

## Proposed Implementation Schedule

|   | FY 2009*                                    | FY 2010                                     | FY 2011                                     | FY 2012                                  | FY 2013                                  |
|---|---|---|---|--|--|
| <b>Group 1</b><br>7,758 emp.<br>152 classes | <b>Preparation &amp; Market Adjustments</b> | <b>Dry Run &amp; Market Adjustments</b>     | <b>Implement &amp; Market Adjustments</b>   | <b>Maintain</b>                          | <b>Maintain</b>                          |
| <b>Group 2</b><br>6,833 emp.<br>256 classes | Market Adjustments                          | <b>Preparation &amp; Market Adjustments</b> | <b>Dry Run &amp; Market Adjustments</b>     | <b>Implement &amp; Market Adjustment</b> | <b>Maintain</b>                          |
| <b>Group 3</b><br>7,395 emp.<br>145 classes | Market Adjustments                          | Market Adjustments                          | <b>Preparation &amp; Market Adjustments</b> | <b>Dry Run &amp; Market Adjustment</b>   | <b>Implement &amp; Market Adjustment</b> |

\*FY2009 will also involve the development of a new Performance Management system for the State of Kansas. Information and training will be made available and presented to all employees, supervisors and managers prior to the adoption and implementation of this new system. Additional information for this new system can be found at the following website: <http://www.da.ks.gov/pmp/>

### Market Adjustments

Recommendations for market adjustments for jobs within any Group will be part of each year's activities. Market alignment among classes varies substantially at this time and it may take several years of providing adjustments to bring some occupations to market while others may be achieved over a much shorter time period. Employees in some classes which are in Group 2 or 3 will receive market adjustments prior to the first year of their 3-year study cycle. The intent is to bring each class up to market, or as close to market as possible, by the time the class moves to full implementation on the new plan. Once the plan is fully implemented, annual market studies will be conducted on 1/3 of the State's workforce to identify any need for adjustment in order to maintain market alignment.

### First Year Activities

The first year of each Group's 3-year cycle will involve a great deal of preparation. The most important component of this year will be a comprehensive review of each classification assigned to the Group which will involve the review of every position description of each class assigned to the Group. Based on the review, relocations will be made to the proper classification and modifications will be made to recommended to classifications, when necessary. This step is necessary to insure that employees are properly classified as implementation of the new pay plans proceeds, which is crucial to the development of accurate compensation recommendations.

Employees will continue to be compensated under the State's current system during the first year of the 3-year cycle for their Group.

### Second Year Activities

The second year of each Group's 3-year cycle will involve a "dry run" of the new system. Employees will be evaluated using the new Performance Management system and agencies will provide the Division of Personnel Services (DPS) with a report detailing the performance evaluation experience, so that any issues or problems can be addressed before being fully implemented. In addition, agencies will also report to DPS how the agency would have allocated their annual classified employee salary budget if the new pay plans were in place, the results of such actions, and any proposed changes to the system they believe are needed. Once again, employees will continue to be paid under the current employee compensation system.

### Third Year Activities

The third year of each Group's 3-year cycle will involve full implementation of the new pay plans for the classifications assigned to that Group. Employees will be evaluated using the new Performance Management system and compensation will be provided on the basis of the new pay plans. Agencies will work with DPS to identify areas requiring further modification and actions.

### Beyond the Third Year

After a Group is implemented on the new pay plans, annual market studies will be conducted to identify any need for adjustments to ensure continued market alignment. The new employee compensation system and Performance Management system will continue to be reviewed and evaluated to identify any needs for change.