

# STATE OF KANSAS

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## OFFICE OF THE GOVERNOR

### EXECUTIVE DIRECTIVE NO. 02-319

#### Authorizing 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 transactions are hereby authorized:

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize the Secretary of the Department of Social and Rehabilitation Services to implement and administer a bonus program for Rainbow Mental Health Facility employees in approved health care job classifications in accordance with the following provisions, is hereby approved, effective with the beginning date of the next payroll period following the signing of this executive directive. The Secretary of the Department of Social and Rehabilitation Services shall prepare an implementation plan and the plan shall be submitted to the Director of the Division of Personnel Services for approval.

#### **1. Signing Bonus**

A Signing Bonus for a candidate who accepts a job offer for a health care position in an approved difficult-to-fill job classification. The Signing Bonus amount is 10% of the new employee's annual starting pay. This bonus will be paid as a lump sum during the first pay period with the employing agency. To receive the bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, the entire gross amount of the bonus to the agency, including tax withholdings thereon, if the employee leaves state service or goes to another state agency within one year of initial employment. The agency is required to develop a contract for each person receiving the bonus.

#### **2. Recruitment Bonus**

A Recruitment Bonus of \$500 for current state employees who recruit health care candidates for an approved difficult-to-fill job classification who are subsequently hired. The bonus is awarded to an existing employee whose recruited employee remains with the hiring

agency for one year. If the recruited employee maintains employment with the state, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside state employment. The bonus will be paid only to state employees who are in active employment status at the time the recruited employee attains one year of employment with the hiring agency.

### **3. Retention Bonus**

A Retention Bonus for employees in health care positions in an approved difficult-to-fill job classification to enhance retention. For non-licensed employees, the Retention Bonus is initially up to 10% of the employee's annual base pay paid annually at the time of the employee's performance evaluation review. The bonus may increase incrementally by 1% of the employee's base pay each year until the maximum bonus amount of 15% is reached. For employees with a Kansas professional license, the retention bonus amount is initially up to 15% of the employee's annual base pay, paid at the time of the employee's performance evaluation review. The bonus for licensed employees may increase incrementally by 1% of the employee's base pay each year until the maximum bonus amount of 20% is reached.

To be eligible for a Retention Bonus, the employee must sign a contract that the employee agrees to pay back, as liquidated damages, one-half of the gross amount of the bonus to the agency, including tax withholdings thereon, if the employee does not remain with the agency for at least one year from the effective date of the bonus. The agency is required to develop a contract for each person receiving the bonus.

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize a pay increase of 2.5 percent or the equivalent of one step for employees in the following Department of Corrections (DOC) uniformed corrections officer classes: Corrections Officer I(A), Corrections Officer I(B), Corrections Officer II, Corrections Specialist I, Corrections Specialist II, Corrections Specialist III, and uniformed Corrections Manager I and Corrections Manager II positions only. If the employee is on the maximum pay rate for the pay grade, the employee will receive the equivalent of one step or 2.5 percent of base pay. These pay changes, made in accordance with the stated provisions, are hereby approved, effective March 3, 2002.

The request of Bobbi Mariani, Director of the Division of Personnel Services, to authorize a pay increase of 2.5 percent or the equivalent of one step for employees in the following Juvenile Justice Authority (JJA) classes: Juvenile Corrections Officer I, Juvenile Corrections Officer II, Juvenile Corrections Officer III, Juvenile Corrections Specialist, Juvenile Corrections Director, Safety and Security Officer I, Safety and Security Officer II, and Safety and Security Chief assigned to the JJA. If the employee is on the maximum pay rate for the pay grade, the employee will receive the equivalent of one step or 2.5 percent of base pay. These pay changes, made in accordance with the stated provisions, are hereby approved, effective March 3, 2002.

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

*Bill Fran*  
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2/12/02  
Date

*Ron Thornburgh*  
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Secretary of State

**FILED**  
FEB 14 2002  
RON THORNBURGH  
SECRETARY OF STATE

*Robert L Meyer*  
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Assistant Secretary of State