

STATE OF KANSAS



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OFFICE OF THE GOVERNOR

EXECUTIVE DIRECTIVE NO. 01-304

Authorizing Certain Personnel Transactions

By virtue of the authority vested in the Governor as the head of the executive branch of the State of Kansas, the following transaction is hereby authorized:

The request of Bobbi Mariani, Director of Personnel Services, to provide for a specialty unit pay differential of 5.0 percent for eligible Juvenile Corrections Officer I, II, III and JCO Specialist employees within the Juvenile Justice Authority, in accordance with the following provisions, is hereby approved effective with the first day of the payroll period following the date of the Executive Directive.

A Juvenile Corrections Officer (JCO) I, II, III and JCO Specialist specialty unit pay differential of 5.0 percent is provided to compensate employees in the JCO I, II, III and JCO Specialist positions based on the following criteria:

- The pay differential will be paid only to Juvenile Corrections Officer (JCO) I, II, III and JCO Specialist employees performing work with juvenile offenders with acute or chronic behavior or psychiatric problems.
2. The pay differential will be paid only while the employee performs duties in the specialty unit and will end if the employee leaves the position in the specialty unit.
3. The pay differential will cover all hours worked while assigned to a specialty unit to include partial shifts.
4. JCO I employees who satisfy the criteria for either pay differential will be eligible for either the lead worker differential or specialty unit differential, but cannot receive both pay differentials.

Executive Directive No. 99-279 is hereby repealed upon the effective date of this executive directive.

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize the Secretary of the Kansas Department of Corrections (KDOC) to implement and administer a Signing Bonus and a Recruitment Bonus for corrections officers in the Corrections

Officer I(A), Corrections Officer I(B), and Corrections Officer II classifications, in accordance with the following provisions, is hereby approved, effective with the date of the Governor's approval of this executive directive:

1. Signing Bonus

At the discretion of the Secretary of Corrections, a Signing Bonus may be paid to new hires into Corrections Officer I(A), Corrections Officer I(B) and Corrections Officer II positions in a facility that has experienced long-term difficulty in recruitment and retention. Rehires of prior employees in uniformed positions with KDOC shall be eligible for Signing Bonuses after a break in service from the Department of at least one year. The Secretary of Corrections must authorize all Signing Bonuses in writing.

- Signing Bonuses shall not exceed \$500 total and shall be payable in three installments. Qualifying employees will receive the first payment in the amount of \$200 during the second pay period with the Department. The second payment in the amount of \$200 shall be paid during the first pay period following the employee's successful completion of basic training as a CO I(A) or completes six weeks of satisfactory service as a CO I(B) or a CO II. The third payment in the amount of \$100 shall be paid during the first pay period following the employee's satisfactory completion of 12 consecutive months of uniformed service with the KDOC.
- An employee who leaves a uniformed position with the Department within one year of hire or rehire shall not be required to repay any bonus payments received to that point. However, he or she shall not receive bonus payments earned but not yet paid.
- With the exception of leave under the Family Medical Leave Act, any time spent on leave-without-pay during the bonus pay period shall result in the period being extended an equal amount of time.
- A rehired employee shall receive no more than one Signing Bonus in any consecutive five-year period.

2. Recruitment Bonus

At the discretion of the Secretary of Corrections, a Recruitment Bonus of \$500 may be paid to current KDOC employees in any KDOC agency who recruit successful CO I(A), CO I(B) or CO II new hires. The bonus is awarded to an existing KDOC employee whose recruited employee remains with the hiring agency as prescribed below. The Secretary of Corrections must authorize all recruitment bonuses in writing.

- Recruitment Bonuses shall not exceed \$500 total and shall be payable in two payments of \$250 each. The first payment will be paid when the recruit successfully completes six weeks of basic training as a CO I(A) or completes six weeks of satisfactory service as a CO I(B) or a CO II and the second paid when the recruit completes one year of satisfactory service as a CO I(A), CO I(B), or CO II with the KDOC.

- Employees who are in positions to influence the hiring decision relative to a particular recruit will not be eligible to receive a recruiting bonus as a result of hiring that recruit.
- Persons who are officially responsible for recruiting candidates for employment with the Department of Corrections are not eligible to receive recruiting bonuses, including, but not limited to, the Secretary of Corrections, members of the System Management Team, Human Resources staff, deputy wardens, majors, unit team managers, captains, lieutenants, correction counselors II, and those employees designated as recruiters for a facility.
- No recruitment bonus shall be paid if the recruited employee fails to complete basic training successfully.
- If the recruited employee successfully completes training but does not remain in a uniformed position with the Department of Corrections for one full year, the recruiting employee shall be allowed to keep the bonus received when the recruit completed training but will not receive the second half of the bonus.
- If a recruit remains in a uniformed position but transfers, promotes, or demotes to another DOC facility, the recruiting employee will receive all bonuses as scheduled training and length-of-service conditions are met as specified in previous paragraphs.
- If an employee earns a recruitment bonus(es) but leaves KDOC prior to receiving the payment, the bonus(es) shall be forfeited.
- The Signing Bonus and the Recruitment Bonus program shall expire one year from the effective date of this executive directive.

I have conferred with the Secretary of Administration, the Director of the Budget, the Director of Personnel Services, and members of my staff, and I have determined that the requested actions are appropriate.

THE GOVERNOR'S OFFICE

By the Governor



Ron Thornburgh
Secretary of State

by [Signature]
Assistant Secretary of State

Date

