

IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order No. 68

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



Administrative Order No. 62, dated May 18, 1988, is hereby rescinded effective June 18, 1989.

The new pay plan adopted by this order shall be effective June 18, 1989.

Rules 1.4d, 1.4w through 1.4uu; 4.8, 4.13, 5.17, and 5.20 of the Rules Relating to the Kansas Court Personnel System are hereby rescinded and replaced by the attached pages.

Rule 4.18 is hereby adopted by this order and shall be effective June 18, 1989.

Furthermore, Appendix A, Compensation Plan of the Rules Relating to the Kansas Court Personnel System, is hereby rescinded and replaced by the attached pages of Appendix A.

BY ORDER OF THE SUPREME COURT this 9 day of June 1989.


ROBERT H. MILLER
Chief Justice

Attachments

FILED
JUN 12 1989
LEWIS C. CARTER
CLERK APPELLATE COURTS

4.13 Individual Salary Increases

- a. Recommendations for merit increases shall be made by the appointing authority in writing on forms provided by the Personnel Officer and shall be based upon performance evaluation standards and other pertinent data.
- b. The amount of each merit increase shall be one step in the salary grade assigned except as otherwise provided in these rules.
- c. An employee may be eligible for a merit increase after six full months' employment at Step A and ~~Step~~ ~~† Step B.~~ (Reference KCPR 1.4~~w~~ y.)
- d. An employee shall be eligible and may be recommended for advancement to the next step on the pay grade after one years' service at ~~step B, 2, C, and 3, and three years' service at step D through D15~~ Step C through Step O. All salary increases shall be implemented as set forth in subsection 4.7.
- e. Conversion to the pay plan effective June 18, 1989 for fiscal year 1990 shall be subject to the following:
 1. Employees who were on steps A, 1, B, 2, C, and 3 will be assigned to the corresponding step of the FY 1990 pay plan. (Step A to Step A, Step 1 to Step B, Step B to Step C, etc.)
Subsequent step movement on the pay plan will

be based upon merit increase dates and
time-on-step requirements.

2. Employees who were on steps D, D3, D6, D9, D12,
D15, and D18 with 12 or more months
time-on-step as of June 18, 1989 will be
converted and will be eligible to receive an
increase to the next step on the FY 1990 pay
plan. Subsequent step movement on the pay plan
will be based upon new merit increase dates
calculated from June 18, 1989.

3. Employees who were on steps D, D3, D6, D9, D12,
D15, and D18 with less than 12 months
time-on-step will be assigned to the
corresponding step of the FY 1990 pay plan.
Subsequent step movement on the pay plan will
be based upon the completion of the 12 months
or one year time-on-step requirement.

4.18 Longevity Compensation

Longevity payment shall be made to eligible employees with at least 120 full months of satisfactory service, and is subject to the following provisions:

- a. Longevity payment will occur on the first of the month following the payroll period in which the longevity anniversary date occurs. (Reference KCPR 1.4w.).

- b. Longevity payments will be subject to the standard payroll deductions of Federal Income Withholding Tax, State Income Withholding Tax, Social Security Tax (F.I.C.A.), and Employees' Retirement contributions.

- c. Previous service with county governments, state agencies, and state courts shall be used in computing longevity anniversary dates for longevity service credit purposes for persons employed by the district courts as of January 1, 1979. With the exception of prior state agency service, persons hired by district courts on and after January 1, 1979 shall not be accorded this benefit.

- d. In calculating longevity service credits, adjustments will be made to the longevity anniversary date for evaluation ratings of "below standard" or "unacceptable" work performance on or after June 18, 1989, leave without pay of 31 or more consecutive days, breaks in service, and permanent part-time and temporary employment.
- e. Leaves as a result of military service pursuant to KCPR 8.6, or receiving workers' compensation benefits after May 1, 1983 shall be counted as time worked for an employee's longevity service credit as long as the employee remains in official pay status.

5.17 Types of Appointments

All employees of the Kansas Court Personnel System shall be assigned one of the following types of appointments:

- a. Permanent. A position will be considered permanent if it requires over 1,000 work hours per year.

Permanent employees are entitled to all employee benefits and privileges in accordance with Kansas court personnel policy.

1. Permanent Full-Time. An employee appointed to a permanent position will be considered eligible for status as permanent full-time if he or she works at least 35 hours per week.

2. Permanent Part-Time. Employees will be considered eligible for status as permanent part-time if they are authorized to work at least twenty hours per week, but less than thirty-five hours per week. These employees are entitled to the same benefits on a proportional basis as permanent full-time employees, ~~except that permanent part-time employees receive full retirement and insurance benefits.~~ and are eligible for retirement and insurance benefits.

b. Temporary. An employee shall be considered as a temporary employee if he or she is appointed to a position requiring less than 1,000 hours per year. A temporary employee may not be appointed to the same position to work full-time for more than six months in any twelve-month period. The period of time served by a temporary employee shall not be counted as part of the probationary period in case of subsequent appointment to a permanent position. Temporary employees are not entitled to employment benefits other than Workers' Compensation coverage, ~~and~~ the Employment Security Act, and longevity compensation.

5.20 Probation Period

- a. All appointments, promotions, transfers, and assignments to lower classifications of employees shall be subject to a probationary period as defined in section ~~1.4dd.~~ 1.4ff. The probationary period is the working test of an employee's suitability for the position to which he or she has been appointed. Supervisors shall train employees and monitor job performance.

- b. All probationary periods shall be for a period of six months except as provided below. Upon the successful conclusion of the probationary period and upon the affirmative recommendation of an appointing authority, the employee shall be granted tenure status. The Personnel Officer may extend the probationary period of an employee upon written request by the appointing authority for a period up to one year. Employees failing to successfully complete the probationary period shall be removed from the position without right of appeal.

- c. Certain professional, managerial, or supervisory positions or job classes may require a longer working test than six months because of greater job complexity inherent in such positions. The Judicial

Administrator is authorized to establish
probationary periods of up to a maximum of one year
for appointments and promotions to such positions.

APPENDIX A
COMPENSATION PLAN

A.1 Compensation Scale Structure

The compensation schedules which appear on pages A-5, A-6, and A-7 provide hourly, 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 ~~thirteen~~ fifteen steps per grade with 2 1/2% increments between ~~Step A and Step D10~~ Step A and Step O. ~~Steps D3 through D10 are longevity steps. Time on step requirements are as follows:~~ A six month time-on-step requirements exists for Step A and Step B. A twelve month, or one year, time-on-step requirement exists for Step C through Step O.

<u>STEP</u>	<u>TIME ON STEP (months)</u>
A	6
+ B	6
B C	12
2 D	12
e E	12
3 F	12
D G	36 12
D3 H	33 12

D6 <u>I</u>	36 <u>12</u>
D9 <u>J</u>	36 <u>12</u>
D12 <u>K</u>	36 <u>12</u>
D15 <u>L</u>	36 <u>12</u>
D18 <u>M</u>	<u>12</u>
<u>N</u>	<u>12</u>
<u>O</u>	

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~~ a Records Clerk I employed at Grade 9, Step A for 1/4 time employment would earn ~~\$245~~ \$262.50 per month computed as ~~\$980.00 x 25% = \$245.00~~ \$1,050.00 x 25% = \$262.50.

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

~~Step A through Step D18~~ Step A through Step O of the compensation schedule are merit pay steps. A salary increase

from Step A to ~~Step 1~~ Step B 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.

JUDICIAL BRANCH
SALARY STEPS AND GRADES IN MONTHLY AMOUNTS
FY 1990

Effective June 18, 1989

Range No.	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
4	823	845	863	884	906	930	953	975	999	1,025	1,050	1,076	1,103	1,131	1,158
5	863	884	906	930	953	975	999	1,025	1,050	1,076	1,103	1,131	1,158	1,188	1,214
6	906	930	953	975	999	1,025	1,050	1,076	1,103	1,131	1,158	1,188	1,214	1,247	1,277
7	953	975	999	1,025	1,050	1,076	1,103	1,131	1,158	1,188	1,214	1,247	1,277	1,309	1,343
8	999	1,025	1,050	1,076	1,103	1,131	1,158	1,188	1,214	1,247	1,277	1,309	1,343	1,375	1,410
9	1,050	1,076	1,103	1,131	1,158	1,188	1,214	1,247	1,277	1,309	1,343	1,375	1,410	1,443	1,479
10	1,103	1,131	1,158	1,188	1,214	1,247	1,277	1,309	1,343	1,375	1,410	1,443	1,479	1,517	1,553
11	1,158	1,188	1,214	1,247	1,277	1,309	1,343	1,375	1,410	1,443	1,479	1,517	1,553	1,592	1,630
12	1,214	1,247	1,277	1,309	1,343	1,375	1,410	1,443	1,479	1,517	1,553	1,592	1,630	1,672	1,712
13	1,277	1,309	1,343	1,375	1,410	1,443	1,479	1,517	1,553	1,592	1,630	1,672	1,712	1,755	1,797
14	1,343	1,375	1,410	1,443	1,479	1,517	1,553	1,592	1,630	1,672	1,712	1,755	1,797	1,843	1,887
15	1,410	1,443	1,479	1,517	1,553	1,592	1,630	1,672	1,712	1,755	1,797	1,843	1,887	1,934	1,982
16	1,479	1,517	1,553	1,592	1,630	1,672	1,712	1,755	1,797	1,843	1,887	1,934	1,982	2,031	2,081
17	1,553	1,592	1,630	1,672	1,712	1,755	1,797	1,843	1,887	1,934	1,982	2,031	2,081	2,133	2,185
18	1,630	1,672	1,712	1,755	1,797	1,843	1,887	1,934	1,982	2,031	2,081	2,133	2,185	2,240	2,294
19	1,712	1,755	1,797	1,843	1,887	1,934	1,982	2,031	2,081	2,133	2,185	2,240	2,294	2,351	2,408
20	1,797	1,843	1,887	1,934	1,982	2,031	2,081	2,133	2,185	2,240	2,294	2,351	2,408	2,469	2,528
21	1,887	1,934	1,982	2,031	2,081	2,133	2,185	2,240	2,294	2,351	2,408	2,469	2,528	2,591	2,655
22	1,982	2,031	2,081	2,133	2,185	2,240	2,294	2,351	2,408	2,469	2,528	2,591	2,655	2,722	2,787
23	2,081	2,133	2,185	2,240	2,294	2,351	2,408	2,469	2,528	2,591	2,655	2,722	2,787	2,857	2,927
24	2,185	2,240	2,294	2,351	2,408	2,469	2,528	2,591	2,655	2,722	2,787	2,857	2,927	3,000	3,074
25	2,294	2,351	2,408	2,469	2,528	2,591	2,655	2,722	2,787	2,857	2,927	3,000	3,074	3,151	3,228
26	2,408	2,469	2,528	2,591	2,655	2,722	2,787	2,857	2,927	3,000	3,074	3,151	3,228	3,309	3,389
27	2,528	2,591	2,655	2,722	2,787	2,857	2,927	3,000	3,074	3,151	3,228	3,309	3,389	3,474	3,559
28	2,655	2,722	2,787	2,857	2,927	3,000	3,074	3,151	3,228	3,309	3,389	3,474	3,559	3,647	3,737
29	2,787	2,857	2,927	3,000	3,074	3,151	3,228	3,309	3,389	3,474	3,559	3,647	3,737	3,830	3,924
30	2,927	3,000	3,074	3,151	3,228	3,309	3,389	3,474	3,559	3,647	3,737	3,830	3,924	4,021	4,119
31	3,074	3,151	3,228	3,309	3,389	3,474	3,559	3,647	3,737	3,830	3,924	4,021	4,119	4,223	4,324
32	3,228	3,309	3,389	3,474	3,559	3,647	3,737	3,830	3,924	4,021	4,119	4,223	4,324	4,433	4,541
33	3,389	3,474	3,559	3,647	3,737	3,830	3,924	4,021	4,119	4,223	4,324	4,433	4,541	4,655	4,768
34	3,559	3,647	3,737	3,830	3,924	4,021	4,119	4,223	4,324	4,433	4,541	4,655	4,768	4,886	5,007
35	3,737	3,830	3,924	4,021	4,119	4,223	4,324	4,433	4,541	4,655	4,768	4,886	5,007	5,132	5,256
36	3,924	4,021	4,119	4,223	4,324	4,433	4,541	4,655	4,768	4,886	5,007	5,132	5,256	5,388	5,523

1.4d. 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 tenured employees who have been involuntarily terminated because of layoffs to be reinstated within one year after separation with retention of tenure, salary status, and sick leave.

Reemployment - The right of a tenured employee who terminates his/her employment with the Judicial Branch in good standing to retain tenure, salary status, and sick leave if reemployed within one year from the effective date of separation. (Reference 6.7.)

Temporary Appointment - An appointment for twelve months or less to a nonpermanent position which requires less than 1,000 hours of work per fiscal year. Temporary appointments convey none of the rights or benefits that are provided for permanent employees except coverage under Workers' Compensation, ~~and~~ the Employment Security Act, ~~and~~ longevity compensation.

Extended Temporary Appointment - A temporary appointment to a permanent position that is currently filled by an incumbent who is on leave without pay.

1.4w. Longevity Anniversary Date. The date on which the employee first began employment with the State of Kansas marking the date of eligibility for longevity payment.

1.4x. Longevity Service Credit. An employee's total amount of service credit calculated from the longevity anniversary date adjusted as necessary due to evaluation ratings of "below standard" or "unacceptable" work performance, leave without pay of 31 or more consecutive days, breaks in service, and permanent part-time and temporary employment.

1.4w. y. 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 Step A and ~~Step 1~~ Step B of a pay grade or one year at ~~steps B, 2, C, and 3,~~ ~~and three years at steps D through D15~~ Step C through Step O, subject to funding.

1.4 Definitions

- ~~*r~~ z. Nonexempt Job Classes. Those job classifications which are not defined as executive, administrative, or professional, and do not have discretionary, supervisory, or managerial responsibilities (e.g., entry level clerical). (Reference KCPR, Appendix A, sect. A.4.)

- ~~y~~ aa. Overtime. The working time in excess of a standard forty hour work week.

- ~~z~~ bb. Pay Period. The period of time beginning on the 18th of the month and ending on the 17th of the following month, for fiscal and payroll purposes.

- ~~aa~~ cc. 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 position shall be considered permanent only during the duration of the grant or grants unless subsequently state funded.

- ~~bb~~ dd. Position. An individual job within the judicial system.

- ~~cc~~ ee. Primary Duties. The principal tasks which are assigned to a position.

- ~~dd~~ ff. Probationary Period. The designated period following probationary appointment or a trial period following a "below standard" or "unacceptable" performance evaluation. A probationary period shall commence on the date which marks the beginning of the next full pay period (i.e., the 18th of any month). (Reference 5.20.)

- ~~ee~~ gg. Promotion. Appointing an employee from one class to another class at a higher pay grade.

- ~~ff~~ hh. Reclassification. The assignment of a position from one class of work to another.

- ~~gg~~ ii. Seniority. For the purpose of determining layoffs, seniority shall include all periods of employment by the Judicial Branch subsequent to January 10, 1977, and all periods of employment by the district court, Supreme Court, or one of the courts identified in K.S.A. 20-335 as being abolished by the court unification act, for periods of employment prior to January 10, 1977.

- ~~hh.~~ jj. Sexual Harassment. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- ~~ii.~~ kk. Step. Incremental pay increases within a grade.
- ~~jj.~~ ll. Step-for-Step. A salary adjustment, either up or down, which results in the employee being moved to the same step within the new grade as was occupied in the former grade.
- ~~kk.~~ mm. Supervisor. An individual designated by the administrative authority who directs, evaluates, and coordinates the activities of other employees.
- ~~ll.~~ nn. Suspension with Pay. Suspension from duty with pay ordered by an administrative authority with the approval of the Personnel Officer. (Reference KCPR 6.6d.)
- ~~mm.~~ oo. Suspension without Pay. Suspension from duty ordered without pay by an administrative authority with the approval of the Personnel Officer for disciplinary reasons or pending the outcome of an appeal. (Reference KCPR 6.6c.)
- ~~nn.~~ pp. Table of Organization. Documents showing the number of positions authorized for each location, the grade and title of each position, and other related information as prescribed by these rules.
- ~~oo.~~ qq. Temporary Employee. One who holds a temporary appointment which requires less than 1,000 hours of work per fiscal year.
- ~~pp.~~ rr. Temporary Full-time Position. A position scheduled for full-time work which is established for one-year or less.
- ~~qq.~~ ss. Tenured Employee. An employee who has successfully completed prescribed probationary periods.
- ~~rr.~~ tt. Trainee Position. An entry-level job established to provide on-the-job training.

- ~~ss.~~ uu. Transfer. Changing an employee from one position to another at the same pay grade, or changing an employee to a different unit at the same pay grade.
- ~~tt.~~ vv. Unit Location. A department code for designating separate offices for payroll and personnel purposes.
- ~~uu.~~ ww. Work Week. A regular recurring period of 168-hours in the form of seven 24-hour periods, the work week may begin on any day of the week and at any hour of the day. Once established, a work week should not be changed unless it is intended to be a permanent change.

4.8 Starting Step on First Employment

Original appointment to any position shall be made at the first step within the salary grade. Upon recommendation of the appointing authority and the Personnel Officer, the Judicial Administrator may seek approval from the Chief Justice for compensation up to ~~step C~~ step E when the needs of the court make such action necessary. Any such exception must be based on either the outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified for the position, or the fact that a critical shortage of applicants exists.