

MINUTES OF THE SENATE COMMITTEE ON GOVERNMENTAL ORGANIZATION

The meeting was called to order by Chairperson Al Ramirez at 1:30 p.m. on January 25, 1994 in Room 531-N of the Capitol.

All members were present except: Senator Feleciano - Excused

Committee staff present: Julian Efird, Legislative Research Department
Fred Carman, Revisor of Statutes
Jackie Breymeyer, Committee Secretary

Conferees appearing before the committee: Nancy Echols, Director of Personnel Services,
Department of Administration

Janice Magathan, Division of Accounts & Reports,
Department of Administration

Others attending: See attached list

Chairman Ramirez called the meeting to order.

Senator Petty was present to present two bill requests for introduction. The first bill request concerned a shared leave plan whereby workers can give some of their leave time to another worker under certain circumstances.

Senator Vidricksen moved the bill request be introduced; Senator Papay seconded the motion; motion carried.

The second request had to do with accredited and approved programs at universities. There is the graduate degree from an accredited university and there is also a category of approved universities currently not being recognized by Personnel because they do not have the traditional on-site university method of getting a degree. The bill will remedy this situation.

Senator Vidricksen moved introduction of the bill request; Senator Gooch seconded the motion; motion carried.

Julian Efird, Legislative Research Department gave a short briefing. This year in the cycle of the agencies coming before the Legislature for K-GOAL review there are two entities coming up; the Department of Administration and the Department of Commerce and Housing. The Legislative Post Audit committee approved two audits; one pertaining to each of the two agencies. On Wednesday the committee will hear the audit that pertains to the Department of Administration. Today the committee will begin with a focus on personnel and payroll processes by the Department of Administration.

The Chairman called on Nancy Echols, Director of Personnel Services, Department of Administration, to begin her testimony.

Ms. Echols presented copies of her testimony to the committee (Attachment 1) She also distributed a paper entitled "Summary of Major Responsibilities and Activities (Attachment 2) and a copy of the Department's Annual Report (Attachment 3) Ms. Echols read through her testimony that gave the functions and duties of the Division of Personnel Services and answered questions from the committee.

Janice Magathan, Division of Accounts and Reports, Department of Administration appeared next. Ms. Magathan gave statistics that dealt with the various payroll functions. (Attachment 4) Along with the statistical information the attachment listed an overview of the responsibilities of the Division, as well as the major processes and functions of payroll. Ms. Magathan also answered questions from committee and staff.

The minutes of the January 18 and January 19 meetings were approved on a motion by Senator Bogina, seconded by Senator Reynolds.

The meeting was adjourned.

The next meeting is scheduled for January 26, 1994.

GUEST LIST

COMMITTEE : SENATE GOVERNMENTAL ORGANIZATION

DATE:

[illegible]

Testimony To The
SENATE GOVERNMENTAL ORGANIZATION COMMITTEE

By
Nancy Echols
Division of Personnel Services
Department of Administration

Tuesday, January 25, 1994

Good afternoon. I am Nancy Echols, Director of the Division of Personnel Services in the Department of Administration. I have been asked to present an overview of the functions and duties of the Division.

The Division of Personnel Services administers the Kansas Civil Service Act KSA 75-2925 et seq., and other related statutes such as Worker's Compensation, cafeteria benefits, longevity pay, drug screening, etc. as well ensuring overall compliance with federal law such as Fair Labor Standards Act (FLSA), Americans with Disabilities (ADA), Family Medical Leave Act (FMLA), Drug Free Workplace Act, ERISA, etc. to support a complete human resource management program for the state workforce. This program provides means to recruit, select, develop and maintain an effective and responsible workforce and includes policies and procedures to ensure consistency and equality for employee hiring and advancement, training and career development, job classification, position management, salary administration, benefits, safety, discipline, discharge and other personnel activities.

The Division studies and recommends programs and policies to carry out these provisions in a changing environment. I would like to highlight some of the activities which support these overall responsibilities and have provided a handout which details my comments.

We have several activities related to general personnel administration. The Division provides consultative services to agency administrators, human resource managers, employees and applicants on components of the human resource management system such as layoffs, position management, employee relations, disciplinary actions, employment and salary requests. We also establish and monitor agreements for decentralized examination authority for 30 agencies and delegated classification authority for 16 agencies.

The Division's staff responds to inquiries from state employees and applicants concerning personnel management policies and practices and provides employment information about job opportunities and civil service examination procedures to applicants.

The Division is responsible to maintain the State's classification system for classified employees which covers 1,000 classifications and approximately 29,000 classified employees and develop, establish, and evaluate examinations for these classes. We compare compensation packages and make compensation recommendations for the classified employees, based on salary surveys and other salary administration research.

We administer a variety of diverse programs from the State Affirmative Action Plan and Governor's Trainee Program, to the statewide drug screening program which tests applicants and employees in 5,953 designated positions in 62 classified and 54 unclassified classes in 36 agencies.

Our responsibilities include employee development and benefits administration functions. The Division develops and conducts supervisory and management training programs. Training on specific issues and topics such as the Fair Labor Standards Act, cultural diversity and sexual harassment is provided. We also coordinate statewide training programs and career development activities.

The Division administers the State's Self-Insurance Fund which includes investigating all claims of injured workers and making payments to eligible employees. We also monitor a program to provide return to work whenever possible for injured employees and are currently establishing a statewide safety program.

The Division is responsible to analyze the state's indirect compensation programs and recommend alternatives designed to provide the state and the employee maximum value. We administer benefit programs such as KanElect, the flexible compensation plan, including the pre-tax premium option for health insurance and the two flexible spending accounts for dependent care and health care with 3,184 participants and administer HealthQuest, the state's Health promotion program, which includes areas on assessment, education, assistance and activity.

In addition, we are responsible for overall human resource management in the state including policy analysis and program evaluation. Staff in the Division analyze and evaluate issues that encompass comprehensive aspects of human resource management and provide recommendations on innovations the state should pursue.

One of our main responsibilities includes maintaining on the Kansas Integrated Personnel Payroll System (KIPPS) the official roster of all state employees, attendant employment records and personnel transactions which reflects the employment history of every person who has been appointed, employed, promoted, demoted or reinstated in any position in the classified service and the unclassified service. We also administer the Kansas Open Records Act where it concerns personnel and other related records.

The Division develops, conducts and maintains meet and confer services for agencies with 44 organized meet and confer units represented by 11 different employee organizations.

The Director of Personnel or a designee serves as Secretary of the State Civil Service Board and the Division provides staff services for the Board. The Board hears appeals filed by permanent classified employees for disciplinary actions or the Whistleblowers Act, and by applicants concerning refusal to examine or certify.

The Division also provides staff support for the Employee Award Board which is authorized to adopt meritorious employee suggestions. Since July, 1986, adopted suggestions have produced an estimated first year savings of over \$2.1 M. We are planning to expand the scope of this program to allow agencies to develop quality award programs within established guidelines to recognize contributions by employees to improve the quality of their work processes. The Division also administers the Employee Service Award Program.

I would also like to highlight some of the major projects to which the Division is devoting significant staff time and effort:

- Completion of Stages 3 and 4 of the Comprehensive Classification and Job Rate Study for proposed implementation June 18, 1994 and December 18, 1994
- Serve as part of the Project Team working on the development and Implementation of the Human Resource/Payroll System Project and the Business System Re-Engineering Services
- Implementation of comprehensive changes to the State's Worker's Compensation Law including a statewide program on safety and return to work efforts
- Enhancement of statewide management development including implementation of a Comprehensive Management Education and Training Strategy and a 300 hour certified Public Manager Program
- Administration and coordination of Kansas Quality Management statewide implementation including development of state materials and technical assistance for agencies

I will be happy to answer any questions you may have.

Department of Administration

DIVISION OF PERSONNEL SERVICES

Summary of Major Responsibilities and Activities

The Division of Personnel Services (DPS) strives to improve the effectiveness and efficiency of human resource management in Kansas and the quality of work performed by the state's workforce. The Division of Personnel Services administers the Kansas Civil Service Act and other related statutes to provide a complete human resource management program for the state workforce. This program includes means to recruit, select, develop and maintain an effective and responsible workforce, and provisions to recommend programs and policies to carryout these provisions in a changing environment. The major activities which support these overall responsibilities are listed below.

General Personnel Administration

Provide consultative services on the Civil Service Act to agency administrators, human resource managers, employees and applicants on major and complex components of human resource programs and issues, such as layoffs, position management, employee relations, disciplinary actions, employment and salary requests.

Establish and monitor agreements between agencies and DPS concerning decentralized examination (30 agencies) and classification authority (16 agencies).

Respond to inquiries from state employees and applicants concerning personnel management policies and practices and provide employment information about job opportunities and civil service examination procedures to applicants.

Administer the statewide drug screening program which tests applicants and employees in 5953 designated positions in 62 classified and 54 unclassified classes in 36 agencies.

Maintain the State's classification system for classified employees which covers 1000 classifications and approximately 29,187 classified employees and develop, establish, and evaluate examinations for these classes. Conduct salary and other direct compensation surveys to compare compensation packages and make compensation recommendations. Ensure compliance with the federal Fair Labor Standards Act in all state agencies.

Administer the State Affirmative Action Plan and Governor's Trainee Program; evaluate agency affirmative action plans; and advise and train agency personnel on compliance with rules governing affirmative action, equal employment opportunity and the Americans with Disabilities Act.

Employee Development and Benefits

Develop and conduct supervisory and management training programs. Provide training on specific issues and topics such as the Fair Labor Standards Act, cultural diversity and sexual harassment and coordinate statewide training programs and career development activities.

Investigate all claims of injured workers to the State's Self-Insurance Fund. Provide return to work whenever possible for injured employees and establish a statewide safety program. Investigate claims of fraud or abuse and take appropriate action against perpetrators. Maintain a statewide network of specialized health care providers who treat occupational injuries at discounted costs.

*Senate G.O.
Attachment 2
1-25-94*

Analyze the state's indirect compensation programs and recommend alternatives designed to provide the state and the employee maximum value. Administer KanElect, the flexible compensation plan, including the pre-tax premium option for health insurance and the two flexible spending accounts for dependent care and health care with 3,184 participants. Administer Healthquest, the state's Health promotion program, which includes areas on assessment, education, assistance and activity.

Statewide Human Resource Management Services

Analyze and evaluate issues that encompass comprehensive aspects of human resource management and provide recommendations on innovations the state should pursue.

Maintain on KIPPS the official data bases of state employees, attendant employment records and transactions which provides employment history of every person who has been appointed, employed, promoted, demoted or reinstated in any position in the classified service and the unclassified service in the executive branch. Administers Kansas Open Records Act relating to personnel and other related records.

Pursue initiatives to increase efficiency of human resource information management functions which include consultative services and assistance to state agencies and recommendations for changes to the personnel/payroll system.

Develop, conduct and maintain meet and confer services for agencies with 44 organized meet and confer units represented by 11 different employee organizations.

Serve as Secretary of the State Civil Service Board (CSB) and provide staff services for the Board. The CSB hears appeals filed by permanent classified civil service employees for disciplinary actions or concerning refusal to examine or certify an applicant.

Provide staff support for the Employee Award Board which is authorized to adopt meritorious employee suggestions. Since July 1, 1986 adopted suggestions have produced an estimated 1st year savings of over \$2,107,738.

Major Projects and Activities

Completion of Stages 3 and 4 of the Comprehensive Classification and Job Rate Study for implementation June 18, 1994 and December 18, 1994

Overall compliance with federal laws including the Fair Labor Standards Act, the Family and Medical Leave Act, the Americans with Disabilities Act, the Drug-Free Workplace Act and COBRA

Serve as part of the Project Team working on the development and Implementation of the Human Resource/Payroll System Project and the Business System Re-Engineering Services

Implementation of comprehensive changes to the State's Worker's Compensation Law including a statewide program on Safety and Statewide Return to Work efforts

Enhancement of statewide management development including implementation of Comprehensive Management Education and Training Strategy and a 300 hour certified Public Manager Program

Administration and coordination of Kansas Quality Management statewide implementation including development of state materials and technical assistance for agencies

Expansion of the State Employee Award Program scope to include quality awards.

STATE OF KANSAS
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES
FISCAL YEAR 1993
ANNUAL REPORT

PREFACE

The most valuable resource available to any organization is its employees. The performance of state employees plays a major role in determining the quality of state government. Employees who are knowledgeable, skilled, and motivated to serve the public interest help to ensure effective and efficient government for the State of Kansas.

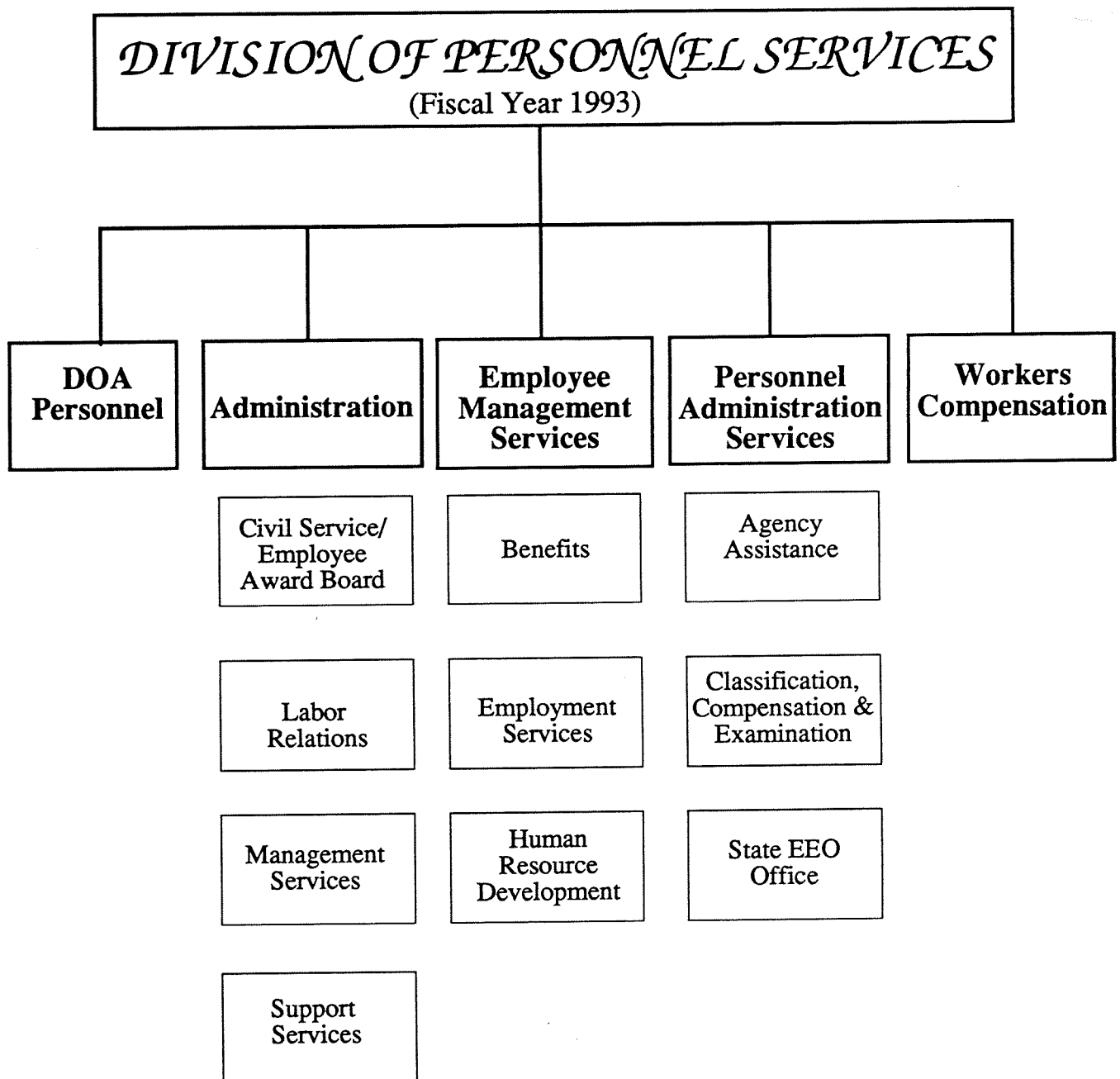
The Division of Personnel Services administers the Kansas Civil Service Act to provide a complete personnel management program for the state workforce. The Division is responsible for providing means to recruit, select, develop and maintain an effective and responsible workforce. Included among these duties, the Division develops and maintains policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge and other related activities.

The Division of Personnel Services strives to improve the effectiveness and efficiency of human resource management in Kansas. Individuals throughout state government have supported and assisted the Division in many ways and their efforts are appreciated. The contributions made by the Secretary of Administration's staff, other divisions in the department, and other state agencies have been invaluable.

This annual report describes activities by section that occurred in the Division of Personnel Services during fiscal year 1993 and fulfills the requirement stated in K.S.A. 75-3746(f). The report also includes demographic information on the state workforce.

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The Division of Personnel Services is broken into five separate sections to carry out the responsibilities of the Division. These five sections and their units are shown above in the Division of Personnel Services Organization Chart. While the sections have their own separate functions, each is responsible to the other to carry out the mission of the Division. The Division is committed to assisting each employee and each agency of the State with regard to all personnel matters.

ADMINISTRATION

CIVIL SERVICE BOARD

The Director of the Division of Personnel Services acts as Secretary of the State Civil Service Board and is responsible for the primary administrative function of the Board, which is to hear appeals filed by permanent classified civil service employees. The Board can also hear appeals concerning refusal to examine or certify an applicant as eligible for a job class.

The Civil Service Board consists of five citizens, one from each of the four congressional districts of the State and one member selected at-large, all appointed by the Governor and confirmed by the Senate.

The Board in FY 93 received 128 appeals filed by employees in classified positions. The tables which follow describe the Civil Service Board activities and the types of actions appealed during FY 93 as compared to FY 92.

| State Civil Service Board Activities | | |
|---|-------------|------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Appeals to Board: | | |
| Received | 98 | 128 |
| Number of Hearings Held | 59 | 106 |
| Board Decisions on Appeals Heard: | | |
| Affirmed | 20 | 42 |
| Modified | 9 | 12 |
| Reversed | 11 | 9 |
| •Settled | 13 | 13 |
| •Withdrawn | 13 | 12 |
| •Defaulted | 9 | 19 |
| Lacked Jurisdiction | 2 | 12 |
| * This action may occur before a board decision | | |
| Hearings carried to next FY: | 21 | 9 |
| Applications to Board for Rehearing: | | |
| Accepted | 1 | 2 |
| Denied | 12 | 21 |
| Days the Board Was in Session | 57 | 87 |

Types of Actions Appealed to State Civil Service Board

| Activity | Fiscal Year | |
|----------------------------------|-------------|------------|
| | 1992 | 1993 |
| Dismissal of Permanent Employee | 51 | 72 |
| Suspension of Permanent Employee | 30 | 45 |
| Demotion of Permanent Employee | 8 | 5 |
| Other | 9 | 6 |
| TOTAL | 98 | 128 |

EMPLOYEE AWARD BOARD

The state of Kansas has a Service Recognition Program and an Employee Suggestion Program. The Service Recognition Program recognizes employees on selected anniversaries of state service. The Employee Suggestion Award Program provides cash awards and recognition to employees whose suggestions are adopted. These two programs are the responsibility of a five-member Employee Award Board. The Board consists of three classified employees appointed by the Secretary of Administration and two members appointed by the chairperson of the Legislative Coordinating Council. Staff support is provided by the Division of Personnel Services.

Employees are recognized on their 10th, 20th, 30th, and 40th anniversary of service to the State. Service pins are presented to employees by their administrators, usually at a public ceremony. Fortieth anniversary awards are customarily presented by the Governor.

The Employee Suggestion Award Program allows awards of up to 10% of the estimated savings to the employee whose suggestion is adopted. The maximum award is \$5,000 and the minimum is \$25.

Additionally, the employee's supervisor is awarded an amount equal to 10% of that paid to the employee. A certificate of merit is awarded for adopted suggestions which produce no monetary savings.

| Employee Award Board Activities | | |
|---|--------------------|-------------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Suggestions Received by the Board | 153 | 139 |
| Employees Receiving Cash Awards | 61 | 54 |
| Employees Receiving Certificates of Merit* | 3 | 2 |
| Cash Awards Approved for Employees | \$18,608 | \$14,838 |
| Estimated Dollars Saved by Adopting Suggestions | \$283,486 | \$203,711 |
| *Non-cash Awards (all cash awards also include a certificate of merit). | | |

LABOR RELATIONS

The Kansas Public Employer-Employee Relations Act provides that public agencies and public employees and their certified representatives must enter into discussions with willingness to resolve grievances and disputes relating to conditions of employment. The Labor Relations Unit is responsible for establishing cooperative and effective relations between appropriate agency management and recognized employee groups. Specifically, the section is responsible for the following:

- develop, conduct, and maintain effective meet-and-confer services for agencies and employees; and
- provide advice, training, and assistance to agency management on all aspects of labor relations.

Assistance is provided to agencies in responding to various matters before the Public Employee Relations Board (PERB) regarding state agencies. Such matters include the following:

- unit determination or amendment petitions and hearings; i.e., questions about which classes or positions should be included or excluded from a unit, and petitions for election and certification of an employee organization; and
- prohibited practice complaints; i.e., charges that the Public Employer-Employee Relations Act has been violated.

Currently, 44 organized meet-and-confer units are represented by 11 different employee organizations.

In FY 93, 91 meet-and-confer sessions were held with 16 units, and tentative agreements on new Memoranda of Agreement were reached for nine of these units. Ten units were still in the process of meeting and conferring at the end of the fiscal year.

During FY 93, employee organizations filed eleven petitions asking for unit certification, determination, or decertification. Of these orders six were signed by PERB and five were still pending at year's end.

MANAGEMENT SERVICES

Agency Management

The Agency Management Unit's responsibilities are to accomplish the following:

- develop and recommend policies, regulations, and programs to improve workforce management;
- review existing personnel regulations on a regular basis and amend them as necessary;
- develop, maintain, and analyze comprehensive workforce data; and
- provide information to the Governor, Secretary of Administration, the Legislature, and others upon request.

Policies, Procedures and Policy Regulations

The Agency Management Unit prepared and distributed to agencies, the following updates regarding regulatory and administrative changes in FY 93:

Amended K.A.R. 1-2-34, "Disability," to comply with the Americans with Disabilities Act. Effective date: August 3, 1992.

Amended K.A.R. 1-6-31, "Governor's Trainee Program," to comply with the Americans with Disabilities Act. Effective date: August 3, 1992.

Amended K.A.R. 1-9-4, "Vacation Leave," to clarify a previous revision concerning maximum leave accumulation limits. Effective date: August 3, 1992.

Amended K.A.R. 1-9-5, "Sick Leave," to standardize the calculation used for payout of sick leave upon retirement. Effective date: February 1, 1992.

Amended K.A.R. 1-9-13, "Payment for accumulated vacation leave and compensatory time credits upon separation," to standardize the calculation used for payout of vacation leave upon separation. Effective date: February 1, 1992.

Amended K.A.R. 1-9-18, "Equal Employment Opportunity; Affirmative Action; Discrimination prohibited," to change the language to comply with the Americans with Disabilities Act. In addition, the provision for appeal to the Civil Service Board is deleted to eliminate the dual process system for discrimination appeals. Effective date: August 3, 1992.

Established K.A.R. 1-9-23 to implement the Shared Leave Program. Effective date: July 23, 1992.

Issued Policy Statement No. 38 to clarify the agency and Shared Leave Review Committee roles in the Shared Leave Program. Effective date: October 30, 1992.

Issued Policy Statement No. 39 to clarify that time worked as an elected official is to be counted toward length of service for persons subsequently appointed to a position in state service. Effective date: Retroactive to July 1, 1992.

1993 Legislative Session

During the 1993 Legislative Session the Agency Management Unit analyzed 101 personnel-related bills for impact on the state's human resource management policies and practices. The unit also prepared, for the Division of the Budget, fiscal notes and bill analyses on 31 bills. Daily and bi-weekly updates were provided to the Division of Personnel Services and agencies during the Legislative Session. A summary of personnel-related legislation passed by the Legislature and signed by the Governor was prepared and distributed at the Human Resource Management Conference in May.

Kansas Quality Management

On January 9, 1992, Governor Finney issued an Executive Order to direct the implementation of Kansas Quality Management (KQM) in the Executive Branch of Kansas state government. The Order established the KQM Council and the KQM Planning and Guidance Committee (P&G Committee). The Division of Personnel Services was designated to be on the P&G Committee and to be among the offices to assume the lead role in the formulation of KQM implementation plans. The Agency Management Unit serves as the KQM Administrative Office to provide staff support and technical assistance to the P&G Committee.

Agency Management is actively involved in developing KQM materials. The unit prepared the KQM Guidebook and Tools Handbook, and is compiling the Awareness, Team Member, Team Leader, and Facilitator training guides. The unit also coordinates and oversees Quality Awards, the KQM Communication Network, quality management resource materials, and agency progress reports.

The Agency Management Unit will continue to provide administrative support to the P&G Committee and coordinate KQM activities as implementation of Kansas Quality Management continues in state government.

Information Resource Management

Personnel Payroll System Needs Assessment

The Department of Administration contracted with Andersen Consulting in FY 93 to complete the statewide needs assessment for a personnel/payroll system. Staff in the Division of Personnel Services worked directly with the contractor on this project.

Initially, the project team developed a survey for all agencies and the Division of Accounts and Reports (DAR) and the Division of Personnel Services (DPS) to complete. Andersen Consulting staff and staff assigned to the project met with selected agencies and representatives from DAR and DPS in group discussion sessions.

Andersen Consulting completed a cost/benefit analysis of the following alternatives: 1) upgrade the current personnel/payroll system (KIPPS) which is housed on the Unisys mainframe; 2) custom develop a new personnel/payroll system; 3) revive the ISI package used in the KFIS project a few years ago; 4) purchase and then modify a commercial software package; or 5) leave current system alone except for necessary maintenance. The final report was delivered to the Secretary of Administration on February 18, 1993. The report contained the following deliverables:

- an analysis and recommendation related to conversion to a biweekly pay cycle;
- an analysis and recommendation for a technological system direction and estimates of costs;
- an analysis and recommendation related to Regents Institutions use of a central system;
- an analysis of Human Resource System trends; and
- an implementation plan for the recommended system direction.

The recommended direction was to develop a new system with a Client/Server type of package.

The Department of Administration issued a Request for Information (RFI) on May 10, 1993 with responses due by July 6, 1993. The purpose of the RFI is to obtain information from qualified parties regarding products and/or services which may be available to assist in implementing an integrated personnel and payroll system for the State of Kansas.

Business System Plan (BSP)

The Information Resource Management Unit has undertaken a special project to document the flow of information within the Division through use of a technique called Business System Planning. This begins with an investigation into the current business practices and policies of the Division to gain a better understanding of existing systems and a base from which to propose solutions to operate more effectively and efficiently. Through diagram and narrative, all data in and out of the Division is represented as well as the various routes data handling takes within the Division. The BSP serves as a blueprint for all future management direction within the Division.

EMPLOYEE MANAGEMENT SERVICES

BENEFITS

Health Promotion

The health promotion program, HealthQuest, is in its sixth year of operation. The program is designed to help employees achieve and maintain healthier lifestyles. HealthQuest consists of four major program components--assessment, education, activity, and assistance.

Assessment

A total of 10,873 employees and 315 retired employees participated in the 1992 health risk appraisal program, HealthCheck. During FY 93, HealthCheck was offered at 25 cities throughout the state including: Oakley, Norton, Great Bend, Beloit, Salina, Ellsworth, Garden City, Dodge City, Larned, Pratt, Hutchinson, Winfield, Hays, Parsons, Pittsburg, Chanute, Lansing, Atchison, Osawatomie, Manhattan, Topeka, Kansas City, Olathe, Emporia, El Dorado, Wichita and Lawrence.

HealthCheck measurements included a lipid profile, height, weight, percent body fat, blood pressure, personalized health profile and a follow-up education session.

Education

During FY 93, 325 employees and family members participated in weight management and smoking cessation classes. Self-help smoking cessation materials were requested by 97 employees. Additionally, a health promotion newsletter was distributed bi-monthly to all employees. The newsletter contains articles about developing and maintaining a healthful lifestyle.

A nationally recognized speaker, Dr. Tom Ferguson, was invited to present additional training for smoking cessation facilitators. The morning session was attended by 90 individuals and was open to the public. An afternoon training session was attended by 27 employee facilitators.

Over the year, health promotion talks and workshops, presented by HealthQuest staff, were attended by 986 employees.

A one-year follow-up evaluation was mailed to 274 participants in the No-Nag workshop for smokers, and 176 completed evaluations were returned to HealthQuest. Of the 176 survey respondents, 52 (30%) indicated that they were no longer smoking.

The "Proud to Be Drug-Free" education program became a component of HealthQuest in July, 1992. Educational information was presented in all six issues of the health promotion newsletter. A poster was developed to promote family drug education awareness.

Activity

Exercise equipment, consisting of treadmills, bicycles, rowers and stair climbers, was purchased and distributed in April, 1993 to 81 worksites throughout the state. Equipment purchases included 11 treadmills, 43 stairclimbers, 55 rowers and 86 bicycles. At the end of FY 93 a total of 132 worksites had at least one piece of HealthQuest exercise equipment.

Agencies that have exercise equipment were asked to keep track of equipment through exercise logs. Exercise hours for FY 93 totaled 2,636.

National Employee Health and Fitness Day was celebrated on May 19 at 27 worksites in addition to the fitness walk and health fair held for employees in the Capitol Complex area. An estimated 2,164 employees participated in statewide fitness activities.

Assistance

LIFELINE, the state Employee Assistance Program, offers confidential counseling via telephone to state employees and family members. LIFELINE provides help with a wide variety of concerns

including child care, family conflict, depression, drug abuse, and financial trouble. LIFELINE is available toll free, 24-hours a day. Counseling centers are located at 27 sites across the state for in-person assessments and counseling.

In FY 93, LIFELINE supervisory training sessions were attended by 630 supervisors and trainers. Over the same time period, a total of 921 cases were processed. In FY 93, 3,110 calls were made to LIFELINE. The percentage of calls for each problem/service area is as follows:

| Problem/Service Area | % of Calls |
|----------------------|------------|
| Alcohol/Drug | 4.7 |
| Child/Adolescent | 5.0 |
| Co-Dependency | 2.4 |
| Elder Care | 0.1 |
| Educational | 0.4 |
| Emotional | 47.7 |
| Financial | 1.6 |
| Legal | 1.3 |
| Medical | 1.2 |
| Marital/Family | 28.9 |
| Other Addictions | 4.9 |
| Other | 1.7 |
| | 100.0% |

Shared Leave Program

The State of Kansas developed and implemented a Shared Leave Program effective July 23, 1992. This program is designed to allow fellow employees to donate annual and sick leave to a qualifying employee. The qualifying employee must experience a catastrophic illness or injury, either personally or by a relative or household member. The intent of the program is to continue pay and benefits to employees facing leave without pay due to an accident or illness of a catastrophic nature. Since its implementation, 232 requests for shared leave have been received and 223 were acted upon.

During this first year, 132 (59%) of the 223 requests acted upon were approved

while the remaining 91 (41%) were denied. Nine requests were still pending at fiscal year-end. Of these requests, 218 requests were for the employee and the remaining 5 were for relatives.

The following is a summary of the Shared Leave Program activity for FY 93:

| Shared Leave Program Summary of Activity Fiscal Year 1993 | | | | |
|---|-------------------------------|----------------------|--------------------|---------------------|
| Month | Total Requests Received | Requests Approved | Requests Denied | Requests Pending |
| July | 0 | -- | -- | -- |
| Aug. | 5 | 5 | -- | -- |
| Sept. | 23 | 15 | 8 | -- |
| Oct. | 28 | 18 | 10 | -- |
| Nov. | 18 | 6 | 12 | -- |
| Dec. | 13 | 9 | 4 | -- |
| Jan. | 24 | 15 | 9 | -- |
| Feb. | 32 | 18 | 14 | -- |
| March | 25 | 16 | 9 | -- |
| April | 19 | 11 | 8 | -- |
| May | 12 | 5 | 7 | -- |
| June | 33 | 14 | 10 | 9 |
| Total | 232 | 132 | 91 | 9 |

COBRA Notification

Title X of the Consolidate Omnibus Budget Reconciliation Act of 1985 (COBRA) is a federally mandated, employer sponsored and administered, health care plan for employees and dependents who lose their group health insurance coverage due to certain events taking place. Such events include termination, hours reduction, marriage, divorce, over-age dependent and other qualifying events.

Because of this legislation, the employer, the State of Kansas, is required to notify the employee or dependent of their continuation rights for health insurance coverage. On January 1, 1993, the Benefits Section assumed responsibility for such notifications.

During the last six months of FY 93, the Benefits Unit mailed out 1,561 COBRA notifications. Terminations accounted for

1,296 (83%), age limitations accounted for 106 (7%), marriages and divorces accounted for 91 (6%), and the remaining 68 (4%) were other miscellaneous qualifying events. It is estimated that in FY 94 over 4,000 COBRA notices will be mailed.

Deferred Compensation

Deferred Compensation is a defined contribution pension plan for public employees authorized under Internal Revenue Code Section 457. It is designed to allow employees to supplement their retirement savings program by contributing tax deferred compensation into options administered by the Aetna Life Insurance and Annuity Company. Income and payroll taxes and interest earnings are deferred on contributions until they are withdrawn from the plan.

Plan assets grew approximately 14% over FY 92 to \$134,862,041. Total active participants also grew during FY 93 to 8,239 which represents a 16% increase over FY 92. This represents an overall utilization of approximately 25% of all eligible employees.

Participants may choose between 12 investment options including 4 fixed funds, 6 equity funds, and 2 bond funds.

Group Health Insurance

Group Health Insurance enrollment and eligibility processing was moved October 1, 1992 from the Division of Accounts and Reports to the Division of Personnel Services. Two full-time and one part-time positions were transferred.

Mass open enrollment was conducted during October, 1992 with all 42,000 benefits eligible employees re-enrolling in group health insurance coverage. The open enrollment process was completed on December 17, 1992 with all forms having been sent to the appropriate carriers.

Benefits training for open enrollment was conducted during September, 1992. Six training sessions were held for agency per-

sonnel officers and benefits representatives. A meeting guide and overheads were created for agencies to use during open enrollment meetings. Enrollment forms and change forms were redesigned for the 1993 plan year. Open enrollment forms and booklets were distributed to agencies during the month of September.

Approximately 2,800 enrollment forms and 7,800 change forms were processed during the last six months of FY 93. In addition, 1,200 payroll adjustments have been processed since January 1, 1993.

Active employee enrollment in group health insurance is as follows:

| Group Health Insurance Enrollment | |
|--|---------------|
| Blue Traditional | 4,995 |
| Blue Select | 24,067 |
| HMO Kansas | 5,738 |
| Kaiser | 726 |
| MedPlan | 792 |
| Prime Health | 322 |
| Preferred Plus | 1,595 |
| MetLife | 604 |
| Waive | <u>1,000</u> |
| TOTAL | 39,839 |

Flexible Spending Accounts

Positive open enrollment was conducted during October, 1992 for benefits eligible employees to re-enroll in flexible spending accounts. Enrollment increased from 1,812 in 1992 to 2,850 for 1993 - an increase of 57%. Approximately 80% of the participants enrolled in the health care account. The open enrollment process was completed on December 17, 1992.

In the final report for 1992 plan year, flexible spending accounts showed over \$2,400,000 deposited into the accounts. Forfeitures totalled \$11,571 or an average of \$6.39 per participant. This represents one-third of the national forfeiture average. Excess payments for the health care account totalled \$3,278 which left a 1992 plan year account balance of \$8,293.

Enrollment increased as follows:

| Benefit Enrollment Activity | | |
|-----------------------------|-------------|--------|
| Option | Fiscal Year | |
| | 1992 | 1993 |
| Deferred Compensation | 7,082 | 8,239 |
| Group Health Insurance | 37,596 | 39,799 |
| Optional Group Life | 22,637 | 22,240 |
| United Way | 5,182 | 4,786 |
| U.S. Savings Bonds | 4,374 | 4,000 |
| Direct Bill GHI | 8,120 | 8,187 |

EMPLOYMENT INFORMATION OFFICE

The Employment Information Office provides information about civil service employment to the general public and current state employees. This is achieved through weekly presentations, career fairs, individual counseling and additional applicant contact both in person and by telephone.

The Employment Information Office advertises some position vacancies via the weekly Promotion and Transfer list as well as the Job Line, a three minute recorded telephone message. The Employment Information Office also advertises job classes open for examination and maintains a mailing list to notify applicants when job classes of interest to them open for examination.

The Employment Information Office maintains a list of applicants interested in temporary employment to serve both applicants and state agencies.

The following table shows employment information activities for FY 93 as compared to FY 92.

| Recruitment and Employment Activities | | |
|---------------------------------------|-------------|-------------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Direct Contact | ----- | 11,629 |
| Walk-in Applicants | 24,518 | ----- |
| Telephone Calls Received | 14,919 | 14,692 |
| REA Notices | 4,856 | 3,310 |
| Promotion and Transfer Positions | 1,485 | 1,115 |
| REA List Additions | 8,715 | 1,731 |
| Transfer List Additions | 258 | 200 |
| Reinstatement Additions | 69 | 101 |
| Career Fairs Attendance | 20 2,318 | 12 1,937 |
| Information Sessions Attendance | 21 157 | 50 410 |
| Voters Registered | 137 | 116 |

HUMAN RESOURCE DEVELOPMENT

The responsibilities of the Human Resource Development Section (HRDS) include the following:

- provide supervisory and management training for agencies that do not have training staff;
- develop and pilot training programs;
- assist agencies in providing training and developmental activities for their employees;
- organize and manage conferences for personnel managers; and
- carry out training duties authorized by the Kansas Quality Management Council.

Needs Assessment

Programs developed and revised for FY 93 included many of the recommended programs from the training needs assessment conducted in April, 1992.

Overview of Courses

Supervisory Training: The revised Developing Supervisors: Tools and Tasks program was piloted with supervisors in the fall of FY 93. The response to the forty-hour program, reduced from fifty hours, was positive, especially regarding fewer hours away from the office. Components were revised to reflect the Kansas Quality Management philosophy and employee responsibility for motivation. A component on Managing Conflict was developed and added. Also as a component to the revised program, a four-hour follow-up session was developed addressing the need for feedback to participants regarding projects completed for the program and an opportunity to share with other participants what was learned and how it was applied back on the job. Participants who fulfilled course requirements received certificates signed by the Director of Personnel Services and the Director of Human Resource Development.

Management Training: The Certified Public Manager (CPM) Program was developed and implemented in January 1993. The design of the program complies with guidelines and standards established by the National Certified Public Manager Consortium and its curriculum requirements. Graduates of the program will be eligible for membership in the American Academy of Certified Managers. The HRD Section administers the CPM Program with the University of Kansas, by formal agreement, assisting in planning and operation of the program. A CPM candidate is required to complete 300 hours of coursework in programs in the four general categories of General Administration and Organization, Technical and Professional Skills, Analytical and Conceptual Skills, and Human Skills. The first nineteen candidates were selected and began coursework in 1993.

Personal Empowerment Series: Four programs were developed, piloted, and conducted in Wichita and Topeka by EEO and HRDS staff. The four-hour components included: Personal Empowerment: You Make a Difference; Sexual Harassment Issues for Managers and Employees;

Making Sense of the Americans With Disabilities Act; and Cultural Diversity: Taking Hold of the Future.

Writing Series: Components on Writing for Clarity, Organizing Your Writing, and Practical Grammar were adapted from materials developed by the National Association of Government Training and Development Directors, and published by the International Writing Institute. Response to the three programs piloted with DPS staff indicates the program will be well received when implemented statewide. Each participant received Put It in Writing and Executive Guide to Grammar.

Kansas Quality Management: HRDS assisted key staff from the pilot agencies and other DPS staff in developing and piloting four training modules in the Kansas Quality Management initiative. The four components developed were Awareness, Team Facilitators, Team Leaders, and Team Members. The pilot using the four modules was conducted over a two week period of time. HRDS staff carried out additional responsibilities by attendance at Planning and Guidance Committee meetings, staff support in committees, and participation in the revision of modules and attendance at Training subcommittee meetings.

Agency Training and Development

Ad hoc programs were developed and presented for staff in the Office of the Governor; Department of Revenue, Property Valuation Unit; Department of Health and Environment, Bureau of Disease Control; the Shawnee County Jail; and the Behavioral Science Board. These programs included Telephone Etiquette and How to Handle Constituent Inquiries, Writing Position Descriptions and Performance Expectations, Creativity and Vision, Team Building and Relationship Awareness Theory, and Telephone Etiquette. A staff member facilitated the Bureau of Family Health's planning process to chart a course for the 1990's by developing a Progress Review Document of the Year 2000 Health Objectives document.

Programs developed, coordinated and presented to Department of Administration, Division of Personnel Services staff included Paradigms. The Regulations Series included Foundations of the State Personnel System, Framework/Structure of Employee Positions, Building and Maintaining a Viable Workforce, and Repairing: Provision for Correction of Problems. Americans with Disabilities Act of 1990, and Fair Labor Standards Act Programs were coordinated.

Public Service Recognition Week

HRDS developed and coordinated the Public Service Recognition Week to recognize state employees' service. The recognition activities included a letter of appreciation from the Governor, and certificates to employees with 10, 20, 30 and 40 years of service.

Conference Coordination

The Human Resource Management Conference, designed to provide current information to state personnel officers, was held November 5 & 6, 1992, at the Liberty Inn in Topeka. A total of 268 participants from 60 agencies attended sessions centering around the theme, "Providing Quality Service to Employees."

A second conference was held May 26 & 27, 1993, at the Manor Conference Center, Expocentre in Topeka and drew 310 participants from 69 agencies with a theme of "Winning in a World of Change."

Calendar of Training

The calendar of training, providing information on training programs offered by the Division of Personnel Services and other state agencies, was distributed to all agency heads, personnel managers, and training directors in September, 1992 and in January, 1993.

The table on the following page indicates per-course hours and attendance for training coordinated and offered by HRDS.

| Course Title | # Times Course Given | No. of Hours | # Participants Completing Course |
|---------------------------------------|-----------------------------|---------------------|---|
| Supervisor Training | 6 | 40 | 151 |
| Supervisor Follow-up | 5 | 4 | 62 |
| Certified Public Manager | 6 | 25 | 19 |
| Personal Empowerment Total | 20 | 80 | 356 |
| By Course: | | | |
| You Make a Difference | 5 | 4 | 106 |
| Sexual Harassment | 5 | 4 | 83 |
| ADA | 5 | 4 | 77 |
| Cultural Diversity | 5 | 4 | 90 |
| Writing Series Total | 3 | 36 | 53 |
| By Course: | | | |
| Writing for Clarity | 1 | 12 | 14 |
| Organizing Your Writing | 1 | 12 | 19 |
| Grammar Writing | 1 | 12 | 20 |
| Personnel Series Total | 3 | 16 | 36 |
| By Course: | | | |
| Position Descriptions | 2 | 6 | 28 |
| Performance Expectations | 1 | 4 | 8 |
| Kansas Quality Management | 1 | 80 | 15 |
| Ad Hoc Programs Total | 9 | 33 | 172 |
| By Course: | | | |
| Creativity & Vision | 1 | 1 | 11 |
| Team Building | 1 | 4 | 8 |
| Telephone | 2 | 4 | 38 |
| Paradigms | 3 | 2 | 76 |
| Service Pride | 1 | 2 | 14 |
| Facilitation | 1 | 12 | 25 |
| Regulation Series Total | 11 | 33 | 168 |
| By Course: | | | |
| State Personnel System | 3 | 3 | 45 |
| Employee Positions | 3 | 3 | 50 |
| Viable Workforce | 3 | 3 | 36 |
| Correction | 2 | 3 | 37 |
| FLSA | 1 | 8 | 54 |
| ADA | 4 | 8 | 93 |

PERSONNEL ADMINISTRATION SERVICES

AGENCY ASSISTANCE and APPLICANT EXAMINATION

The Agency Assistance and Applicant Examination Unit provides a variety of services benefiting state agencies, state employees and applicants.

The unit is organized into two branches: Agency Assistance and Applicant Examination.

Specific responsibilities of the Agency Assistance and Applicant Examination Unit are to accomplish the following:

- administer/coordinate the Human Resource Management Program Reviews on-site or by report;
- provide professional consultative and technical personnel administration assistance;
- administer the comprehensive statewide Drug-Free Workplace Program;
- evaluate and review regulatory approval requests;
- provide regulation interpretations;
- ensure consistency and proper execution of the Civil Service Act;
- schedule, administer and score examinations;
- update employment lists;
- prepare Examination Calendar Announcements;
- provide examination process information to state agencies and applicants;
- provide certified list of eligible candidates to agencies as requested;
- prepare and audit agreements between agencies and the Division of Personnel Services concerning decentralized examination and classification authority; and
- provide technical assistance and entry for KIPPS Processing.

The section also handled a number of special projects during the course of the fiscal year. Some of these special projects included:

- conducting a state-wide review of personnel management specialist positions;
- assisting the Classification, Compensation and Examination Services section with implementation of the Comprehensive Compensation and Job Rate Study;
- assisting new quasi-agencies with start-up procedures; and
- preparing for the December 18, 1993 implementation of the IT study by formulating procedures for the development of IT plans.

Agency Assistance

Agency Assistance receives written requests from agencies and employees. Researching and evaluating requests and formulating a recommendation for approval or denial accounts for a considerable percentage of the workflow of the unit. Following is a list of these requests, by category, and the level of activity for each category in FY 93:

Agency Assistance Written Requests Received

| Category | No. |
|---|--------------|
| Above Step A - Position..... | 121 |
| Above Step A - Class | 5 |
| Acting Assignments | 73 |
| Appointment w/o Posting Vacancy..... | 4 |
| Governor's Constituent Requests | 20 |
| Demotion w/o Pay Decrease | 24 |
| Extend Time for Evaluation Appeal..... | 19 |
| Establish Unclassified Position | 93 |
| Information Requests/Replies | 80 |
| Layoffs | 15 |
| Layoff Plans | 16 |
| Leave with Pay | 114 |
| Position Review..... | 15 |
| Reallocation of a Position | 236 |
| Request to Remove Name from Certified List..... | 6 |
| Retroactive Longevity Pay | 49 |
| Retroactive Pay | 144 |
| Service Credit Corrections | 89 |
| Work History Corrections | 378 |
| TOTAL..... | 1,501 |

Delegated Classification & Examination Authority

Some state agencies who meet established criteria and complete Division of Personnel Services training have been delegated the authority to classify positions and examine qualified applicants. In order to assume either of these responsibilities, agencies must enter into an agreement with the Secretary of Administration. The agreement details the responsibilities of the Division of Personnel Services and the responsibilities of the agency, and provides sanctions for inappropriate use of the delegated authority.

During FY 93, 16 agencies continued to administer delegated classification authority programs. Classification authority reviews were conducted for each agency with classification authority by section staff using a random sampling of positions that were reallocated by the agency during the fiscal year. The preliminary findings, including positive and negative results of these reviews, were discussed with each agency. Plans of action to correct deficiencies in the agency's use of the delegated authority were also discussed. On-going monitoring of these programs throughout the fiscal year consisted of monthly reviews of agency classification actions, on-site position reviews, and position description reviews in accordance with the delegated classification authority agreement. Additionally, inquiries into atypical allocation and reallocation actions, trends, practices or patterns were made as necessary.

During FY 93, the number of agencies with delegated examination authority increased from 29 to 30. Winfield Correctional Facility was granted authority to administer an examination program after receiving appropriate training from Applicant Examination staff. Addenda to agency examination authority agreements were updated to include the following: additional classifications, changes to classification titles in response to classification revisions, and deletion of classifications no longer within the agency's

authority to test or rate. Agencies completed inventory reports of examination materials for security purposes. Individualized, agency specific assistance was provided as needed.

KIPPS Processing

KIPPS processing and assistance was provided for 84 terminal user agencies and 23 non-terminal user agencies. During FY 93, 2 agencies became terminal users. KIPPS Processing assists agencies with personnel system entries, corrections, and transactions, such as requests for certified and reemployment lists, employee records, employee and position transactions, and database changes. KIPPS processing also serves as the personnel transaction service for some smaller agencies without terminal capabilities, and continues to provide employment verifications. Primarily, KIPPS Processing staff has responsibility for the accuracy of the state-wide personnel and payroll data base and provides assistance to state agencies in that effort.

Drug-Free Workplace Program

The Drug Screening Program is part of the state's comprehensive Drug-Free Workplace Program established as an on-going campaign against alcohol and drug abuse. The use of illegal drugs by state employees in certain positions of sensitivity poses a special risk to public safety and effective law enforcement; therefore, safety is a goal of the program. The program pays special attention to constitutional issues and focuses efforts on rehabilitation.

The Drug Screening Program requires drug screens for all final applicants for designated positions and stipulates that incumbents in designated positions may be tested on the basis of reasonable suspicion. The state's Drug Screening Program has built-in safeguards for the individual rights of employees and has an important rehabilitation component. For employees who test positive, the goal of the program is to help the employee to become drug-free and return to the workforce as a productive

member. This is accomplished through a referral to LIFELINE, the state's Employee Assistance Program.

Drug Screening staff are responsible for overseeing all drug screening program activities including the following:

- evaluate and revise policies and procedures;
- develop and provide orientation and training;
- maintain participant records;
- notify agencies of results;
- contract services with laboratory, collection sites, and medical review officer; and
- coordinate mandatory employee assistance program referral.

The program covers 62 classified and 53 unclassified classes (up from 54 and 45 respectively) encompassing 5,953 positions (up from 3,183) in 38 agencies. These designated positions include law enforcement officers who are authorized to carry firearms, correction officers, heads of Cabinet level agencies, members of the Governor's staff, other elected officials, and direct care positions at the SRS Mental Health and Retardation facilities.

| Drug Screening Activity | | |
|-------------------------|-------------|------------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Basis for screen: | | |
| Reasonable suspicion | 2 | 0 |
| Follow-up | 0 | 0 |
| Pre-employment | 519 | 731 |
| TOTAL | 521 | 731 |

| Types of Drug Screening Disqualification | | |
|--|-------------|-----------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Confirmed positives | 6 | 17 |
| Tampering | 0 | 0 |
| No Show | 0 | 1 |
| TOTAL | 6 | 18 |

Applicant Examination

Civil Service Examination Program

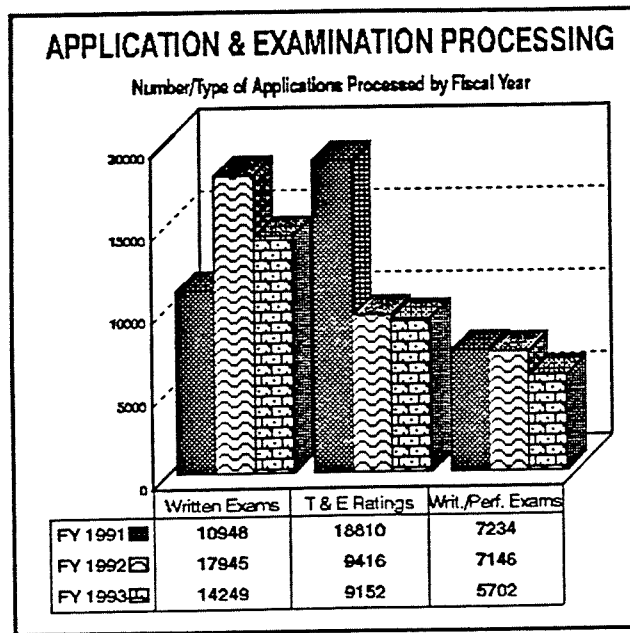
The Civil Service Examination Program provides lists of applicants to state agencies. Applicants are certified to agencies based upon their examination score and availability. Each month, and once annually, recent appointment activity across the state is assessed and high activity classifications are opened for examination. If a classification requires a written examination, the application is evaluated to determine whether the applicant meets the minimum qualifications established for the classification. Qualified applicants are then scheduled to take the written examination. Examinations are administered throughout the state at six regional testing centers, at state agencies with delegated examination authority, and at the Landon State Office Building in Topeka.

If no written examination is required, applicants are assigned a score based upon an evaluation of the training and experience listed on the application. Examinations may also consist of a combination of two or more types of tests such as a written test combined with a performance test, rating of training and experience, or assessment center. Other examinations require applicants to complete a self-report questionnaire which is used to evaluate their training and experience.

Applicants with disabilities may request that reasonable accommodations be made to ensure that testing measures the required knowledge, abilities and skills rather than the disability. Some examples of accommodations that have been made: providing enlarged print examination booklets, providing a sign language interpreter and arranging for a reader.

During FY 93, an average of 82 classifications were open each month for application and a total of 29,103 applications were processed.

The graph below compares application processing over the last three fiscal years.



CLASSIFICATION, COMPENSATION and EXAMINATION

Classification and Compensation

The Division of Personnel Services establishes and maintains a classification plan to provide accurate descriptions of job duties and responsibilities and appropriate compensation for those job duties. The major responsibilities of the Classification and Compensation Unit are the following:

- determine the need to establish, revise, or abolish job classifications as the nature of work changes;
- conduct salary surveys and other direct compensation surveys of like jurisdictions and the private sector to compare compensation packages; and
- direct Fair Labor Standards Act administration.

Comprehensive Classification and Job Rate Study

The Division has completed a comprehensive study of the entire classification system to update all classifications and to ensure that pay rates for all classifications are in line with relevant labor markets. To date, 25,893 positions (82.4% of the current classified work force), have been affected by portions of the Comprehensive Classification and Job Rate Study that have been implemented.

During FY 93, the Division implemented Stage 1 of the Comprehensive Classification and Job Rate Study. Stage 1 implementation consisted of establishing 261 new classes for 4,516 positions. Job Families and other components represented in Stage 1 included Health Service Administrators, Health and Other Inspectors, Mathematicians and Statisticians, Physical Scientists, Agricultural and Biological Scientists, Teachers, Librarians and Library Assistants, Designers, Communications Workers, Scientific Technicians, Phase IV classes which consist of health care and agricultural classes, and engineering classes.

Salary Survey

The State of Kansas is part of the Central States Salary Survey Consortium, which includes Arkansas, Colorado, Idaho, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wisconsin, and Wyoming. Members meet annually to compare salary and benefits data, with a different state responsible each year for compiling the survey data from all the states. Kansas initiated and conducted the first Central States Salary Survey in 1984. Montana hosted the annual Central States Conference in Helena in September, 1992.

The following table shows the relationship of Kansas salaries to the other central states' average for all classes surveyed.

| Summary Of Kansas Salaries In Relation To Central States' Average* | | |
|--|-----------|-----------------|
| Fiscal Year 1993 | | |
| 22% | 63% | 15% |
| Below Market | At Market | Above Market |
| * Market average is defined as above or below the average actual salary by less than 10%. Below market average is defined as below the average actual salary by more than 10% and above market average is defined as above the average actual salary by more than 10%. | | |
| Source: Central States Salary Survey Consortium, September 1992. | | |

| Examination Activities | | |
|---|-------------|------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| New or Revised Examinations Completed | 75 | 64 |
| Existing Examinations Evaluated | 1 | 5 |
| Knowledge, Abilities, Skills, and Minimum Qualification Statements Revised* | 675 | 280 |
| *These statements are on the class specifications. | | |

Examination Services

Fair and impartial selection of candidates for civil service jobs requires that candidates be chosen on merit. Civil Service examinations are the instruments used to measure the extent to which an applicant possesses the knowledge, abilities, and skills (KAS) required for a class of positions. The responsibilities of Examination Services are to accomplish the following:

- establish job-related standards or requirements which an incumbent in a class must have;
- develop, establish, and evaluate examinations which measure those standards or requirements; and
- provide technical assistance to agencies which have the authority to administer examinations.

Significant activities include the revision of the Kansas Highway Patrol Trooper I and University Police Officer examinations. KAS's and minimum qualifications were developed for 252 classes in response to the Comprehensive Classification and Job Rate Study.

STATE EQUAL EMPLOYMENT OPPORTUNITY OFFICE

The State Equal Employment Opportunity Office administers the State Affirmative Action Plan and develops and executes recruitment strategies designed to attract a large, diverse, well-qualified pool of job applicants to meet current and future staffing needs.

The State Equal Employment Opportunity Office has responsibility under Executive Order 80-47 to:

- provide technical assistance and consultant, advisory and training services to state agencies;
- monitor and evaluate state agencies' progress toward affirmative action goals;
- administer the Governor's Trainee Program;
- plan and carry out recruitment of minorities, women and persons with disabilities in coordination with state agencies and the Employment Information Office; and
- develop and recommend policies, regulations, standards and guidelines for agencies to maintain their affirmative action plans.

During FY 93 the office presented training on cultural diversity, sexual harassment awareness, the Americans with Disabilities Act and selection/promotion interviewing. The office also began to revise the State Affirmative Action Plan and refined 1990 census data for use in the plan.

To strengthen compliance with equal opportunity and affirmative action directives, the office worked with agencies and other sections of the Division to:

- recruit qualified applicants for vacancies;
- hold a career fair for state employees;
- revise the State Application for Examination form;
- modify procedures for processing requests to use the Governor's Trainee Program; and
- assign EEO Codes to new job classifications.

The following table shows affirmative action and equal employment opportunity activities for FY 93 as compared to FY 92.

| Affirmative Action and Equal Employment Opportunity Activities | | |
|---|--------------------|-------------|
| Activity | Fiscal Year | |
| | 1992 | 1993 |
| Technical Assistance Provided | 217 | 295 |
| Training Sessions Presented | 16 | 23 |
| Applicants/Employees Counseled | 306 | 211 |
| Agency Affirmative Action Plans Reviewed | 31 | 4* |
| Governor's Trainee Program | | |
| Inquiries Received | 270 | 261 |
| Applications Reviewed | 286 | 247 |
| Agency Requests Approved | 7 | 11 |
| Referrals | 83 | 50 |
| EEO Codes Assigned | 35 | 351 |
| * Reviews were suspended because the plan was being revised. | | |

WORKERS' COMPENSATION

State Self-Insurance Fund

The state of Kansas is self-funded and self-administered for workers' compensation coverage. Increases in workers' compensation costs are a continuing budgetary concern, yet significant savings and efficiencies have been realized by the Self-Insurance Fund, which represents a more cost-effective alternative to private insurance coverage.

The Self-Insurance Fund realized many accomplishments in FY 93. The Fund assisted agencies in reducing frequency and severity of injury accidents by presenting a full day conference on safety related issues. Speakers presented workshops on behavior based safety processes aimed at changing work-place attitudes.

Workshops were conducted on investigating work-place accidents so that information could be collected at the time of accident. Such information is useful in determining cause of accident and identifying upstream indicators of potential accident causes.

An outline was introduced for a return to work effort aimed at getting injured workers back into the work force at the earliest possible time. The suggested process included a team concept, where a team consisting of injured workers, rehab specialist, claims investigators and agency representatives work together to establish transitional work duties injured workers can perform during medical rehabilitation, and permanent work following maximum medical recovery.

The Fund conducted monthly safety meetings with agency safety personnel to provide on-going data relative to cause and effect of work related injuries within the agencies.

Development of a computer reporting system continued that includes additional reporting of payments made by CPT codes, monthly reporting of all accidents, printing of vouchers, and a wide variety of other tasks.

Cost containment was enhanced by establishing additional managed medical care contracts in major metropolitan areas of the state so that quality medical care could be offered injured workers while maintaining management of such claim files.

The Fund participated in the Insurance Commissioner's Task Force on workers' compensation reform which provided numerous recommendations for legislative action that resulted in a major reform of the workers' compensation act. Further recommendations and data provided to legislators relating to accident frequency and severity resulted in a State Employee Safety and Health amendment in the workers' compensation act.

The tables below and on the following page show the claims, medical and disability costs, and vocational rehabilitation costs involved with workers' compensation for the State of Kansas.

Self Insurance Fund - Workers' Compensation Activities

| Activity | Fiscal Year | |
|------------------|-------------|-------------|
| | 1992 | 1993 |
| Total Claims | 6,127 | 6,319 |
| Vouchers Printed | 22,215 | 35,093 |
| Fund Recovery | \$1,370,098 | \$1,279,514 |
| Medical Costs | \$5,862,129 | \$6,679,062 |
| Disability Costs | \$6,770,943 | \$7,091,324 |

Vocational Rehabilitation

Average Time.....54 Weeks
Average Vendor Cost.....\$ 4,523
Average Temporary
Total Disability.....\$10,227
Total Costs.....\$18,299

The following data includes frequency and severity of losses of larger agencies as well as information on the most frequent causes of loss.

FIVE LEADING CAUSES OF INJURY

| <u>Cause</u> | <u>Total Events</u> | <u>% of Total</u> | <u>Cost</u> |
|----------------------|---------------------|-------------------|-------------|
| Slip or Fall Outside | 743 | 12.0 | \$ 876,694 |
| Lifting | 664 | 10.5 | \$1,071,345 |
| Struck by Object | 575 | 9.5 | \$ 267,505 |
| Slip or Fall Inside | 571 | 9.0 | \$ 702,097 |
| Struck by a Person | 441 | 7.0 | \$ 326,561 |

FIVE HIGHEST FREQUENCY AGENCIES

| <u>Agency</u> | <u>Total Events</u> | <u>% of Total</u> |
|----------------------------------|---------------------|-------------------|
| University of KS-Med. Center | 933 | 14.6% |
| Department of Transportation | 555 | 8.7% |
| Social & Rehabilitation Services | 530 | 8.3% |
| University of Kansas | 488 | 7.6% |
| Winfield State Hospital | 432 | 6.8% |

APPENDIX

WORKFORCE TABLES

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NOTE: There are a few discrepancies in the total number of classified employees in some of these tables due to inaccurate or missing data. The totals do not vary by more than 500 employees.

State of Kansas

Number of Classified Employees By County

(and Ratio of State Employees to Population by Geographic Districts)

Northwest

Population 105,697
State workforce 1,358
Ratio 1:78

Northcentral

Population 229,087
State workforce 2,860
Ratio 1:80

Northeast

Population 1,008,221
State workforce 15,980
Ratio 1:63

| | | | | | | | | | | | | | | | |
|----------------|---------------|----------------|---------------|----------------|----------------|-----------------|------------------|------------------|----------------|----------------------|-----------------------|------------------------|-----------------|--------------------|-------------------|
| 10 Cheyenne | 29 Rawlins | 14 Decatur | 298 Norton | 46 Phillips | 15 Smith | 25 Jewell | 50 Republic | 17 Washington | 41 Marshall | 21 Nemaha | 74 Brown | 18 Doniphan | | | |
| 40 Sherman | 63 Thomas | 19 Sheridan | 15 Graham | 65 Rooks | 15 Osborne | 126 Mitchell | 42 Cloud | 32 Clay | 1713 Riley | Pottawa- tomie 67 | 20 Jackson | 193 Atchison | 36 Jefferson | 809 Leavenworth | 3108 Wyandotte |
| 7 Wallace | 40 Logan | 12 Gove | 28 Trego | 606 Ellis | 36 Russell | 14 Lincoln | 16 Ottawa | 41 Dickinson | 103 Geary | 34 Wabaunsee | 8433 Shaw- nee | 1839 Douglas | 506 Johnson | | |
| 10 Greeley | 10 Wichita | 18 Scott | 27 Lane | 10 Ness | 13 Rush | 108 Barton | 225 Ellsworth | 58 McPherson | 65 Marion | 30 Morris | 53 Osage | 66 Franklin | 662 Miami | | |
| | | | | | 1083 Pawnee | 17 Stafford | 20 Rice | 53 Harvey | | 4 Chase | 387 Lyon | 30 Coffey | 36 Anderson | 25 Linn | |
| 26 Hamilton | 11 Kearny | 242 Finney | | 7 Hodgeman | 14 Edwards | | 837 Reno | | | | 25 Greenwood | 43 Wood- son | 55 Allen | 63 Bourbon | |
| 2 Stanton | 30 Grant | 10 Haskell | 11 Gray | 275 Ford | 14 Kiowa | 147 Pratt | 32 Kingman | 1812 Sedgwick | 479 Butler | | 9 Elk | 27 Wilson | 212 Neosho | 428 Crawford | |
| 10 Morton | 11 Stevens | 82 Seward | 19 Meade | 11 Clark | 9 Comanche | 14 Barber | 28 Harper | 66 Sumner | 1115 Cowley | | 16 Chau- tauqua | 152 Mont- gomery | 610 Labette | 61 Cherokee | |

Southwest

Population 209,437
State workforce 2,241
Ratio 1:93

Southcentral

Population 686,991
State workforce 4,569
Ratio 1:150

Southeast

Population 255,135
State workforce 2,179
Ratio 1:117

Source: DPS Report 6, June 1993 Extract; Kansas Statistical Abstract, 1991-92
Excludes: Intermittent, temporary, and emergency employees

HIGHLIGHTS about STATE GOVERNMENT EMPLOYEES

| State Government Employees | | |
|-----------------------------------|-------------------|--------------------|
| <u>Branch</u> | <u>Class Type</u> | <u>No. of Emp.</u> |
| Executive | Classified | 29,187 |
| | Unclassified | 10,157 |
| Judicial | Unclassified | 1,695 |
| Legislative | Unclassified | 243 |
| TOTALS | Classified | 29,187 |
| | Unclassified | <u>12,095</u> |
| | | 41,282 |

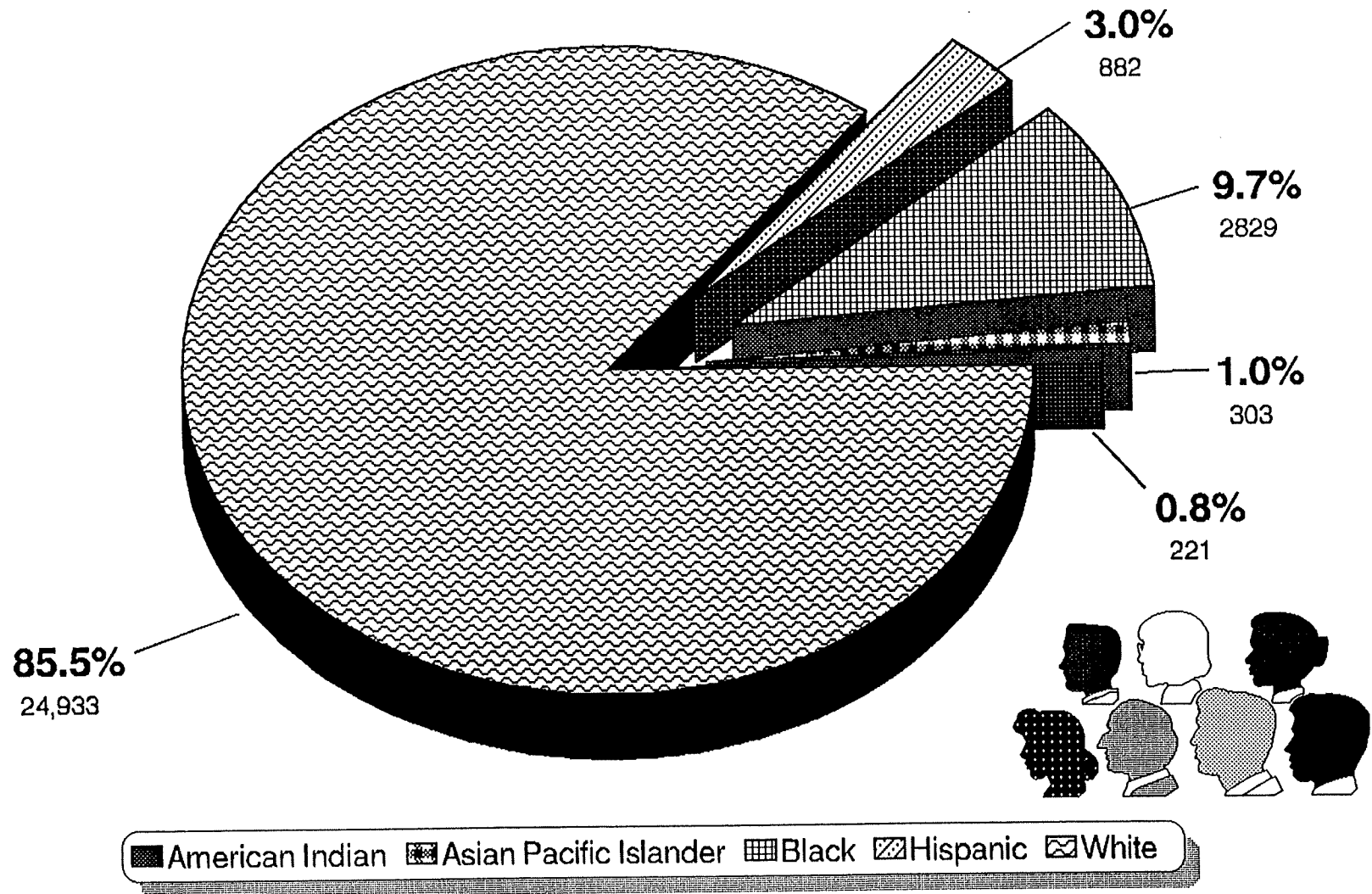
| | |
|--|-------------------------------------|
| Kansas has... | |
| A Population of..... | 2,494,568 |
| A Labor Force of..... | 1,323,000 |
| The Statewide Classified State Employee Work Force is made up of... | |
| | 52.7% Female |
| | 47.4% Male |
| | 14.5% Minority |
| And makes up... | |
| | 3.1% of the total State Labor Force |

| | |
|--|------------------------|
| The Average State Classified Employee... | |
| | is 42 years old |
| | has 9 years of service |
| | earns \$23,446 |
| Classified State Government Positions that are... | |
| Full time | 85.7% |
| Part time | 14.3% |

| | |
|--|-------|
| Classified State Employees work in... | |
| Shawnee County | 29.0% |
| Wyandotte County | 10.6% |
| Douglas County | 6.3% |
| Sedgwick County | 6.2% |
| Riley County | 5.9% |
| Cowley County | 3.8% |
| Pawnee County | 3.7% |
| Kansas City, KS metro area* | 17.4% |
| * includes JO, LV, MI, & WY counties | |

Sources: DPS Reports, June 17, 1993 Extracts; Kansas Statistical Abstract, 1991-92.
Excludes: Emergency, intermittent, and temporary employees.

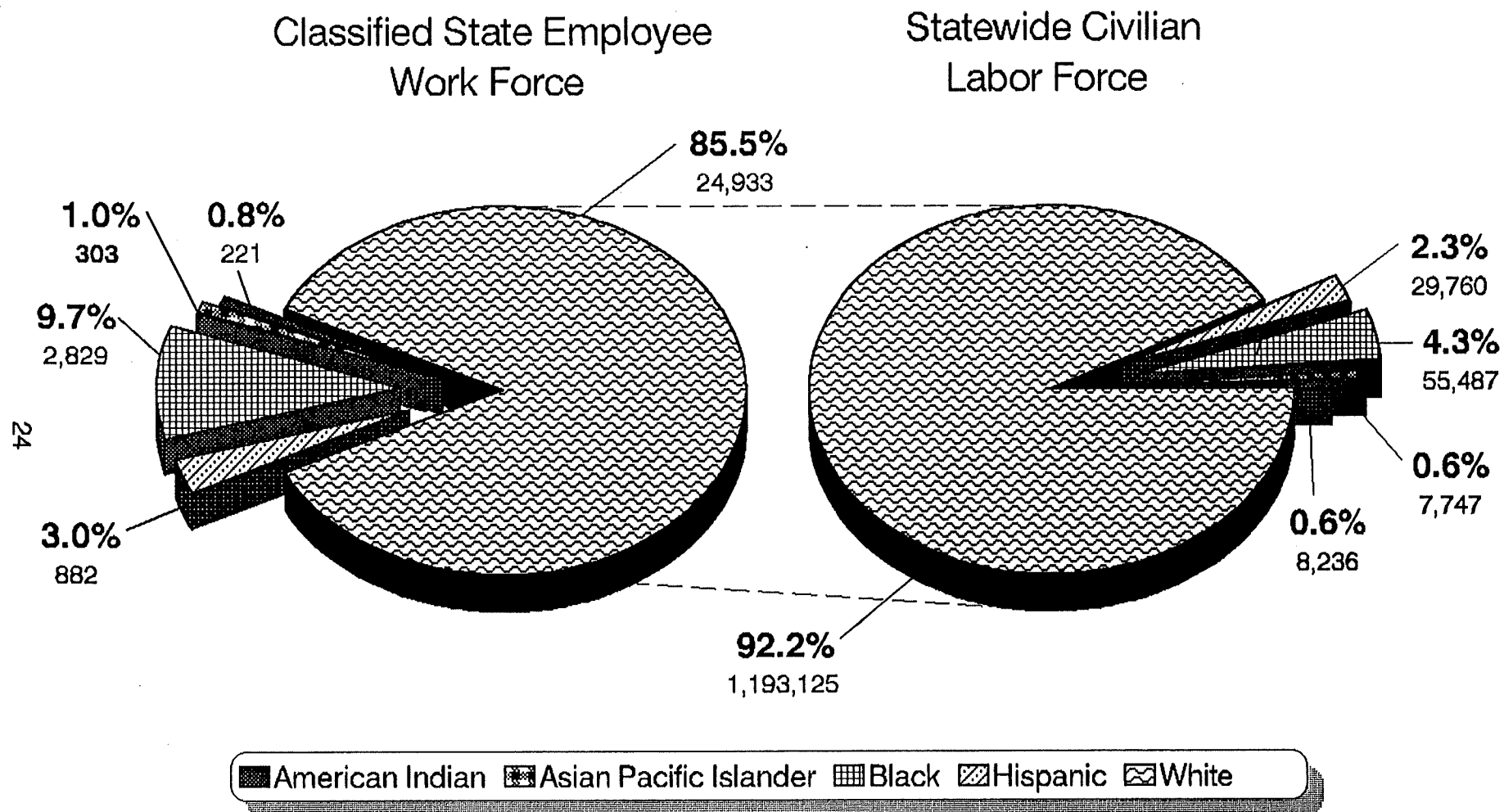
PERCENTAGE OF CLASSIFIED EMPLOYEES BY ETHNIC GROUP



Source: DPS Report 2, June 17, 1993 Extract

Excludes: Emergency, intermittent, and temporary employees

COMPARISON OF CLASSIFIED STATE EMPLOYEES AND THE STATEWIDE CIVILIAN LABOR FORCE BY ETHNIC GROUP

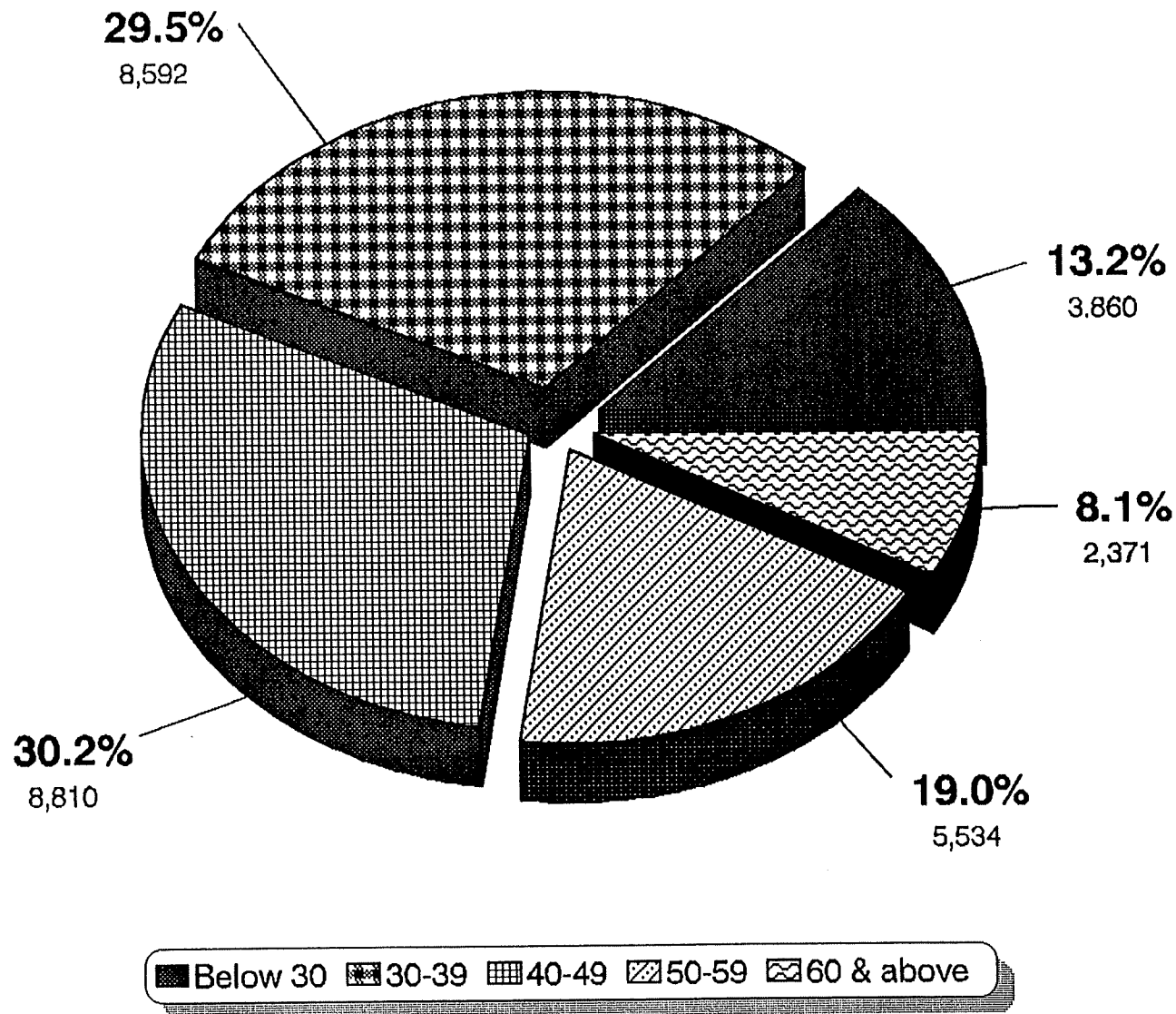


Source: DPS Report 2, June 17, 1993 Extract

Excludes: Emergency, intermittent, and temporary employees

3-27

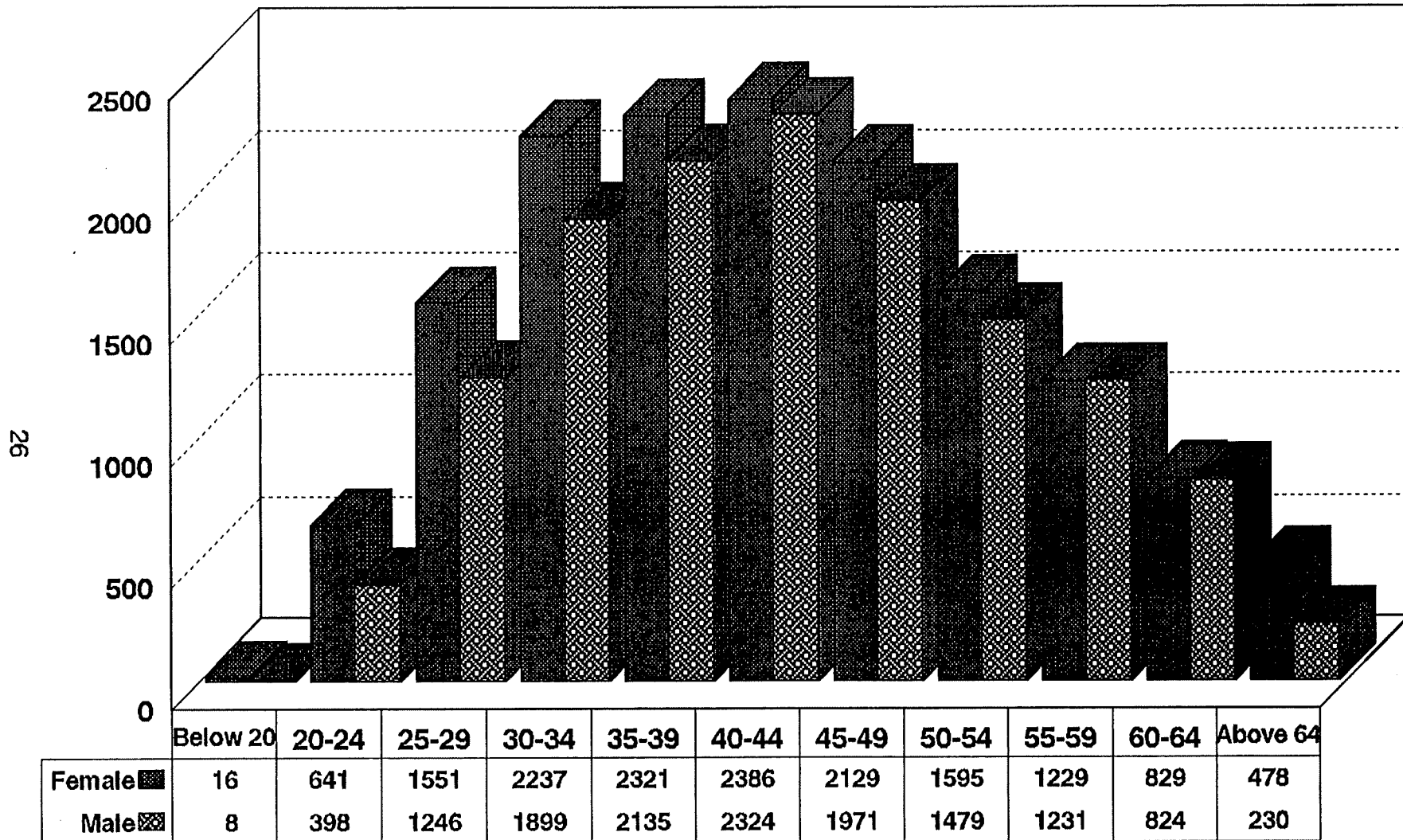
PERCENTAGE OF CLASSIFIED EMPLOYEES BY AGE



Source: DPS Report 5, June 17, 1993 Extract

Excludes: Emergency, intermittent, and temporary employees

NUMBER OF CLASSIFIED EMPLOYEES BY AGE ACROSS GENDER

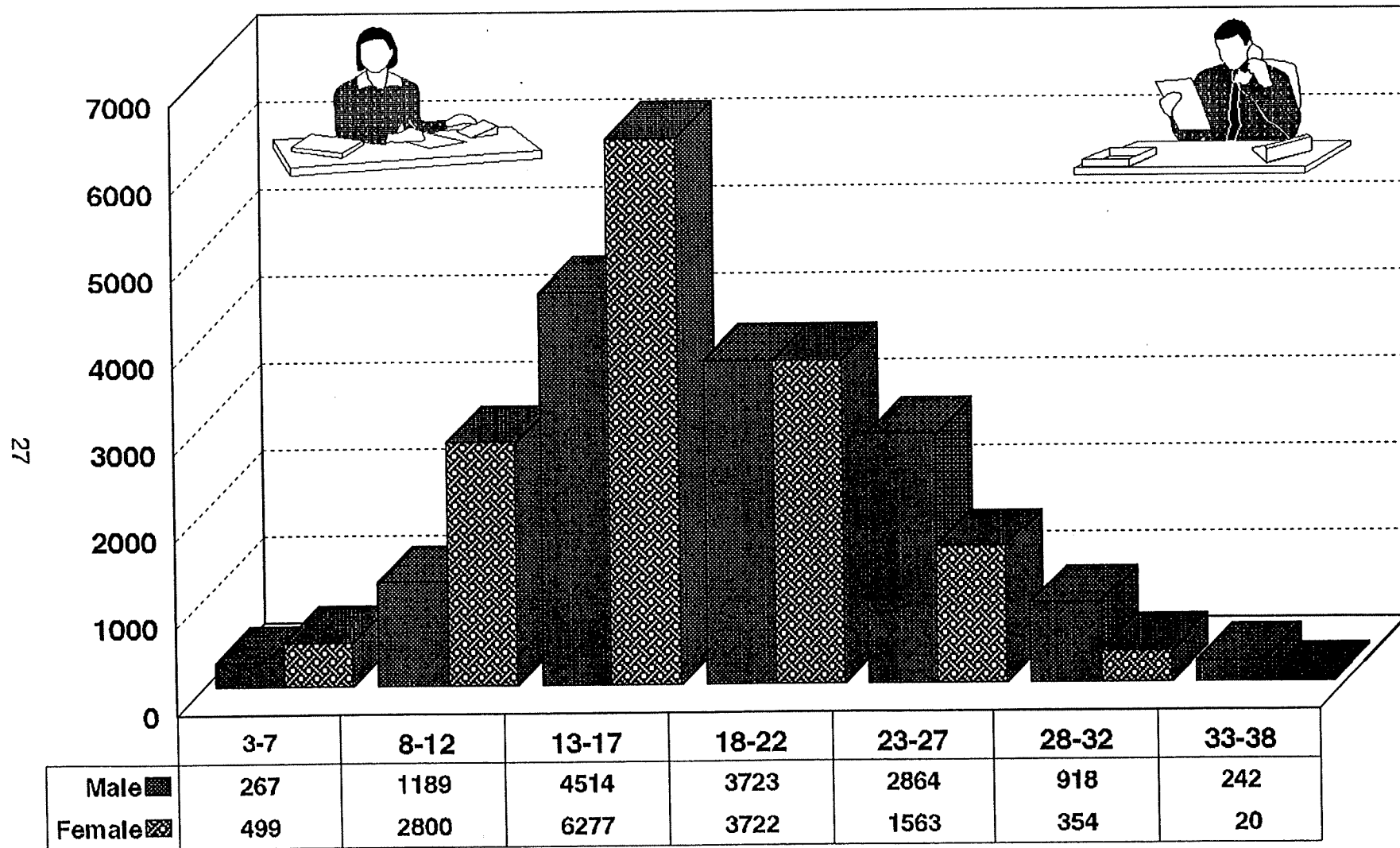


Source: DPS Report 5, June 17, 1993 Extract

Excludes: Emergency, intermittent, and temporary employees

3-29

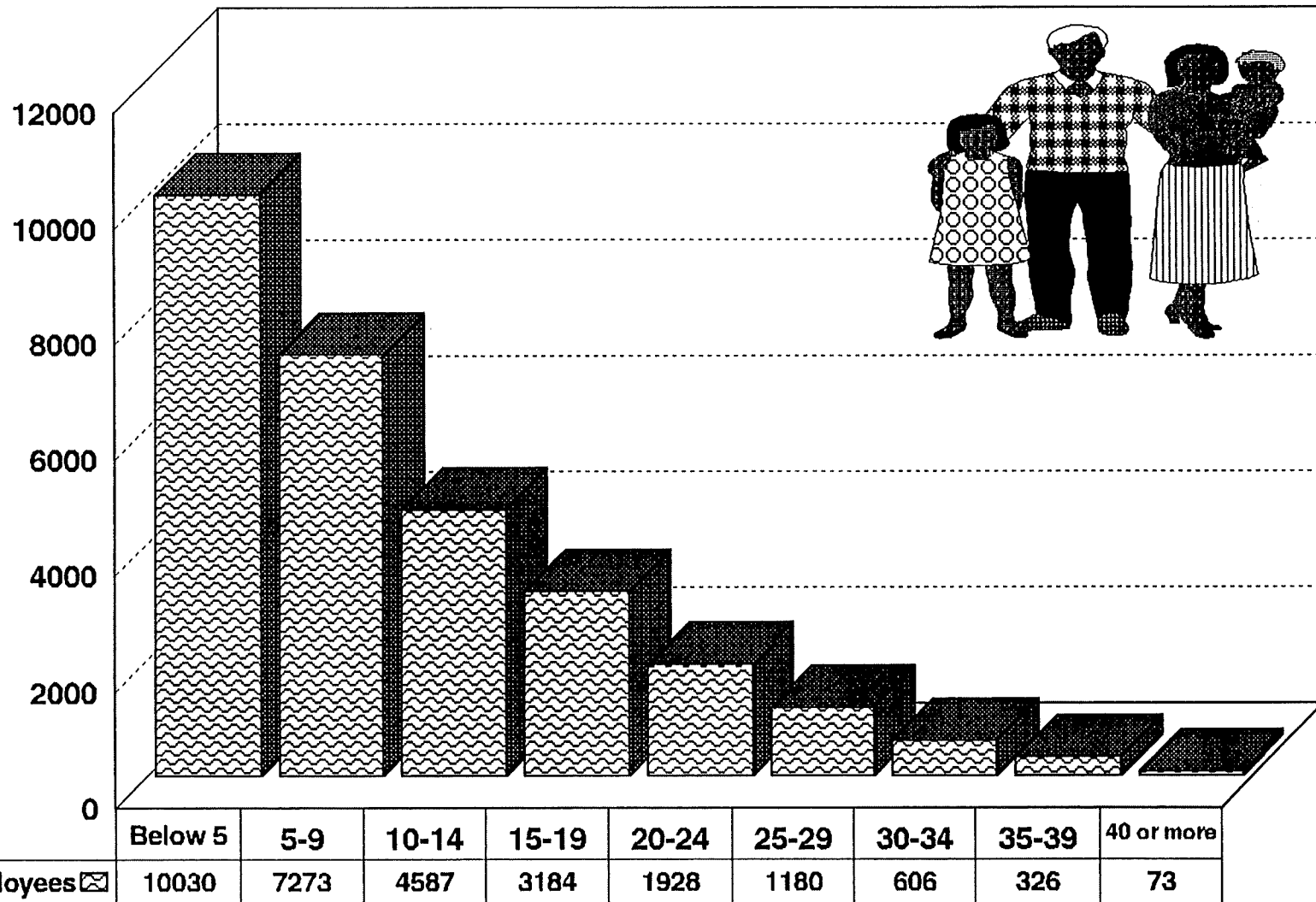
NUMBER OF CLASSIFIED EMPLOYEES BY GENDER ACROSS SALARY RANGE



Source: DPS Report 8, June 17, 1993 Extract

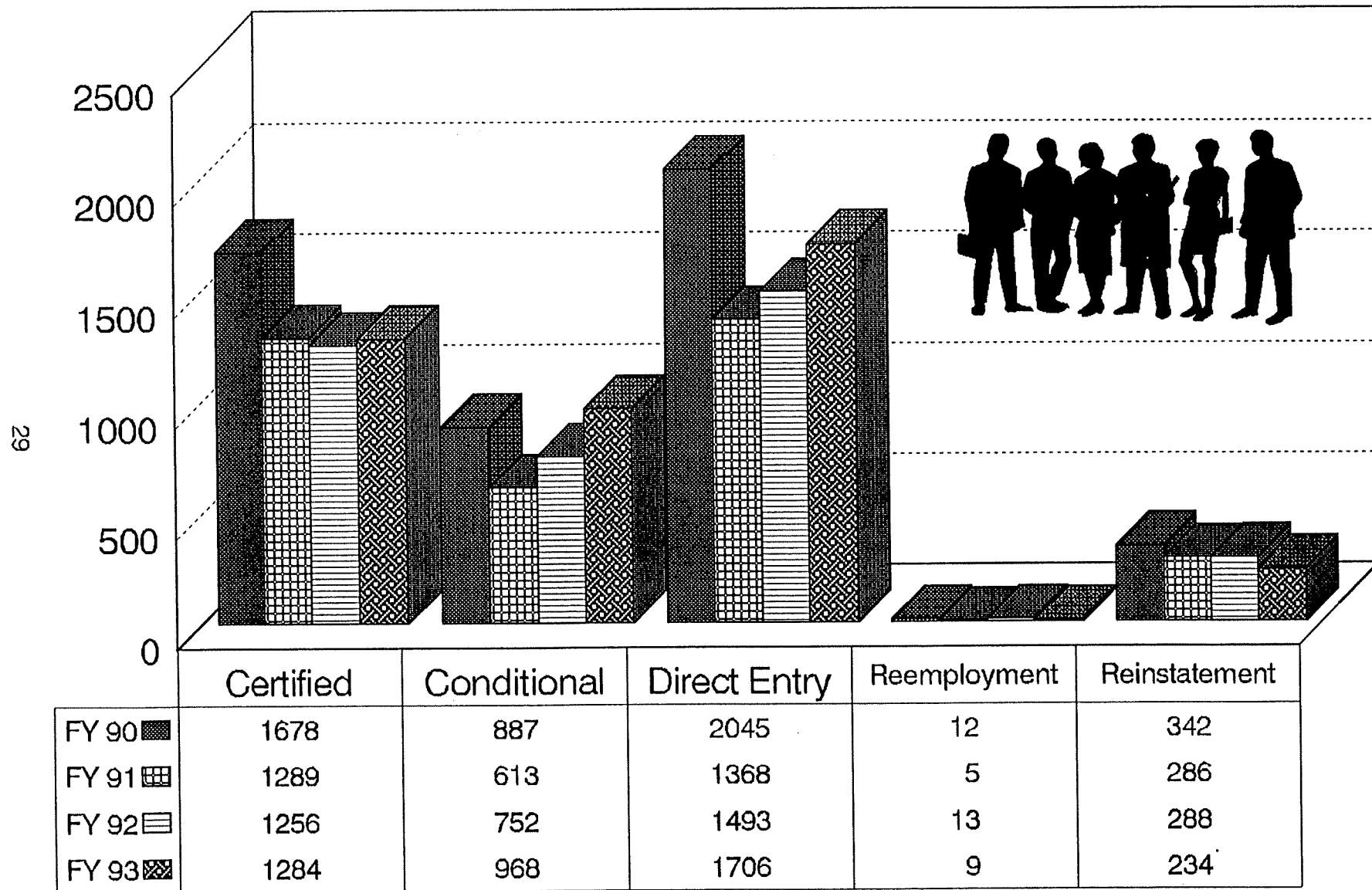
Excludes: Emergency, intermittent, and temporary employees

NUMBER OF CLASSIFIED EMPLOYEES BY LENGTH OF SERVICE



Source: DPS Report 7, June 17, 1993 Extract
Excludes: Emergency, intermittent, and temporary employees

APPOINTMENTS TO CLASSIFIED STATE SERVICE

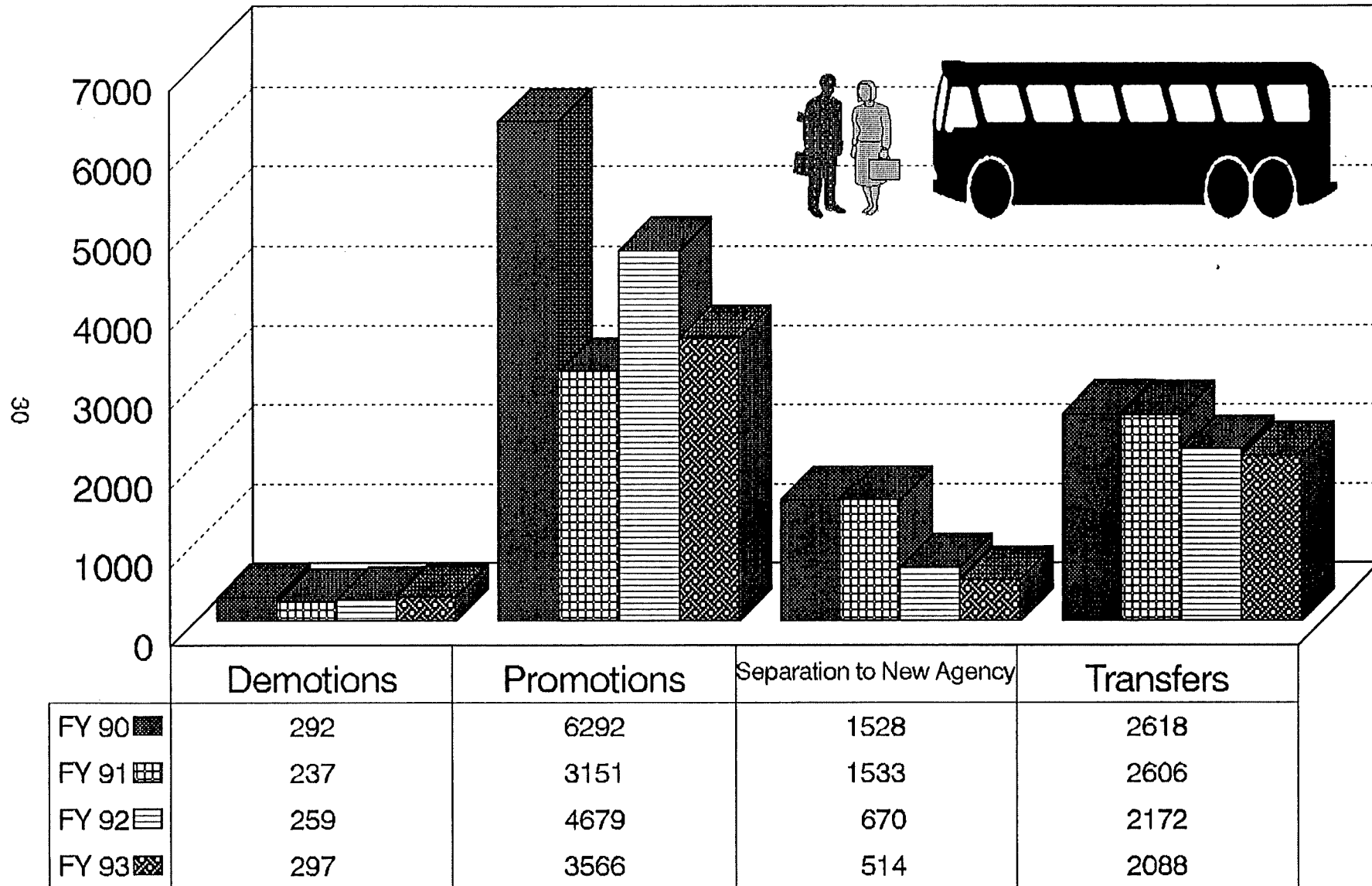


Source: Monthly Staffing Reports, FY 90-93.

Excludes: Emergency, intermittent, and temporary appointments.

3-32

MOVEMENT WITHIN CLASSIFIED STATE SERVICE

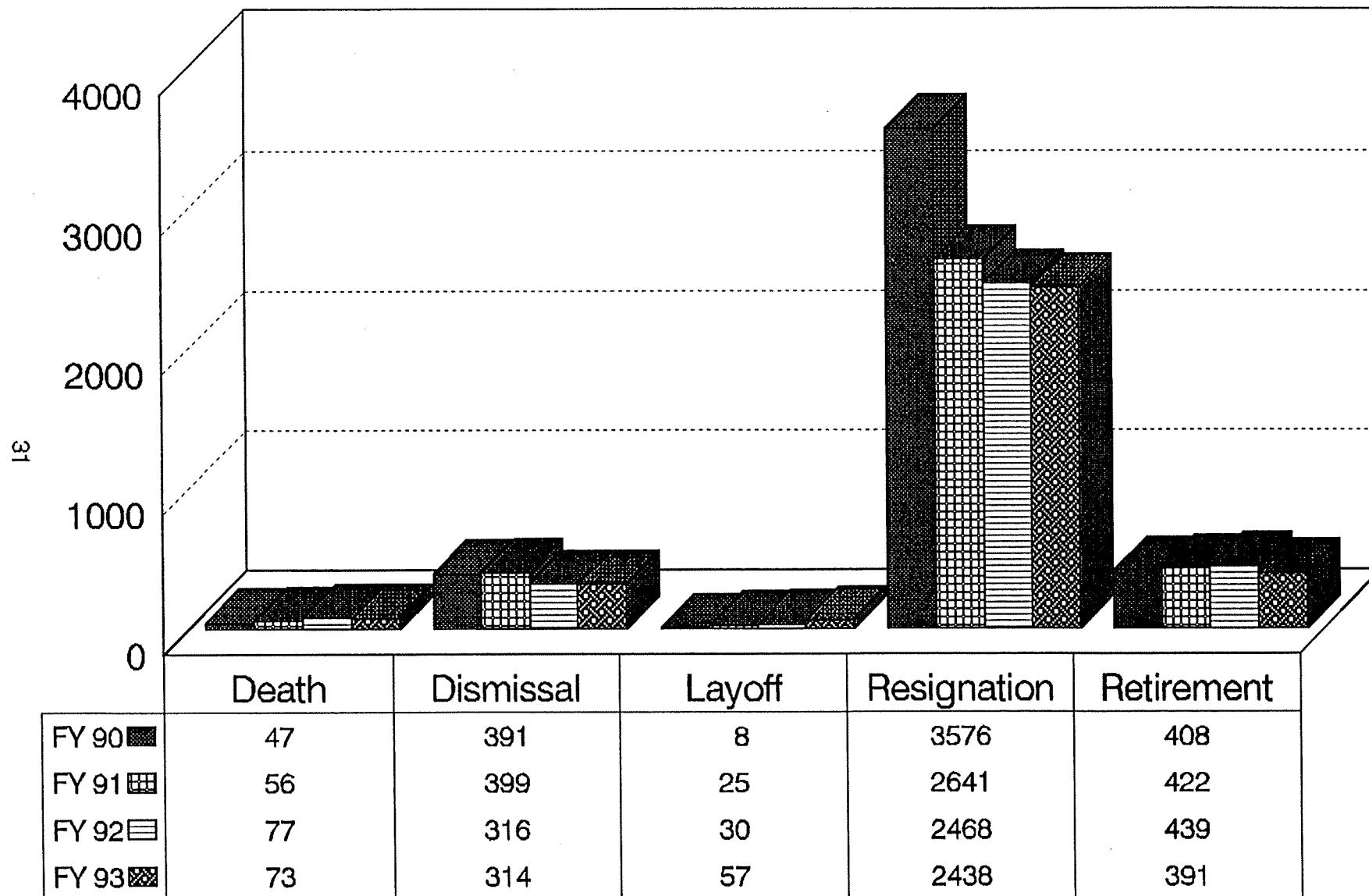


Source: Monthly Staffing Reports, FY 90-93.

Excludes: Emergency, intermittent, and temporary movement.

3-33

SEPARATIONS FROM CLASSIFIED STATE SERVICE



Source: Monthly Staffing Reports, FY 90-93.

Excludes: Emergency, intermittent, and temporary endings.

*Authorized F.T.E. * by Agency*

Classified and Unclassified

| Agency | 1990 | Fiscal Year | | 1993 |
|--|-------|-------------|-------|-------|
| | | 1991 | 1992 | |
| Accountancy, Board of | 3.0 | 3.0 | 3.0 | 3.0 |
| Adjutant General | 140.5 | 137.5 | 140.5 | 186.5 |
| Administration, Department of | 933.0 | 937.0 | 919.0 | 912.0 |
| Aging, Department on | 31.8 | 31.8 | 29.5 | 31.0 |
| Agriculture, Board of | 323.5 | 325.5 | 327.5 | 328.5 |
| Animal Health Department | 38.0 | 36.0 | 36.5 | 38.5 |
| Arts Commission | 9.0 | 9.0 | 8.0 | 9.0 |
| Attorney General | 70.0 | 70.3 | 70.3 | 67.0 |
| Banking Department | 69.0 | 68.0 | 68.0 | 73.0 |
| Barbering, Board of | 2.5 | 2.0 | 2.0 | 2.0 |
| Behavioral Sciences Regulatory Board | 4.0 | 4.0 | 4.0 | 5.0 |
| Blind, School for the | 90.5 | 91.5 | 91.5 | 93.5 |
| Citizens Utility Ratepayer Board | 0.0 | 3.0 | 3.0 | 3.0 |
| Civil Air Patrol, Kansas Department of | 0.5 | 0.5 | 0.5 | 0.5 |
| Commerce & Housing, Department of | 110.0 | 114.0 | 99.0 | 114.5 |
| Conservation Commission | 10.0 | 10.0 | 11.0 | 11.0 |
| Consumer Credit Commissioner | 7.0 | 7.0 | 7.0 | 7.0 |
| Corporation Commission | 235.0 | 234.5 | 229.5 | 224.0 |
| Corrections Ombudsman Board | 6.0 | 4.0 | 4.0 | 4.0 |
| Corrections, Department of | 696.4 | 347.5 | 353.0 | 370.0 |
| Cosmetology, Board of | 8.0 | 8.0 | 8.0 | 8.0 |
| Credit Unions, Department of | 11.0 | 12.0 | 12.0 | 12.0 |
| Deaf, School for the | 176.5 | 176.5 | 177.5 | 177.5 |
| Dental Board | 1.5 | 1.5 | 1.5 | 1.8 |
| Education, Department of | 190.0 | 192.0 | 195.0 | 196.0 |
| El Dorado Correctional Facility | 0.0 | 314.0 | 392.0 | 390.0 |
| Ellsworth Correctional Facility | 185.5 | 185.5 | 185.5 | 185.5 |
| Emergency Medical Services, Board of | 15.0 | 14.0 | 13.0 | 13.0 |
| Emporia State University | 646.8 | 656.7 | 657.5 | 681.6 |
| Fire Marshall | 38.0 | 39.0 | 37.0 | 37.0 |

*F.T.E. stands for full-time equivalency and is defined in the glossary at the end of this section.

| Agency | Fiscal Year | | | 1993 |
|---|-------------|---------|---------|---------|
| | 1990 | 1991 | 1992 | |
| Fort Hays State University | 629.4 | 630.9 | 630.9 | 648.5 |
| Govt. Standards & Conduct, Commission on | 6.0 | 6.0 | 6.0 | 6.0 |
| Governor, Office of the | 29.0 | 29.5 | 34.5 | 32.5 |
| Grain Inspection Department | 169.0 | 155.0 | 155.0 | 150.0 |
| Healing Arts, Board of | 20.0 | 22.0 | 22.0 | 23.0 |
| Health and Environment, Department of | 707.7 | 723.2 | 733.5 | 761.0 |
| Highway Patrol | 810.5 | 810.5 | 816.5 | 814.5 |
| Human Resources, Department of | 884.0 | 892.0 | 881.5 | 882.5 |
| Human Rights Commission | 40.0 | 40.0 | 39.0 | 40.0 |
| Hutchinson Correctional Facility | 387.0 | 531.0 | 522.0 | 522.0 |
| Hutchinson Correctional Work Facility ¹ | 146.0 | 0.0 | 0.0 | 0.0 |
| Indigent's Defense Services, Board of | 61.5 | 75.5 | 75.5 | 80.0 |
| Insurance Department | 153.2 | 154.2 | 156.2 | 164.2 |
| Judicial Council | 4.0 | 4.0 | 4.0 | 4.0 |
| Judiciary | 1,743.5 | 1,745.5 | 1,696.0 | 1,689.5 |
| Kansas Bureau of Investigation | 171.5 | 190.5 | 191.5 | 190.0 |
| Kansas Historical Society | 144.0 | 144.0 | 142.0 | 141.5 |
| Kansas Inc. | 4.0 | 4.0 | 4.0 | 4.5 |
| Kansas Lottery | 121.0 | 109.0 | 108.0 | 99.0 |
| Kansas Neurological Institute | 879.5 | 879.5 | 862.5 | 852.5 |
| Kansas Parole Board | 13.0 | 12.0 | 12.0 | 13.0 |
| Kansas Public Employees Retirement System | 65.0 | 65.0 | 67.0 | 73.0 |
| Kansas Racing Commission | 20.0 | 32.0 | 40.5 | 41.5 |
| Kansas State Fair | 17.0 | 17.0 | 17.0 | 17.0 |
| Kansas State University | 4,204.2 | 3,016.8 | 2,960.5 | 2,971.0 |
| Kansas State University -- ESARP ² | 0.0 | 1,243.6 | 1,270.6 | 1,270.6 |
| Kansas State University--Salina | 96.3 | 112.1 | 112.1 | 127.1 |
| Kansas State University Veterinary Medical Center | 229.8 | 242.8 | 243.8 | 248.8 |
| Kansas Technology Enterprise Corporation | 8.0 | 11.0 | 11.5 | 11.0 |
| Lansing Correctional Facility | 763.5 | 786.5 | 751.5 | 724.0 |
| Larned Correctional Mental Health Facility ³ | 0.0 | 0.0 | 175.0 | 175.0 |
| Larned State Hospital | 936.1 | 936.1 | 926.1 | 928.1 |
| Legislative Coordinating Council | 9.0 | 10.0 | 10.0 | 10.0 |

| Agency | Fiscal Year | | | 1993 |
|---|-------------|---------|---------|---------|
| | 1990 | 1991 | 1992 | |
| Legislative Division of Post Audit | 20.0 | 19.0 | 19.0 | 19.0 |
| Legislative Research Department | 35.6 | 35.0 | 35.1 | 35.3 |
| Legislature | 21.5 | 32.0 | 30.0 | 30.0 |
| Library, State | 26.0 | 26.0 | 26.0 | 26.0 |
| Lieutenant Governor, Office of | 3.0 | 3.0 | 3.0 | 3.0 |
| Mortuary Arts, Board of | 3.0 | 3.0 | 3.0 | 3.0 |
| Norton Correctional Facility | 202.0 | 252.0 | 252.0 | 252.0 |
| Nursing, Board of | 14.0 | 14.5 | 15.0 | 15.0 |
| Optometry Examiners, Board of | 0.3 | 0.3 | 0.3 | 0.3 |
| Osawatomie State Hospital | 646.5 | 672.5 | 640.5 | 615.5 |
| Parsons State Hospital and Training Center | 526.5 | 563.0 | 563.0 | 563.0 |
| Pharmacy, Board of | 6.0 | 6.0 | 6.0 | 6.0 |
| Pittsburg State University | 641.2 | 665.0 | 665.0 | 671.8 |
| Rainbow Mental Health Facility | 124.0 | 124.0 | 122.0 | 129.0 |
| Real Estate Commission | 13.0 | 14.0 | 15.0 | 15.0 |
| Regents, Board of | 18.0 | 18.0 | 18.0 | 18.0 |
| Revenue, Department of | 1,328.5 | 1,254.5 | 1,238.5 | 1,258.0 |
| Revisor of Statutes | 25.3 | 27.1 | 28.1 | 27.3 |
| Savings and Loan Department | 5.5 | 4.5 | 3.0 | 3.0 |
| Secretary of State | 62.0 | 61.0 | 61.0 | 61.0 |
| Securities Commissioner, Office of the | 27.0 | 27.0 | 26.0 | 26.0 |
| Sentencing Commission | 5.0 | 5.0 | 5.0 | 5.0 |
| Social and Rehabilitation Services | 3,318.4 | 3,216.7 | 3,383.2 | 3,958.0 |
| Tax Appeals, Board of | 20.0 | 37.0 | 36.0 | 36.0 |
| Technical Professions, Board of | 4.0 | 4.0 | 4.0 | 4.0 |
| Topeka Correctional Facility | 242.0 | 331.8 | 328.8 | 322.0 |
| Topeka State Hospital | 651.7 | 655.7 | 649.7 | 611.5 |
| Transportation, Department of | 3,271.0 | 3,293.0 | 3,293.0 | 3,308.0 |
| Treasurer, State | 52.0 | 52.0 | 51.5 | 59.5 |
| University of Kansas | 4,419.5 | 4,433.8 | 4,433.2 | 4,461.2 |
| University of Kansas Medical Center | 4,670.5 | 4,749.1 | 4,749.1 | 4,788.0 |
| Veterans Affairs, Commission on | 193.8 | 188.8 | 187.3 | 190.3 |
| Veterinary Examiners, Board of | 1.0 | 1.0 | 1.0 | 1.0 |
| Vocational Education, Council on | 2.0 | 2.0 | 2.0 | 2.0 |
| Water Office | 22.0 | 22.0 | 22.0 | 22.0 |
| Wheat Commission | 8.0 | 8.0 | 8.0 | 8.0 |

| Agency | 1990 | Fiscal Year | | 1993 |
|--|-----------------|-----------------|-----------------|-----------------|
| | | 1991 | 1992 | |
| Wichita State University | 1,619.9 | 1,687.2 | 1,687.3 | 1,711.3 |
| Wildlife and Parks, Department of | 413.0 | 417.0 | 417.0 | 410.0 |
| Winfield Correctional Facility | 103.0 | 103.0 | 103.0 | 105.0 |
| Winfield State Hospital and Training Center | 1,002.5 | 1,002.5 | 992.5 | 870.5 |
| Youth Center at Atchison | 121.5 | 121.5 | 121.5 | 127.5 |
| Youth Center at Beloit | 98.5 | 98.5 | 99.0 | 103.0 |
| Youth Center at Topeka | 220.0 | 220.0 | 220.0 | 220.0 |
| TOTAL | 41,732.9 | 42,137.5 | 42,327.6 | 43,002.1 |

¹ Hutchinson Correctional Work Facility combined with Hutchinson Correctional Facility in 1991.

² K.S.A. 1992 Supp. 75-3717d established the Extension Systems and Agricultural Research Programs of Kansas State University as a separate state agency for the purpose of the governor's budget report and related legislative measures.

³ Larned Correctional Mental Health Facility opened in 1992.

*Source: State of Kansas Comparison Report, Fiscal Year 1993. (Agencies with zero FTE are not listed.)

GLOSSARY

Certified Appointment - an appointment made from a list of applicants who have taken a test and received a score in a job class. The agency has obtained a certified list of eligible names, interviewed the top five interested and available applicants, and selected one of these applicants for the position.

Classified Service - all positions in the state service, except those which are specifically placed in the unclassified service by K.S.A. 75-2935, as amended, or other sections of the statutes.

Conditional Appointment - an appointment of an individual who has not taken the required test or received a score in the class. This individual is appointed because certified applicants are not available.

Demotion - change of an employee from a position in one job class to a position in a lower job class.

Direct Entry Appointment - an appointment to a job class for which no formal civil service examination is given. The applicant applies directly to the agency which is responsible for determining the qualifications of the applicant.

Full-Time Equivalency - a unit of measurement equivalent to one full-time position.

Promotion - movement of an existing permanent employee to a higher class of positions by certification from eligible or promotional lists or recommendation by the appointing authority.

Reemployment - an appointment of an employee with permanent status who had been laid off, transferred or demoted in lieu of layoff.

Reinstatement - an appointment of a former permanent employee who separated from the classified service without fault or delinquency on the employee's part.

Transfer - movement by an employee from one position to another position in the same class in another agency or within the same agency.

Unclassified Service - positions specifically designated as unclassified by K.S.A. 75-2935, as amended, or other sections of the statutes.

PRESENTATION TO SENATE GOVERNMENTAL ORGANIZATION COMMITTEE
ON FUNCTIONS AND DUTIES OF DEPARTMENT OF ADMINISTRATION,
DIVISION OF ACCOUNTS AND REPORTS, PAYROLL SECTION
JANUARY 25, 1994, 1:30 P.M.

I. Introduction

- A. Janice J. Magathan, Chief, Payroll Section
 - 1. 9 years experience payroll
 - 2. 17 years state experience
 - 3. Educational background - Accounting

II. Organization

- A. Dept. of Administration, Accounts and Reports, Payroll Section
- B. Authorized by KSA 75-5501-
 - 1. Division of Accounts and Reports to formulate, install and operate statewide payroll accounting system
- C. Service organization staffed by professional accountants

III. Statistical Information

- A. \$1.5 Billion annual payroll
- B. 60,000 employees paid/month
- C. Direct deposit participation - 38%
- D. W-2's issued 79,835 - 1993
- E. 68 earnings deductions tracked and reconciled
- F. Remittances to third parties - \$600 Million annually (Such as Group Health Insurance, Federal and State tax, OASDI, and all other mandatory and voluntary deductions)
- G. Multiple pay cycles/frequencies (Monthly - 95% of state employees, Bi-weekly (KUMC), Semi-Monthly (Legislature and Division of Printing), and Supplementals
- H. Regents (7) and KIPPS systems (all state agencies except Regents. Each Regent Institution maintains their own system and calculates pay, submits accounting and pay information to Accounts and Reports. Accounts and Reports edits, prints warrants and updates central W-2 file)

IV. Overview of Responsibility

We operate in a very diversified and complex multi-agency environment with frequently changing conditions. We are constantly monitoring federal and state legislation and tax law to determine impact on statewide payroll accounting systems, and recommending and implementing policy, procedure and system changes.

- A. Counsel, assist, train all levels of agency staff.
 - 1. Preparation, submission, processing of accounting documents in statewide accounting system (Such as Time and Leave, Canceled Warrants, Supplementals, and GHI Direct Bill System (9,000 participants))
 - 2. Interpretation and application of rules, regulations, policies and procedures, federal and state law and GAAP compliance pertaining to statewide accounting systems
 - 3. Design, modification, recommendation and implementation of business practice issues and accounting systems
 - 4. Perform complex accounting assignments in reconciling, adjusting, monitoring and reviewing financial accounts/transactions

*Senate Gov. Org.
Attachment #
1-25-94*

B. Major Processes/Functions of Payroll

1. Maintaining statewide payroll systems (KIPPS and Regents) in accordance with rules, regulations, laws, producing payroll warrants and accounting for voluntary and mandatory payroll deductions/earnings
2. Reconciling and remitting salary and wage deductions to appropriate third parties
3. Issuance of W-2's
4. Monitoring and maintaining compliance with tax law, federal and state regulations, and established policies and procedures

V. Conclusion/Questions