of the Central States Salary Consortium to learn the salary paid by other state governments to employees who perform work comparable to our Official Reporter class. The attached survey data indicates that the current salary range of 22 for the Official Reporter class is lower than the average salary paid by all members of the Central States Salary Consortium.

We recommend changing the salary range of the Official Reporter class to salary range 23 to equate the salary ranges for state employees performing similar work in different agencies. There are a total of six positions in the Official Reporter class: one in the Kansas Corporation Commission, four in the Board of Tax Appeals and one in the Department of Revenue. According to K.S.A. 1-5-19c for the assignment of a job class to a higher salary range, there will be no cost to implement a salary range change unless an employee is currently being paid a dollar amount below step A of the higher salary range. In this case, only one employee's salary

James R. Cobler
February 14, 1992
Page two

would be affected by this range change. One employee in the Official Reporter class, in the Kansas Corporation Commission, is currently on step A of salary range 22 at \$24,144. The cost to place this employee on step A of salary range 23 will be \$412 for fiscal year 1992 and \$1266 for fiscal year 1993 (see attached). Staff from the Kansas Corporation Commission has indicated the agency has sufficient funds to cover this cost.

Implementation is recommended to be effective February 18, 1992. Suggested language for an Executive Directive is attached.

NME:BAK
Attachments

cc: Gloria Timmer

The request of Nancy M. Echols, Director, Division of Personnel Services, to change the salary range of the Official Reporter class from salary range 22 to 23 is hereby approved, effective February 18, 1992.

Division of Personnel Services
Compensation and Classification Unit

Central States Survey Results: Official Reporters

State	Minimum	Maximum	Average/ Midpoint
Colorado	\$29,532	\$39,576	\$38,388
Minnesota	30,555	42,941	41,000
Iowa	28,434	36,795	32,365
Missouri			
Classified	24,924	33,408	28,848
Unclassified	34,493	34,493	34,493
Oklahoma			
Classified	15,638	20,235	17,937
Unclassified	16,415	24,928	24,900
Montana	N/A	N/A	N/A
New Mexico	24,509	36,763	30,636
North Dakota	23,952	35,916	34,116
South Dakota	22,172	33,238	27,000
Utah	25,251	37,651	32,042
Wisconsin	26,432	37,651	32,042
Wyoming	33,313	33,313	33,313
Nebraska	22,270	31,300	27,000
Illinois			
Court Reporter	24,720	32,340	32,340
Industrial Commission Reporter	23,532	30,612	30,384
Average	\$25,384	\$33,823	\$31,050
Official Reporter (salary range 22)	\$24,144	\$33,948	\$28,645
Salary Range 23	\$25,344	\$35,652	*\$27,936

/3039

February 14, 1992

*Step E of FY 1992 Kansas Civil Service Basic Salary Plan.

STATE OF KANSAS



DIVISION OF THE BUDGET

Room 152-E
State Capitol Building
Topeka, Kansas 66612-1578

JOAN FINNEY, GOVERNOR
GLORIA M. TIMMER, Director

(913) 296-2436
FAX (913) 296-0231

*Jan -
Please prepare
an Exec Dir
for Gov. signature*

*I believe we
will get this
OK soon.
Smt.*

M E M O R A N D U M

TO: Mary Holladay, Acting Governor's Chief of Staff
FROM: Gloria M. Timmer, Director of the Budget
DATE: May 5, 1992
SUBJECT: Executive Directive Item for the Governor's Approval

The item listed below is requested for implementation by Executive Directive followed by the Division of the Budget recommendation.

1. Reclassification of Official Reporter job class. DOB recommends.

cc: Susan Seltsam, Secretary of Administration

Issue ED 1: Reclassification of Official Reporter Job Class

Description: The Division of Personnel Services recommends that the range assigned to the Official Reporter class of positions be increased by one range. The existing range assignment conflicts with the assignment of (court) reporters employed by the judicial branch of government. Currently, all court reporters in the judicial branch are paid at range 23. In addition, these reporters are paid for transcription services which can increase a reporter's salary several thousand dollars annually.

Reporters within the executive branch of government are currently employed at range 22. For these positions, transcription services are included, by Executive Directive, in the base salary. Thus the executive reporters are concerned that they are both underpaid for base wages and not financed for the transcription services that they provide.

The proposal of the Division of Personnel Services would be to equate the base salary of the reporters in the executive branch with the pay of those reporters employed in the judicial branch, but also to continue to finance transcription services within the base pay.

Division of the Budget Recommendation: The Division of the Budget recommends approval of this request.

In the memo of recommendation, the Division of Personnel Services illustrates the results of a study of similar salaries in other states. The study results support the change to range 23. This change affects only six positions in the executive branch; four of the positions are at the State Board of Tax Appeals, one is in the Department of Revenue, and one is at the Kansas Corporation Commission. No additional expenditures are anticipated from the amounts recommended in the *FY 1993 Governor's Budget Report*.

Governor's Recommendation:

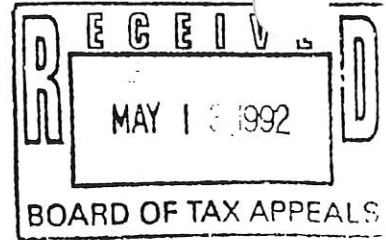
EXECUTIVE DIRECTIVE ENABLING LANGUAGE

Item No. 1

The request of Nancy M. Echols, Director of the Division of Personnel Services, that the salary range of the class of Official Reporter be reassigned from salary range 22 to salary range 23, is hereby approved, effective June 18, 1992.

891

STATE OF KANSAS



OFFICE OF THE GOVERNOR

JOAN FINNEY, Governor
State Capitol, 2nd Floor
Topeka, KS 66612-1590

913-296-3232
1-800-432-2487
TDD# 1-800-992-0152
FAX# (913) 296-7973

EXECUTIVE DIRECTIVE NO. 92-182

Authorizing and Directing
Certain Personnel Transactions

By virtue of the authority vested in the Governor as the head of the executive department of the State of Kansas, the following transaction is hereby authorized and directed:

The request of Nancy M. Echols, Director of the Division of Personnel Services, that the salary range of the class of Official Reporter be reassigned from salary range 22 to salary range 23, is hereby approved, effective June 18, 1992. (K.S.A. 75-2938)

THE GOVERNOR'S OFFICE

Date

By the Governor

Secretary of State

Assistant Secretary of State

5034L

BILL GRAVES
SECRETARY OF STATE

Issue ED 1: Reclassification of Official Reporter Job Class

Description: The Division of Personnel Services recommends that the range assigned to the Official Reporter class of positions be increased by one range. The existing range assignment conflicts with the assignment of (court) reporters employed by the judicial branch of government. Currently, all court reporters in the judicial branch are paid at range 23. In addition, these reporters are paid for transcription services which can increase a reporter's salary several thousand dollars annually.

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The proposal of the Division of Personnel Services would be to equate the base salary of the reporters in the executive branch with the pay of those reporters employed in the judicial branch, but also to continue to finance transcription services within the base pay.

Division of the Budget Recommendation: The Division of the Budget recommends approval of this request.

In the memo of recommendation, the Division of Personnel Services illustrates the results of a study of similar salaries in other states. The study results support the change to range 23. This change affects only six positions in the executive branch; four of the positions are at the State Board of Tax Appeals, one is in the Department of Revenue, and one is at the Kansas Corporation Commission. No additional expenditures are anticipated from the amounts recommended in the *FY 1993 Governor's Budget Report*.

Governor's Recommendation:

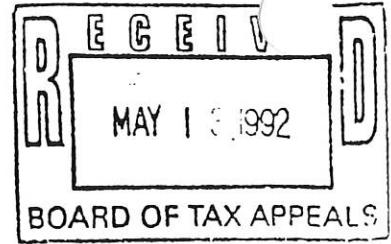
EXECUTIVE DIRECTIVE ENABLING LANGUAGE

Item No. 1

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STATE OF KANSAS



OFFICE OF THE GOVERNOR

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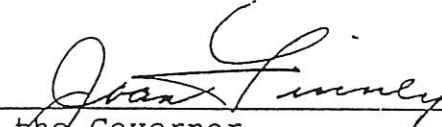
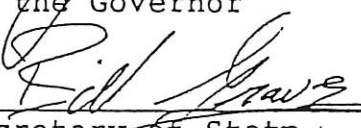
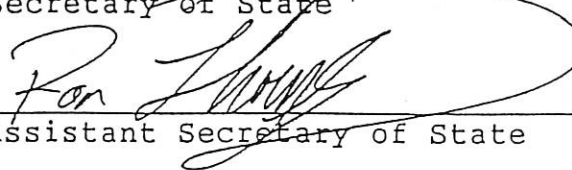
EXECUTIVE DIRECTIVE NO. 92-182

Authorizing and Directing
Certain Personnel Transactions

By virtue of the authority vested in the Governor as the head of the executive department of the State of Kansas, the following transaction is hereby authorized and directed:

The request of Nancy M. Echols, Director of the Division of Personnel Services, that the salary range of the class of Official Reporter be reassigned from salary range 22 to salary range 23, is hereby approved, effective June 18, 1992. (K.S.A. 75-2938)

THE GOVERNOR'S OFFICE


By the Governor

Secretary of State

Assistant Secretary of State

Date

5034L

BILL GRAVES
SECRETARY OF STATE

ARTICLE 5

Compensation

1-5-19c. Effect of range changes on salary. (a) When the governor has assigned a class of positions to a higher salary range, each employee in the class of positions assigned to the higher salary range ~~shall be placed on the step of the higher range that is the same rate (dollar amount) as the current rate paid to the employee.~~

(b) If the employee is being paid a dollar amount below step A of the higher range, an increase shall be made to step A. However, if the employee has been employed continuously in the class for at least six months, the increase may be to step B.

(c) In all cases, the length of time the incumbent has spent on the step of the previous range shall count toward the time-on-step requirement for computing the next pay increase date. ~~If the number of months accumulated is greater than the number of months required for a step increase, the employee shall be granted one or more step increases and any unused months shall count toward the next pay increase.~~ (Authorized by K.S.A. 1988 Supp. 75-3747; implementing K.S.A. 75-2938 and 1989 HB 2553; effective May 1, 1983; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended May 1, 1987; amended, T-1-7-27-89, July 27, 1989; amended November 20, 1989.)

1-5-20. Individual salary decreases. (a) The appointing authority may reduce the salary of any employee one step by reason of less than satisfactory performance according to a current performance evaluation. Such a decrease shall not result in a pay rate below step A of the salary range. The employee's pay increase date shall be governed by the time-on-step requirement of the new step. Approval of the director shall be required for more than one such reduction in any 12-month period. Following a salary decrease, the salary may be increased up to the step from which it was reduced on the first day of any later payroll period, if the employee's performance is satisfactory according to a current performance evaluation. The employee's pay increase date shall be governed by the time-on-step requirement of the new step.

(b) When the governor has assigned a class of positions to a lower salary range, each employee in the class shall continue to be paid at his or her current salary rate (dollar amount). The length of time the incumbent has spent on the step of the previous range shall count toward the time-on-step requirement for computing the pay increase date. If the employee's current salary is above the new range, the employee shall not receive a salary increase until the time that an increase may be made within the new range. (Authorized by K.S.A. 75-3747, as amended by 1985 HB 2125; implementing K.S.A. 75-2938 and 1985 HB 2615; effective May 1, 1979; amended, E-81-14, June 12, 1980; amended May 1, 1981; amended May 1, 1982; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended May 1, 1987.)

KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN
BASIC STEPS (MONTHLY RATES)

Effective FY 1992

LONGEVITY STEPS

Range No.	Step A	Step B	Step C	Step D	Step E.*	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
3	\$ 795	\$ 813	\$ 835	\$ 858	\$ 876	\$ 897	\$ 920	\$ 944	\$ 967	\$ 990	\$1,014	\$1,040	\$1,066	\$1,092	\$1,120
4	835	858	876	897	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175
5	876	897	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232
6	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296
7	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363
8	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431
9	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501
10	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576
11	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654
12	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738
13	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824
14	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915
15	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012
16	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112
17	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218
18	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328
19	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444
20	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566
21	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695
22	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829
23	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971
24	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120
25	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276
26	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440
27	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612
28	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793
29	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983
30	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181
31	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389
32	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609
33	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840
34	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082
35	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082	5,209	5,335
36	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082	5,209	5,335	5,469	5,606

* Market Rate

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOHN CARLIN,
Governor
NORMAN HANSON,
Director of Personnel Services

State Office Building
Topeka, Kansas 66612

M E M O R A N D U M

DATE: July 18, 1980
TO: Patrick J. Hurley, Secretary of Administration
FROM: Norman Hanson, Director of Personnel Services
RE: Salary range change and revision of the Official Reporter class

The Kansas Corporation Commission has requested a salary range change for the Official Reporter class in order to attain appropriate salary equity with Official Court Reporter classes in the Unified Judicial Department. The Official Reporter class is presently assigned to salary range 21.

Salary information from the FY 1981 pay schedule for the Official Court Reporter I and II classes in the Unified Judicial Department was obtained. Since the Official Court Reporter II class corresponds more closely to the classified Official Reporter class, its salary range was used in order to determine an appropriate salary range on the state pay plan for the Official Reporter class. The annual salary for the Official Court Reporter II class is \$17,292-\$23,172, (FY 1981). Salary range 23, \$17,076-\$26,532, of the state's classified FY 1981 pay plan is fairly comparable to the Official Court Reporter II class' salary, and thus this range appears to be appropriate for the state's classified Official Reporter class.

As the present class specification does not fully describe the duties of the classified Official Reporter, it has been revised in the "Examples of Work Performed" section. In addition, the "Education and Experience" section has been revised to allow certification as a Shorthand Reporter by the Kansas Supreme Court to substitute for the existing training and experience requirements, which are training in shorthand methods and three years of experience in taking and transcribing shorthand. This change has been reviewed and approved by staff members of the Employment Services Branch.

It is therefore recommended that the class of Official Reporter be revised and reassigned from salary range 21, \$15,636-\$23,508 (FY '81), to salary range 23, \$17,076-\$26,532 (FY '81), to be effective the first day of the first payroll period immediately following this action.

NH:jvs

OFFICIAL REPORTER (cont.)
(Proposed Revision)

00-00-9-141

Ability to take verbatim dictation, using a stenotype machine, or manually for sustained periods of time, which is received at rapid and changing speeds and inflections from several persons.

Ability to transcribe verbatim dictation.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in the operation of typewriters and stenotype machines.

EDUCATION AND EXPERIENCE

Graduation from high school, including or supplemented by courses in typing, stenotype operation or other shorthand reporting method; and three years of experience in typing and taking high speed dictation through the use of a stenotype machine or other shorthand reporting method,

OR

Certification as a Shorthand Reporter by the State Board of Examiners of Court Reporters.

OFFICIAL REPORTER
(Proposed Revision)

00-00-9-141

DEFINITION OF WORK

This is responsible work in recording and transcribing verbatim reports of meetings or quasi-judiciary hearings.

Work involves performing highly difficult work in taking and accurately transcribing verbatim dictation at quasi-judicial hearings or other meetings. Work entails full responsibility for the preparation of complete and accurate reports of proceedings which may involve highly technical terminology used in a number of different fields. Notes are taken at a very high rate of speed through the use of stenotype machines or manually, and may not be transcribed until some period of time has elapsed. Work is performed in accordance with established procedures, and is reviewed upon completion for accuracy and content.

EXAMPLES OF WORK PERFORMED

Takes verbatim testimony, through the operation of a stenotype machine or manually, at hearings or conferences where several participants are involved; transcribes notes of testimony; edits and assembles final records.

Takes dictation of and transcribes correspondence, reports, and other material; verifies the accuracy of statutes, legal references, and other material which is quoted at hearings.

Notifies interested parties of times and places of hearings and decisions; assists in preparing cases for hearings by assembling pertinent records.

Marks exhibits entered as evidence at hearings; may administer oaths to witnesses.

Maintains file records on cases.

Performs other clerical and stenographic duties as assigned.

Performs related work as required.

REQUIRED KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operation of a stenotype machine.

Knowledge of English usage, punctuation, and spelling.

Knowledge of hearings procedures and methods of recording verbatim testimony under difficult conditions.

Knowledge of office practices and methods and standard clerical techniques.

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOHN CARLIN,
Governor
NORMAN HANSON,
Director of Personnel Services

State Office Building
Topeka, Kansas 66612

M E M O R A N D U M

DATE: July 18, 1980

TO: Patrick J. Hurley, Secretary of Administration

FROM: Norman Hanson, Director of Personnel Services

RE: Salary range change and revision of the Official Reporter class

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NH:jvs

OFFICIAL REPORTER
(Proposed Revision)

00-00-9-141

DEFINITION OF WORK

This is responsible work in recording and transcribing verbatim reports of meetings or quasi-judiciary hearings.

Work involves performing highly difficult work in taking and accurately transcribing verbatim dictation at quasi-judicial hearings or other meetings. Work entails full responsibility for the preparation of complete and accurate reports of proceedings which may involve highly technical terminology used in a number of different fields. Notes are taken at a very high rate of speed through the use of stenotype machines or manually, and may not be transcribed until some period of time has elapsed. Work is performed in accordance with established procedures, and is reviewed upon completion for accuracy and content.

EXAMPLES OF WORK PERFORMED

Takes verbatim testimony, through the operation of a stenotype machine or manually, at hearings or conferences where several participants are involved; transcribes notes of testimony; edits and assembles final records.

Takes dictation of and transcribes correspondence, reports, and other material; verifies the accuracy of statutes, legal references, and other material which is quoted at hearings.

Notifies interested parties of times and places of hearings and decisions; assists in preparing cases for hearings by assembling pertinent records.

Marks exhibits entered as evidence at hearings; may administer oaths to witnesses.

Maintains file records on cases.

Performs other clerical and stenographic duties as assigned.

Performs related work as required.

REQUIRED KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the operation of a stenotype machine.

Knowledge of English usage, punctuation, and spelling.

Knowledge of hearings procedures and methods of recording verbatim testimony under difficult conditions.

Knowledge of office practices and methods and standard clerical techniques.

OFFICIAL REPORTER (cont.)
(Proposed Revision)

00-00-9-141

Ability to take verbatim dictation, using a stenotype machine, or manually for sustained periods of time, which is received at rapid and changing speeds and inflections from several persons.

Ability to transcribe verbatim dictation.

Ability to establish and maintain effective working relationships with other employees and the public.

Skill in the operation of typewriters and stenotype machines.

EDUCATION AND EXPERIENCE

Graduation from high school, including or supplemented by courses in typing, stenotype operation or other shorthand reporting method; and three years of experience in typing and taking high speed dictation through the use of a stenotype machine or other shorthand reporting method,

OR

Certification as a Shorthand Reporter by the State Board of Examiners of Court Reporters.



Room 152-E, State Capitol

Topeka, Kansas 66612
913-296-2436

KANS-A-N 561-2436

M E M O R A N D U M

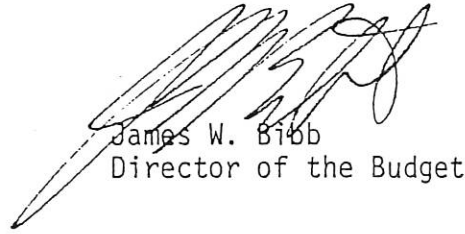
DATE: July 28, 1980

TO: Mr. Patrick J. Hurley, Secretary of Administration

FROM: Mr. James W. Bibb, Director of the Budget

RE: Salary range revision for Official Reporter Class

We have no objections to the Division of Personnel's recommended change. Adequate funds are available within the currently approved budget to finance this change.



James W. Bibb
Director of the Budget

JWB:GMH:ak

Approved
[Signature]
7/30/80



JOHN CARLIN
RICHARD C. (PETE) LOUX
JANE T. ROY
PHILLIP R. DICK
CAROL J. LARSON
BRIAN J. MOLINE

Governor
Chairman
Commissioner
Commissioner
Executive Secretary
General Counsel

State Corporation Commission

Fourth Floor, State Office Bldg.
Ph 913.296.3355
TOPEKA, KANSAS 66612

July 29, 1980

Governor John Carlin
Statehouse - 2nd floor
Topeka, Kansas 66612

ATTENTION: Secretary Hurley

Dear Governor Carlin:

The Commission has been working with the Division of Personnel Services in upgrading the Official Reporter classification. This is a classified position. The specifications require graduation from high school including or supplemented by courses in typing and stenotype operation or other shorthand reporting method; and three years of experience in typing and taking high speed dictation through the use of a stenotype machine or other shorthand reporting method, OR certification as a Shorthand Reporter by the State Board of Examiners of Court Reporters.

The current civil service range for official reporters is range 21.

You have been sent a request to change the range to 23 effective June 18, 1980.

The Commission's involvement in this request is due to our desire to bring the salary level up to a point where we could institute the following policy:

Official Reporters employed by the State Corporation Commission shall receive no fees for the sale of transcripts. Any fees for transcripts shall be the cost of reproduction expenses and shall be paid to the Executive Secretary.

Under the Department of Administration Revised Regulation 1-5-19 (m) effective June 18, 1980, "Range change to a higher range. When the Governor has assigned a class of positions to a higher salary range, an employee in the class of positions assigned to the higher salary range shall be placed on the step of the higher range that is the same rate (dollar amount) as he or she is currently being paid, unless the employee's rate before the range change is not on a step of the higher range, in which case an increase to the next higher range, in which case an increase to the next higher step is required The employee's pay increase anniversary date shall be unchanged."

The Commission has two official reporters and will be hiring a third as soon as a qualified person can be found. We request permission to implement the range change for official reporters effective May 18, 1980. This would allow us to raise the salaries of the current two reporters, as per our original plan, and then institute the aforementioned policy regarding the sale of transcripts.

The salaries of our official reporters before and after the range change if implemented June 18, 1980, under the revised regulation would be:

	<u>Range & salary June 17, 1980</u>	<u>Range & salary June 18, as per Revised Reg. 1-5-19 (m)</u>
Lyle Lewey	21 T+\$ \$19,956	23 L-1 \$22,380
Joyce Cuevas	21 F+2 \$17,868	23 3 \$20,004


The salaries of our official reporters before and after the range change if implemented May 18, 1980, would be:

	<u>Range & salary May 17, 1980</u>	<u>Range & salary May 18 (Range change effective)</u>	<u>Range & salary June 18 (New Pay Plan)</u>
Lyle Lewey	21 T+4 \$19,956	23 F+4 \$21,444	23 F \$23,400
Joyce Cuevas	21 F+2 \$17,868	23 F+2 \$19,572	23 E \$21,960

Again, the purpose of requesting May 18, 1980 to be the effective date for the range change is to raise the reporters salaries and then restrict the sale of transcripts.

Your consideration of this request is greatly appreciated.

Sincerely,


R. C. "Pete" Loux
Chairman



JOHN CARLIN
RICHARD C. (PETE) LOUX
JANE T. ROY
PHILLIP R. DICK
CAROL J. LARSON
BRIAN J. MOLINE

Governor
Chairman
Commissioner
Commissioner
Executive Secretary
General Counsel

State Corporation Commission

Fourth Floor, State Office Bldg.
PH 913 296 3355
TOPEKA, KANSAS 66612

July 29, 1980

Governor John Carlin
Statehouse - 2nd floor
Topeka, Kansas 66612

ATTENTION: Secretary Hurley

Dear Governor Carlin:

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Your consideration of this request is greatly appreciated.

Sincerely,


R. C. "Pete" Loux
Chairman



DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

JOHN CARLIN,
Governor
NORMAN HANSON,
Director of Personnel Services

State Office Building
Topeka, Kansas 66612

M E M O R A N D U M

DATE: July 31, 1980
TO: Patrick J. Hurley, Secretary of Administration
FROM: Norman Hanson, Director of Personnel Services
RE: Effective date of salary range adjustment for Official Reporter

Approved
[Signature]
8/6/80

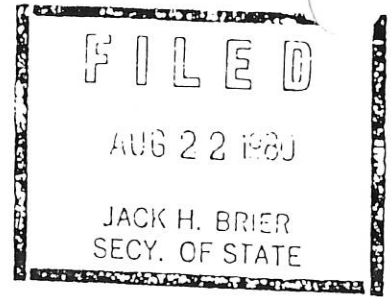
Attached is a letter from the State Corporation Commission requesting that the effective date for the salary range adjustment for the Official Reporter class be retroactive to May 18, 1980.

Under the circumstances and conditions given in Mr. Loux's letter, I recommend approval of his request.

OFFICE OF
DEPT OF ADMINISTRATION
AUG 4 1980
RECEIVED

NH:ss
Att.

STATE OF KANSAS



OFFICE OF THE GOVERNOR

State Capitol
Topeka 65612

John Carlin Governor

EXECUTIVE DIRECTIVE NO. 80-58

Authorizing and Directing Expenditure and
Personnel Transactions as Recommended By
the State Department of Administration

By virtue of the authority vested in me as the head of the executive department of the State of Kansas by the Kansas Supreme Court in State, ex rel. v. Bennett, et al., 219 Kan. 285, and K.S.A. 75-3711 and 75-3711c, the following expenditure and personnel transactions are hereby authorized and directed:

The salary actions stated herein are approved under the condition that no supplemental appropriation or expenditure authority shall be required for their implementation. This condition can be met by delaying the filling of positions or, if reallocation of positions in which there are incumbents is involved, by limiting salary increases pursuant to the discretionary provisions of K.A.R. 1-5-13(c).

- 1) The salaries of various unclassified personnel of the state have been reviewed and established or approved by me, and each appointing authority employing such unclassified personnel has been advised concerning such salary settings and their effective dates, copies of which are on file with the Director of Personnel Services.
(K.S.A. 75-2935b)
- 2) The request of R. C. Loux, Chairman, Kansas Corporation Commission, to pay transportation and subsistence expenses for the following named persons, is hereby approved.

Dick Rohlf, Des Moines, Iowa
Paul Ballonoff, Jefferson City, Missouri
Duzel D. Yates, Dover, Delaware
Kenneth P. Zurek, Chicago, Illinois
Frederick D. Pistorius, Scottsdale, Arizona
James C. Pohl, West Brooklyn, Illinois

(K.S.A. 75-3218)

3) The request of Joseph E. King, Director, Kansas Energy Office, to pay transportation and subsistence expenses for Dennis Cox, Denver, Colorado, is hereby approved.
(K.S.A. 75-3218)

4) The request of Francine Neubauer, Executive Director, Water Resources Board, to pay transportation expenses from Milwaukee, Wisconsin, to Kansas City, Missouri, and moving expenses, within statutory limits from Albany, Georgia, to Topeka, Kansas, for Daljit Jawa, is hereby approved.
(K.S.A. 75-3218 and 75-3219)

5) The request of Patrick J. Hurley, Secretary, Department of Administration, to pay transportation and subsistence expenses of the following named persons, is hereby approved.

Paul D. Lane, Newton, Massachusetts
A. J. Fitzgerald, Huntsville, Alabama
Ralph M. Diggins, Kent, Washington
Edward Anlian, Santa Fe, New Mexico
Donald R. Bouc, Lincoln, Nebraska
Laurence S. Cohn, Cincinnati, Ohio
Leslie E. Faulkner, Tulsa, Oklahoma

(K.S.A. 75-3218)

6) The request of James H. De Coursey, Secretary, Department of Economic Development, to pay transportation and subsistence expenses for the following named persons, is hereby approved.

Ronald Bloom, Denver, Colorado
Robert Chase, Madison, Wisconsin
Howard Christman, Littleton, Colorado

(K.S.A. 75-3218)

7) The request of Joseph F. Harkins, Secretary, Department of Health and Environment, to pay transportation and subsistence expenses for Steve Broslavik, Gaastra, Michigan, and Vivek Kamath, Carbondale, Illinois, is hereby approved.
(K.S.A. 75-3218)

8) The request of Patrick J. Hurley, Secretary, Department of Administration, to establish a new class entitled Long-Term Care Ombudsman I at salary range 19 (\$1,193-\$1,795) and to revise and retitle the existing class of Nursing Home Ombudsman as Long-Term Care Ombudsman II, is hereby approved, effective July 18, 1980.
(K.S.A. 75-2938)

9) The request of Joseph F. Harkins, Secretary, Department of Health and Environment, to reassign the class of Field Representative (VD) from salary range 17 (\$1,092-\$1,642) to salary range 19 (\$1,193-\$1,795), is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)

- 10) The request of Joseph F. Markins, Secretary, Department of Health and Environment, to reassign the class of Environmental Pesticide Specialist from salary range 25 (\$1,554-\$2,416) to salary range 26 (\$1,624-\$2,531), is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)
- 11) The request of Dr. Robert C. Harder, Secretary, Department of Social and Rehabilitation Services, to abolish the class entitled Director of Food Programs, salary range 27 (\$1,689-\$2,626), is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)
- 12) The request of Dr. Harvey L. Ludwick, Secretary, Department of Human Resources, to reassign the class of Workers' Compensation Claims Advisor from salary range 21 (\$1,303-\$1,959) to salary range 24 (\$1,488-\$2,314), is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)
- 13) The request of Patrick D. McManus, Secretary, Department of Corrections, to establish a new class entitled Community Correctional Specialist, Trainee at salary range 28 (\$1,757-\$2,729), is hereby approved, effective July 18, 1980.
(K.S.A. 75-2938)
- 14) The request of Patrick D. McManus, Secretary, Department of Corrections, to establish a new class of Community Correctional Facilities and Services Administrator at salary range 30 (\$1,900-\$2,953), to revise and retitle the class of Correctional Facilities Specialist I to Correctional Facilities Specialist and to abolish the classes of Correctional Work Release Administrator and Correctional Facilities Specialist II, is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)
- 15) The request of Patrick J. Hurley, Secretary, Department of Administration, to establish the classes of KANS-A-N Switchboard Operator I at salary range 10 (\$799-\$1,125), KANS-A-N Switchboard Operator II at salary range 12 (\$876-\$1,235), and KANS-A-N Switchboard Operator III at salary range 14 (\$956-\$1,348), is hereby approved, effective August 18, 1980.
(K.S.A. 75-2938)

16) The request of Joseph F. Markins, Secretary, Department of Health and Environment, to establish a new class of Public Health Nurse VI at salary range 29 (\$1,827-\$2,840), and that the following salary range reassignments be made, is hereby approved effective August 18, 1980.

<u>Class Title</u>	<u>From</u>	<u>To</u>
Public Health Nurse I	SR 17 (\$1,092-\$1,642)	SR 20 (\$1,247-\$1,876)
Public Health Nurse II	SR 20 (\$1,247-\$1,876)	SR 22 (\$1,362-\$2,111)
Public Health Nurse III	SR 23 (\$1,423-\$2,211)	SR 24 (\$1,488-\$2,311)
Public Health Nurse IV	SR 25 (\$1,554-\$2,416)	SR 26 (\$1,624-\$2,531)
Public Health Nurse V	SR 27 (\$1,689-\$2,626)	SR 28 (\$1,757-\$2,726)
Director of Public Health Nursing	SR 30 (\$1,900-\$2,953)	SR 32 (\$2,055-\$3,291)

(K.S.A. 75-2938)

17) The request of Patrick J. Hurley, Secretary, Department of Administration to reassign the class of Official Reporter from salary range 21 (\$1,303-\$1,959) to salary range 23 (\$1,423-\$2,211), is hereby approved, effective May 18, 1980.

The following policy concerning Official Reporters is hereby adopted:

Official Reporters employed by the state shall receive no fees for the sale of transcripts. Any fees for transcripts shall be the cost of reproduction expenses and shall be paid to the agency in which the Official Reporter is employed.

(K.S.A. 75-2938)



18) The request of R. C. Loux, Chairman, Kansas Corporation Commission, to pay moving expenses, within statutory limits, for Dennis E. Lloyd from Centerview, Missouri, to Topeka, Kansas, is hereby approved.

(K.S.A. 75-3219)

In each of the above actions, I have conferred with the Secretary of Administration, the Director of the Budget, and the Director of Personnel Services and members of my staff, and have determined that the guidelines set forth in K.S.A. 75-3711 and 75-3711c have been applied and that none of the foregoing actions exceed the limitations contained therein.

FILED

AUG 22 1980
 THE GOVERNOR'S OFFICE
 JACK H. BRIER
 SECY. OF STATE

By the Governor 
 4.54

AUG 22 1980
 Date

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Office of the Secretary

JOHN CARLIN,
Governor
PATRICK J. HURLEY,
Secretary of Administration

September 2, 1980

Room 263-E
State Capitol Building
Topeka, Kansas 66612
(913) 296-3011

Mr. Charles Joseph
Chairman, Board of Tax Appeals
State Office Building
BUILDING MAIL

Subject: Executive Directive 80-58

Dear Mr. Joseph:

I have tried to reach you several times in the last couple of weeks by telephone to advise you of a particular portion of the recent Executive Directive 80-58 issued by Governor Carlin. On page 4, item number 17, the Governor directs that official reporters (court) shall receive no fees for the sale of transcripts. Any fees for transcripts shall be the cost of reproduction expenses and shall be paid to the agency where the reporter is employed. The effect of this, of course, is to prohibit in the future reporters employed by agencies from selling transcripts and retaining the fees. Henceforth, any fees for such transcripts must be paid back to the agency. This affects court reporters employed by the Kansas Corporation Commission, the Department of Revenue and the Board of Tax Appeals, specifically, and any others that may be scattered throughout state service.


In order to offset any loss of revenues to the individual, the Governor has also approved a salary increase for your court reporter to \$23,400 per year effective retroactive back to May 18, 1980. By making this retroactive, all court reporters go to a higher range and step on the new pay plan. The effect of this on the pay increase for Norma Badgley is effectively a 19.6% overall increase.

After examining the sale of transcripts, it became apparent that it involved a violation of the law as a conversion of state property since there was no statutory authority to retain the fees.

Page Two
Mr. Charles Joseph
September 2, 1980

If you have any questions in this regard, feel free to call upon us.

Sincerely,

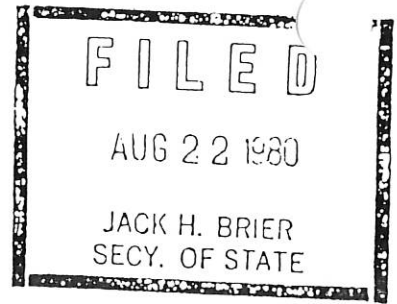

Patrick J. Hurley
Secretary of Administration

PJH:bd

cc: Governor John Carlin

Alberta
Burr

STATE OF KANSAS



3011

OFFICE OF THE GOVERNOR
State Capitol
Topeka 66612

John Carlin Governor

EXECUTIVE DIRECTIVE NO. 80-58

Authorizing and Directing Expenditure and
Personnel Transactions as Recommended By
the State Department of Administration

By virtue of the authority vested in me as the head of the executive department of the State of Kansas by the Kansas Supreme Court in State, ex rel. v. Bennett, et al., 219 Kan. 285, and K.S.A. 75-3711 and 75-3711c, the following expenditure and personnel transactions are hereby authorized and directed:

The salary actions stated herein are approved under the condition that no supplemental appropriation or expenditure authority shall be required for their implementation. This condition can be met by delaying the filling of positions or, if reallocation of positions in which there are incumbents is involved, by limiting salary increases pursuant to the discretionary provisions of K.A.R. 1-5-13(c).

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(K.S.A. 75-2938)

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The following policy concerning Official Reporters is hereby adopted:



Official Reporters employed by the state shall receive no fees for the sale of transcripts. Any fees for transcripts shall be the cost of reproduction expenses and shall be paid to the agency in which the Official Reporter is employed.

(K.S.A. 75-2938)

18) The request of R. C. Loux, Chairman, Kansas Corporation Commission, to pay moving expenses, within statutory limits, for Dennis E. Lloyd from Centerview, Missouri, to Topeka, Kansas, is hereby approved.
(K.S.A. 75-3219)

In each of the above actions, I have conferred with the Secretary of Administration, the Director of the Budget, and the Director of Personnel Services and members of my staff, and have determined that the guidelines set forth in K.S.A. 75-3711 and 75-3711c have been applied and that none of the foregoing actions exceed the limitations contained therein.

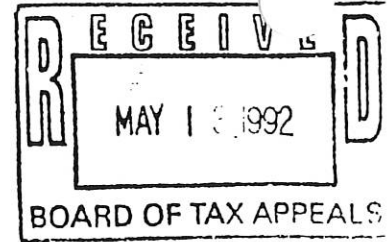
FILED
 AUG 22 1980
 THE GOVERNOR'S OFFICE
 JACK H. BRIER
 SECY. OF STATE

By the Governor 


AUG 22 1980

4-60

STATE OF KANSAS



OFFICE OF THE GOVERNOR

JOAN FINNEY, Governor
State Capitol, 2nd Floor
Topeka, KS 66612-1590

913-296-3232
1-800-432-2487
TDD# 1-800-992-0152
FAX# (913) 296-7973


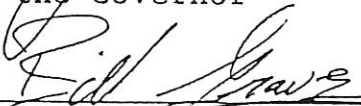
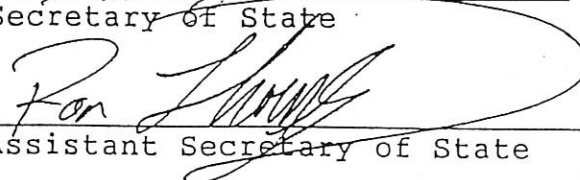
EXECUTIVE DIRECTIVE NO. 92-182

Authorizing and Directing
Certain Personnel Transactions

By virtue of the authority vested in the Governor as the head of the executive department of the State of Kansas, the following transaction is hereby authorized and directed:

The request of Nancy M. Echols, Director of the Division of Personnel Services, that the salary range of the class of Official Reporter be reassigned from salary range 22 to salary range 23, is hereby approved, effective June 18, 1992. (K.S.A. 75-2938)

THE GOVERNOR'S OFFICE


By the Governor

Secretary of State

Assistant Secretary of State

Date

5034L

BILL GRAVES
SECRETARY OF STATE

4-61

ARTICLE 5

Compensation

1-5-19c. Effect of range changes on salary. (a) When the governor has assigned a class of positions to a higher salary range, each employee in the class of positions assigned to the higher salary range ~~shall be placed on the step of the higher range that is the same rate (dollar amount) as the current rate paid to the employee.~~

(b) If the employee is being paid a dollar amount below step A of the higher range, an increase shall be made to step A. However, if the employee has been employed continuously in the class for at least six months, the increase may be to step B.

(c) In all cases, the length of time the incumbent has spent on the step of the previous range shall count toward the time-on-step requirement for computing the next pay increase date. ~~If the number of months accumulated is greater than the number of months required for a step increase, the employee shall be granted one or more step increases and any unused months shall count toward the next pay increase.~~ (Authorized by K.S.A. 1988 Supp. 75-3747; implementing K.S.A. 75-2938 and 1989 HB 2553; effective May 1, 1983; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended May 1, 1987; amended, T-1-7-27-89, July 27, 1989; amended November 20, 1989.)

1-5-20. Individual salary decreases. (a) The appointing authority may reduce the salary of any employee one step by reason of less than satisfactory performance according to a current performance evaluation. Such a decrease shall not result in a pay rate below step A of the salary range. The employee's pay increase date shall be governed by the time-on-step requirement of the new step. Approval of the director shall be required for more than one such reduction in any 12-month period. Following a salary decrease, the salary may be increased up to the step from which it was reduced on the first day of any later payroll period, if the employee's performance is satisfactory according to a current performance evaluation. The employee's pay increase date shall be governed by the time-on-step requirement of the new step.

(b) When the governor has assigned a class of positions to a lower salary range, each employee in the class shall continue to be paid at his or her current salary rate (dollar amount). The length of time the incumbent has spent on the step of the previous range shall count toward the time-on-step requirement for computing the pay increase date. If the employee's current salary is above the new range, the employee shall not receive a salary increase until the time that an increase may be made within the new range. (Authorized by K.S.A. 75-3747, as amended by 1985 HB 2125; implementing K.S.A. 75-2938 and 1985 HB 2615; effective May 1, 1979; amended, E-81-14, June 12, 1980; amended May 1, 1981; amended May 1, 1982; amended, T-86-17, June 17, 1985; amended May 1, 1986; amended May 1, 1987.)

16-6-8

4-63

KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN
 BASIC STEPS (MONTHLY RATES)

Effective FY 1992

LONGEVITY STEPS

Range No.	Step A	Step B	Step C	Step D	Step E.*	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
3	\$ 795	\$ 813	\$ 835	\$ 858	\$ 876	\$ 897	\$ 920	\$ 944	\$ 967	\$ 990	\$1,014	\$1,040	\$1,066	\$1,092	\$1,120
4	835	858	876	897	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175
5	876	897	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232
6	920	944	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296
7	967	990	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363
8	1,014	1,040	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431
9	1,066	1,092	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501
10	1,120	1,148	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576
11	1,175	1,206	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654
12	1,232	1,266	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738
13	1,296	1,329	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824
14	1,363	1,396	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915
15	1,431	1,465	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012
16	1,501	1,540	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112
17	1,576	1,616	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218
18	1,654	1,697	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328
19	1,738	1,781	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444
20	1,824	1,871	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566
21	1,915	1,963	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695
22	2,012	2,061	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829
23	2,112	2,165	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971
24	2,218	2,274	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120
25	2,328	2,386	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276
26	2,444	2,506	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440
27	2,566	2,630	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612
28	2,695	2,763	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793
29	2,829	2,900	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983
30	2,971	3,045	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181
31	3,120	3,198	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389
32	3,276	3,359	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609
33	3,440	3,526	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840
34	3,612	3,702	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082
35	3,793	3,887	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082	5,209	5,335
36	3,983	4,081	4,181	4,286	4,389	4,499	4,609	4,725	4,840	4,959	5,082	5,209	5,335	5,469	5,606

* Market Rate