Compensation and Pay

White Paper

Salary Increases – The recommendation would be for annual increases to be at a level at least equivalent to those given to the unclassified administration and professional staff. The salary increases would be based on merit or performance evaluations. For all benefit eligible employees, salary increases will be calculated on a formula of base salary plus gross longevity pay.

Longevity Pay – Longevity pay paid to eligible employees will be added to their base salary, rather than being paid annually. The amount will be calculated based on an employee’s years of service as of June 30, 2014. Employees hired between January 1, 2004 and June 15, 2008 will receive $400 increase to their base salary. The State discontinued this program for employees hired after July 1, 2008. This recommendation would phase out this program as of June 30, 2014.

Salary Administration – Recommend existing salaries be converted to a new salary administration plan without any resulting salary decreases. The movement toward a new salary administration plan will occur gradually during a 2-4 year time period. The new salary administration plan will be equivalent to or better than the current Civil Service compensation system. The existing salary grade and step matrix will be used as a framework for salary administration for current employees, new hires, transfers, promotions and demotions until the new system is defined and implemented (the current system will remain intact until the new system is completed and brought online).

Title Management – The movement toward a new title management system would occur gradually over a 2-4 year period with the development of a new salary administration system. Existing job titles will be examined to determine how those titles or new titles should be developed to support a new salary administration plan. Updated position descriptions will serve as the basis for establishing job groups.

Vacation – the recommendation is to change to one unified system with all employees earning 6.77 hours over 26 pay periods to a maximum of 176 hours per fiscal year, thus eliminating two separate accrual systems. Maximum vacation leave accrual will remain at 304 hours.

At termination, an employee will receive a maximum payment of no more than 176 hours of vacation. If retirement eligible, an employee may receive payment for up to 240 hours of vacation upon retirement or termination.

Sick Leave – Each university support staff personnel retiring from the service of the state of Kansas who has accumulated 800 hours or more of sick leave shall receive, at the time of retirement, compensation for his/her accumulated sick leave as follows:

1. Compensation for 240 hours if such person has completed eight or more years of such service and has accumulated at least 800, but less than 1,000 hours of sick leave.
2. Compensation for 360 hours if such person has completed 15 or more years of such service and has accumulated at least 1,000 hours, but less than 1,200 hours of sick leave, or
3. Compensation for 480 hours if such person has completed 25 or more years of such service and has accumulated 1,200 hours of sick leave or more.

Retirement – Retirement will remain with KPERS. No changes recommended.

Group Health Insurance – These options for selection are administered through the Kansas Department of Health and Environment and are available to all State of Kansas employees, whether unclassified or classified or university support staff. No changes would be made to the benefit.
Holidays – No changes recommended.

Holiday Close Down (Christmas) – Shutdown to remain as currently provided. No changes recommended.

Service Awards – No changes recommended.

Shared Leave – No changes recommended.

Tuition Assistance – Depending on monies available and the number of applications, the recommendation would be for assistance to cover 6 hours of coursework. Employees would also be eligible to apply for other grants or scholarships that may be available to them through their departments or other resources.

Assistance is limited to two courses or seminars per semester, not to exceed payment for six semester hours in the spring or fall semesters or three semester hours in the summer semester. The assistance that is in place for dependents would remain the same.

Tuition Assistance is an important issue for many employees of the University. The recommendation is to encourage all Senates to work together on this issue and pursue it jointly. Assistance is limited to tuition costs only (books, student fees or housing costs are not included).

Compensation Time – No changes recommended.

Overtime – Overtime is hours physically worked over 40 hours per week. The employee will receive compensatory time for the extra hours at time and a half unless overtime pay is approved, in advance, by the employee’s budget officer.

When calculating overtime or compensatory time, fractions of hours of 15 minutes or more can be compensated for overtime and are to be reported in hundredths of hours. The following chart can be used to calculate overtime worked and to maintain an accurate daily record.

- 0 to 7 minutes = 0.00 hr
- 8 to 22 minutes = 0.25 hr
- 23 to 37 minutes = 0.50 hr
- 38 to 52 minutes = 0.75 hr
- 53 to 67 minutes = 1.00 hr

Extra Straight Hours – Any additional hours worked during a workweek, when paid leave is also used or a holiday occurs in the week, will be paid at the regular straight time rate.

Extra straight hours can also be earned by a less than full-time employee working extra hours in addition to their scheduled workweek.

Inclement Weather Pay – Retrain supervisors on how Inclement Weather Pay works.

Shift Differential – A normal day shift will fall entirely within the hours of 7:00 a.m. and 7:00 p.m. Hourly employees who work a regularly scheduled shift of hours other than the standard workday may be paid a shift differential of $.60 per hour for second shift employees and $.75 per hour for third shift employees. Employees do not receive shift differential pay for hours credited on any type of leave or holiday.

Retention Incentive Pay Rate Differential: No changes recommended.

Standby Allowance: No changes recommended.