

FILED

IN THE SUPREME COURT OF THE STATE OF KANSAS

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LEWIS G. CARTER
CLERK APPELLATE COURTS

Administrative Order No. 46

ORIGINAL FILE

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Re: Amendments to the
Rules Relating to the Kansas Court Personnel System


Appendix A, Compensation, Plan of the Rules Relating to the Kansas Court Personnel System, is hereby rescinded and replaced by the attached Appendix A.

Administrative Order No. 42, dated May 17, 1984, is rescinded effective June 18, 1985.

The new pay plan adopted by this order shall be effective June 18, 1985.

Furthermore, Rules 1.4 and 4.13 of the Rules Relating to the Kansas Court Personnel System are hereby rescinded and replaced by the attached pages.

BY ORDER OF THE SUPREME COURT this 10th day of May 1985.


ALFRED G. SCHROEDER
Chief Justice

Attachments

APPENDIX A
COMPENSATION PLAN

A.1 Compensation Scale Structure

The compensation schedule which appears on page A-3 provides monthly and annual wage rates for each of the grades and steps within the Kansas Court Personnel System.

The scale is constructed so that there are eleven steps per grade with 5% increments between Hiring Step to Step D within a grade, and 3% increments between grades D through L18. Steps L3 through L18 are longevity steps. Time on step requirements are as follows:

<u>STEP</u>	<u>TIME ON STEP (months)</u>
HS	6
A	12
B	12
C	12
D	36
L3	36
L6	36
L9	36
L12	36
L15	36
L18	

A.2 Computation of Part-time Salaries and Hourly Wages

A permanent part-time employee's salary will be computed by applying the percentage of full-time work for which the employee is hired to the monthly salary. For example, an appellate court bailiff employed at Grade 7 Step A for 1/4 time employment would earn \$203.00 per month computed as \$812.00 x 25% = \$203.00.

Temporary employees' wages will be computed by multiplying the number of hours worked times the hourly wage rate at which the employee is hired. To compute the hourly wage rate divide the annual amount shown on the pay scale by 2,080.

A.3 Merit Pay Steps

Hiring step through Step L18 of the compensation schedule are merit pay steps. A salary increase from the hiring step to step A may be granted to all court employees after six months of service and the submission of an evaluation of "good" or better by the appointing authority.

A.4 Allocation Lists

Following the compensation schedule are lists which allocate job positions to various agencies and offices of the courts and which assign pay grades. Employees whose salaries are set by or otherwise restricted by statute have no pay grade assigned.

JUDICIAL BRANCH
SALARY STEPS AND GRADES IN MONTHLY, HOURLY, AND ANNUAL AMOUNTS
FY 1986
Effective June 18, 1985

Salary Steps	Grade	Hourly	Annual	Hiring Rate											
				A	B	C	D	L3	L6	L9	L12	L15	L18		
1		3.39	7,044	587	616	644	676	711	732	754	777	800	824	849	
2		3.55	7,392	616	644	676	711	746	768	791	815	839	864	890	
3		3.72	7,728	644	676	711	746	786	810	834	859	885	912	939	
4		3.90	8,112	676	711	746	786	824	849	874	900	927	955	984	
5		4.10	8,532	711	746	786	824	865	891	918	946	974	1,003	1,033	
6		4.30	8,952	746	786	824	865	908	935	963	992	1,022	1,053	1,085	
7		4.53	9,432	786	824	865	908	952	981	1,010	1,040	1,071	1,103	1,136	
8		4.75	9,888	824	865	908	952	1,001	1,031	1,062	1,094	1,127	1,161	1,196	
9		4.99	10,380	865	908	952	1,001	1,050	1,082	1,114	1,147	1,181	1,216	1,252	
10		5.24	10,896	908	952	1,001	1,050	1,105	1,138	1,172	1,207	1,243	1,280	1,318	
11		5.49	11,424	952	1,001	1,050	1,105	1,159	1,194	1,230	1,267	1,305	1,344	1,384	
12		5.78	12,012	1,001	1,050	1,105	1,159	1,216	1,252	1,290	1,329	1,369	1,410	1,452	
13		6.06	12,600	1,050	1,105	1,159	1,216	1,276	1,314	1,353	1,394	1,436	1,479	1,523	
14		6.38	13,260	1,105	1,159	1,216	1,276	1,340	1,380	1,421	1,464	1,508	1,553	1,600	
15		6.69	13,908	1,159	1,216	1,276	1,340	1,408	1,450	1,494	1,539	1,585	1,633	1,682	
16		7.02	14,592	1,216	1,276	1,340	1,408	1,477	1,521	1,567	1,614	1,662	1,712	1,763	
17		7.36	15,312	1,276	1,340	1,408	1,477	1,551	1,598	1,646	1,695	1,746	1,798	1,852	
18		7.73	16,080	1,340	1,408	1,477	1,551	1,628	1,677	1,727	1,779	1,832	1,887	1,944	
19		8.12	16,896	1,408	1,477	1,551	1,628	1,710	1,761	1,814	1,868	1,924	1,982	2,041	
20		8.52	17,724	1,477	1,551	1,628	1,710	1,794	1,848	1,903	1,960	2,019	2,080	2,142	
21		8.95	18,612	1,551	1,628	1,710	1,794	1,884	1,941	1,999	2,059	2,121	2,185	2,251	
22		9.39	19,536	1,628	1,710	1,794	1,884	1,978	2,037	2,098	2,161	2,226	2,293	2,362	
23		9.87	20,520	1,710	1,794	1,884	1,978	2,077	2,139	2,203	2,269	2,337	2,407	2,479	
24		10.35	21,528	1,794	1,884	1,978	2,077	2,181	2,246	2,313	2,382	2,453	2,527	2,603	
25		10.87	22,608	1,884	1,978	2,077	2,181	2,288	2,357	2,428	2,501	2,576	2,653	2,733	
26		11.41	23,736	1,978	2,077	2,181	2,288	2,406	2,478	2,552	2,629	2,708	2,789	2,873	
27		11.98	24,924	2,077	2,181	2,288	2,406	2,523	2,599	2,677	2,757	2,840	2,925	3,013	
28		12.58	26,172	2,181	2,288	2,406	2,523	2,650	2,730	2,812	2,896	2,983	3,072	3,164	
29		13.20	27,456	2,288	2,406	2,523	2,650	2,786	2,870	2,956	3,045	3,136	3,230	3,327	
30		13.88	28,872	2,406	2,523	2,650	2,786	2,923	3,011	3,101	3,194	3,290	3,389	3,491	
31		14.56	30,276	2,523	2,650	2,786	2,923	3,069	3,161	3,256	3,354	3,455	3,559	3,666	
32		15.29	31,800	2,650	2,786	2,923	3,069	3,223	3,320	3,420	3,523	3,629	3,738	3,850	
33		16.07	33,432	2,786	2,923	3,069	3,223	3,384	3,486	3,591	3,699	3,810	3,924	4,042	
34		16.86	35,076	2,923	3,069	3,223	3,384	3,554	3,661	3,771	3,884	4,001	4,121	4,245	

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1.3 Citation

These rules shall be known and may be cited as the Kansas Court Personnel Rules or KCPR.

1.4 Definitions

- a. Administrative Authority. The officials with primary administrative responsibility for a judicial agency, location, or judicial service, shall include the Chief Justice, the Chief Judge, administrative judges, or their designees.
- b. Anniversary Date. The date which marks the completion of a probationary period and tenure is granted.
- c. Appointing Authority. The person or persons vested by these rules with the authority to select employees for positions.
- d. Appointment. The act of an appointing authority by which a position is filled. Type of appointment includes:
 - Tenured Appointment - The permanent appointment of an employee to a position following successful completion of a probation period. This appointment does not include confidential employees.
 - Confidential Appointment - The appointment of an employee to an untenured position.
 - Probationary Appointment - The first appointment of an individual to a permanent position for a probationary period.
 - Reinstatement - The right of rehire within one year is vested in tenured employees who were involuntarily terminated because of lack of work, lack of funds, or reorganization.
 - Reemployment - The privilege of rehire within one year with retention of tenure, salary status, and sick leave which may be granted to a formerly tenured employee of the judicial system who terminated his employment in good standing (Reference 6.5).

d. Appointment (Con't)

Temporary Appointment - An appointment for twelve months or less to a nonpermanent position or to one in which the incumbent is on leave without pay or an appointment to a position which requires less than 1,000 hours of work per fiscal year. Temporary appointments convey none of the rights or benefits accrued by permanent employees except coverage under Worker's Compensation.

- e. Class. A group of positions sufficiently similar in duties, authority, and responsibilities that the same descriptive title may be used; the same qualifications for entrance may be required; the same aptitude or proficiency tests may be used; and the same pay grade may be applied with equity.
- f. Class Series. A sequence of classes that are alike in kind but not in level, starting with an entry level position and advancing upward in duties, complexity, authority, and responsibility.
- g. Class Specification. The official written job description of a class of work which defines the class, lists some of the more typical tasks of the class, and the training, education, and experience standards required for the class.
- h. Compensation Schedule. The array of pay grades applying to the judicial system.
- i. Confidential Employee. A nontenured employee appointed by and directly responsible to a justice, or a judge as provided in these rules.
- j. Continuous Service. Service which is unbroken or which has been interrupted by periods of one year or less and an appropriate administrative authority has determined that the service is to be deemed continuous.
- k. Demotion. Reduction in an employee's grade, step, or position.

- l. Dependent Family Member. A person, including oneself, one's spouse, children, and certain other relations residing in the household or to whom one contributes all or a major amount of necessary financial support.
- m. Grade. One of the official ranges of pay at which positions in the judicial system tenured service are paid.
- n. Grievance. Any complaint filed by an employee in accordance with KCPR 9.0 pertaining to employment conditions or personnel practices in the judicial system.
- o. Immediate Family. Immediate family shall include husband, wife, father, mother, sister, brother, children, grandchildren, grandparents, mother-in-law and father-in-law.
- p. Initial Date of Employment. Constitutes commencement of employment with the Judicial Branch, adjusted as necessary for breaks in service caused by layoffs, reinstatement, or leave without pay.
- q. Job Description. The written summary of the duties and responsibilities assigned to a position.
- r. Layoff. The involuntary separation of an employee due to abolition of a position because of lack of work, lack of funds, or reorganization.
- s. Merit Increase. For the purpose of computing eligibility for merit increases, the date which marks the beginning of a pay period next following completion of six months at the Hiring Step of a pay grade or one year at steps A, B, and C and three years at steps D through L15, subject to funding.
- t. Permanent Full-time Position. A position scheduled for full-time work, i.e., five days per week, and carried on a table of organization. A federally funded