

## STATE OF KANSAS

# Proposed Compensation Plans for Classified Employees

This document sets out an overview of the additional details regarding the proposed pay plans that will be provided at the next meeting of the Oversight Commission on October 15, 2007.

The initial proposed assignment of job classifications to one of the five pay plans can be viewed in *Attachment I*. The basis for the assignments to each of the plans is the definitions for each of the plans as set out below. (The numbers in the “plan” column of the attachment correspond with the numbering below.)

1. Basic Vocational Pay Plan (58 classifications with 3,844 employees) – Classifications assigned to this plan perform very structured, routine work and performance can be measured on a pass/fail basis. The plan is a step plan, with more narrow pay grades than those that exist under the current plan.
2. General Classified Pay Plan (297 classifications with 11,920 employees) – Classifications assigned to this plan are those that do not fall within the parameters established for any of the other plans. This plan is a hybrid model with movement based on steps up to market and an open range, regulated through the use of zones, beyond market.
3. Management Pay Plan (22 classifications with 265 employees) – Classifications assigned to this plan are limited to exempt, high level managerial jobs. Incumbents of these classifications are involved in managerial functions of planning, leading, organizing, controlling, motivating and innovating. The actual *supervision* of various activities is largely delegated. A classification in this plan has managerial concern for integrating the sub-functions which report to it. This plan consists of open pay grades with pay movement based in position-in-range and performance.
4. Professional Individual Contributor Pay Plan (133 classifications with 2,742 employees) – Classifications assigned to this plan are characterized by having knowledge that requires an understanding of the principles and theories of a professional discipline normally gained through a college curriculum. This plan is an open range model with market anchors.
5. Protective Services Pay Plan (43 classifications with 3,215 employees) – All uniformed officers of the Department of Corrections and Juvenile Justice Authority, troopers of the Kansas Highway Patrol and all classifications that meet the definition of “police officer” or “law enforcement officer” set out in K.S.A. 74-5602 are assigned to this pay plan. This plan is a step model.

For the purposes of implementation, the classified workforce will be divided into three groups and will go through its own separate three-year implementation phase from FY2009–FY2013. The assignment of classifications to the different implementation groups was based on a number of considerations, with cost and ease of transition being the most significant. The assignment of classes to the implementation groups can be found in *Attachment II*.

For each Group, each year of the three-year implementation will involve different activities, and each Group will go through the same process. The implementation schedule and activities that will be involved in each phase of implementation are shown and explained in *Attachment III*.

A major component of the first year of implementation is the development of a new performance review system and the training of supervisors and managers on that new system. In order to insure that implementation remains on schedule, work on developing this new system will begin in the current fiscal year, with the goal of completing the design by the beginning of FY2009.

The system will be designed by a task force comprised of DPS and agency HR staff as well as subject matter experts from the various occupational groups specific to the pay plans. This group will work as a team to develop the program, making sure to obtain input from stakeholders as part of the process.

Once the system is developed, members of the task force will conduct “train the trainer” sessions with training staff from agencies. The goal is to have these sessions completed as close to the beginning of FY2009 as possible so that the agency training staff can then begin delivering the training to the employees in Group 1.

The final, and most important, piece of the plan is the funding for FY2009 that will be necessary to begin implementation of the plan. With the goal of moving all classifications as close to market as possible by the time they move to the new plan, strategic funding is critical to the success of the plan. The initial year of the five-year implementation period is especially critical with respect to funding, as it will demonstrate a commitment to the new plan.

It is important to remember that the data from the Hay Group’s salary survey is a snapshot of market position at that time. Because of this, it will be necessary to provide increases greater than the average market increases for the past year in order to make any headway in moving State compensation closer to market. Therefore, it is recommended that the funding for the compensation of State employees for FY2009 be equivalent to at least a 5% increase, to be distributed partially as a general increase to all employees and partially as targeted increases similar to the 5% or one pay grade increases provided in FY2008.

As can be seen in Attachment III, such increases will not be limited to the Group that is being implemented at that time. While the current Group will be the primary focus, some occupations are so far behind market and have so many incumbents that it will require a number of years of targeted increases to move them to where they need to be prior to implementation.