



# KANSAS

HOWARD R. FRICKE, SECRETARY

DEPARTMENT OF ADMINISTRATION

KATHLEEN SEBELIUS, GOVERNOR

## MEMORANDUM

**TO:** All State Agency Heads

**FROM:** Howard R. Fricke, Secretary of Administration 

**DATE:** March 10, 2003

**RE:** Implementation of Executive Order 03-04

In her State of the State address, Governor Sebelius expressed her commitment to reorganize and streamline state government in order to ensure that services are delivered in the most efficient and cost-effective manner possible. As we carry out this mission, we must continually re-evaluate and challenge our assumptions about the way state government does business, especially during these times of limited resources.

On February 6, 2003, Governor Sebelius issued Executive Order 03-04 (Attachment I), asking the head of each agency in the executive branch to assist in maximizing the efficient and economical operation of state-owned and state-leased vehicles. Effective April 1, 2003, this Executive Order will be implemented to prohibit state employees from commuting in state vehicles, except in limited circumstances. A description of those criteria can be found in Attachment II.

In order to facilitate prompt implementation of the Executive Order, please review and complete the following steps:

1. Develop a list of positions in your agency that are currently authorized to commute on a daily basis between the employee's residence and workstation. For each position, please identify the following information:
  - a. the position number (SHARP position number);
  - b. the job classification title for the position (as shown in SHARP); and
  - c. the vehicle license number of the vehicle used for commuting.

2. Develop a list of positions in your agency that you are authorizing to commute on a daily basis between the employee's residence and workstation under the law enforcement or public safety emergency exceptions identified in Attachment II. For each position, please identify the following information:
  - a. the position number (SHARP position number);
  - b. the job classification title for the position (as shown in SHARP);
  - c. the license number of the vehicle used for commuting;
  - d. the basis for the authorization to commute, referring to the law enforcement or public safety emergency exceptions identified in Attachment II; and
  - e. the one-way distance between the employee's residence and workstation.
3. By April 10, 2003, submit to the Secretary of Administration both the list of those positions that are currently authorized to commute and those that will be authorized to commute under the law enforcement and public safety emergency response exceptions identified in Attachment II. (Note: no information needs to be sent to the Secretary for positions that commute on any of the other bases identified in Attachment II.)
4. After April 10, 2003, when additional positions are authorized to commute or authorization to commute is withdrawn for one or more positions, submit the updates to the Secretary of Administration, including the information outlined above in step two for each position that has been added or withdrawn.
5. The Secretary of Administration will be deemed to have approved the authorizations to commute unless, within 30 days after the list or updates are submitted to the Secretary under step three or step four, the Secretary provides notice to the agency that authorization to commute is denied for any positions identified in the notice.

Thank you for helping us reshape the state's business practices in a more cost-effective manner, and ensuring that state resources are made available for the most critical state services. If you have questions about implementation of Executive Order 03-04 or need additional information, please contact Carol Foreman at (785) 296-3011 or [carol.foreman@da.state.ks.us](mailto:carol.foreman@da.state.ks.us).

cc: Carol Foreman  
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