

**MEMORANDUM**

**TO:** All State Agencies

**FROM:** George Vega  
Director of Personnel Services

Duane A. Goossen  
Director of the Budget

**DATE:** August 20, 2007

**SUBJECT:** December 14, 2007 Bonus

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As you are no doubt aware, the 2007 Legislature approved a one-time bonus for eligible employees to be paid on December 14, 2007. We have received a number of questions about exactly who is eligible and how the bonus is to be paid, so this memorandum is intended to clarify the eligibility issues and the processes and procedures necessary to ensure that all employees who should receive the bonus, do so. The Executive Directive authorizing the bonus can be viewed at: [http://www.da.ks.gov/ps/subject/arc/memos/execdirective/ED07\\_376.pdf](http://www.da.ks.gov/ps/subject/arc/memos/execdirective/ED07_376.pdf)

The legislation authorizing this bonus included provisions for both the classified and unclassified service. With respect to the classified service, all classified employees aside from temporary classified (999 hour) employees, are eligible for the bonus, provided the employee's most recent performance evaluation rating is at least satisfactory. Unlike the September 10, 2006 step increase, the legislation authorizing the December 14, 2007 bonus does not contain language requiring that the rating occur within 12 months of the date of the bonus. Thus, even if the employee's most recent rating occurred prior to December 14, 2006, provided the rating is at least satisfactory, the employee will be eligible for the bonus.

For the unclassified service, all unclassified employees who are eligible for benefits are eligible for the December 14, 2007 bonus. There have been many questions about whether unclassified temporary employees are eligible for the bonus since the legislation authorizing the bonus uses the term "permanent" when describing the application of the bonus to unclassified employees. The use of the term "permanent" is, with respect to the budgetary impact of the position, not the Civil Service status of the position, so unclassified temporary positions that are eligible for benefits would be considered "permanent" under that meaning of the term. In SHARP, unclassified temporary positions that are eligible for benefits display the Empl Class field a value of "Special Project" or "Unclassified Temp Ben Eligibl" on the Kansas Information page in Position Data. Since annual performance reviews are not required of the unclassified

service, an unclassified employee does not have to have a performance rating of at least satisfactory in order to receive the December 14, 2007 bonus.

The legislation authorizing the bonus also contains no language or limitations with respect to an employee's date of hire or length of service. So, similar to the process utilized with respect to the September 10, 2006 step increase, if an agency believes that a probationary employee in the classified service who has not yet received a performance review rating is performing satisfactorily, the agency should give the employee a special evaluation with a rating of satisfactory in order to be eligible for the December 14, 2007 bonus. This means that employees in the classified service who have not yet attained permanent status may receive the bonus.

In providing a rating to a probationary employee for this purpose, an agency may simply fill out the first page of the review form, with the rating box checked and appropriate signatures included. Agencies can even include notes indicating that the rating is being provided solely for the purpose of eligibility for the December 14, 2007 bonus if they so choose.

There is, however, one restriction with respect to length of service for employees receiving the bonus, and this applies to both classified and unclassified employees. Since the December 14, 2007 paycheck is for work that was performed during the November 18 – December 1 pay period, employees whose start date is November 18, 2007, or later or who are not in pay status for at least one day during the November 18 – December 1 pay period will not be eligible for the bonus. However, employees on extended medical or military leave are eligible for the bonus. For these employees, you must enter a return from leave of absence in SHARP Job Data on or before Sunday, November 18<sup>th</sup> with a return from leave effective date of 11/18/07. You will then return them to a leave of absence effective 11/19/07 in SHARP Job Data.

Another provision that will apply to both classified and unclassified employees is that the legislation authorizing the bonus provides that employees working less than full-time are to receive a pro-rated portion of the bonus. This determination will be made based on the percentage of FTE indicated in the FTE field on the Specific Information page of SHARP Position Data as of November 18, 2007. For those employees on extended leave, the percentage will be the percentage of FTE that is in place as November 18, 2007, or at the time the employee was placed on leave of absence, whichever is more recent. We would encourage all agencies to check this percentage for your employees to make sure that it is accurate.

The last clarification regarding the December 14, 2007 bonus is with respect to the amount of the bonus for unclassified employees. The legislation authorizing this bonus states that bonuses to unclassified employees are to be paid from a bonus pool, implying that the amount of the bonus could vary amongst unclassified employees. However, it is the decision of this administration that for all Executive Branch agencies, each eligible unclassified employee is to be paid \$860 (prorated for those employees who work less than full-time), just like their fellow employees in the classified service.

This bonus will have an impact on employees' regular rate for those employees who have recorded overtime since June 17, 2007. The adjusted regular rate (or FLSA rate) is used for the

computation of overtime payments. The impact is similar to that of the longevity bonus except that the impact of the December 14, 2007 bonus is limited to the time period from June 17, 2007 (i.e., the beginning of Fiscal Year 2008 for payroll purposes) through November 17, 2007. We are working with DISC to automate bonus payments directly into SHARP employee timesheets. In addition, we are hopeful the adjustment to the regular rate for those employees who have recorded overtime since June 17, 2007 will be automated through SHARP, so agencies will not be required to make any manual adjustments or entries with respect to this issue. The SHARP updates discussed in this memo will include Executive, Judicial and Legislative branch employees (excluding Regents). Additional information concerning the SHARP specifics will be provided via the SHARP Information List Serve between now and December. You may sign up for the SHARP Information List Serve at [www.da.ks.gov/sharp/infolist.htm](http://www.da.ks.gov/sharp/infolist.htm).

We hope that you find this information to be helpful. If you have any questions about this memorandum or the December 14, 2007 bonus in general, please contact Kraig Knowlton at [Kraig.Knowlton@da.ks.gov](mailto:Kraig.Knowlton@da.ks.gov) or by telephone at (785) 296-1082. Thank you.

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