

**State of Kansas Human Resource Positions
Savings from Staffing Actions**

Positions Vacant as of 1/10/2011

Agency	Eff Date	Job Title	Comments	Salary Svng to Date*	Annual Salary Savings*
D of A	12/11/2011	Director of Personnel Services	Retired - psn re-filled 7/10/2011 at a lower salary	\$51,994.64	\$4,568.98
KDOT	12/11/2011	HR Director	Retired - position not re-filled	\$87,125.00	\$87,125.00
Total Savings =				\$139,119.64	\$91,693.98

Non-VRIP Positions Vacated after 3/7/2011

Agency	Eff Date	Job Title	Comments	Salary Svng to Date*	Annual Salary Savings*
KDOR	3/8/2011	Human Resource Prof II	Retired - position not re-filled	\$49,211.52	\$56,118.40
KDOT	3/19/2011	Human Resource Prof III	Retired - position re-filled at lower salary	\$15,664.00	\$18,512.00
KHPA	4/1/2011	Manager/Administrator	Transfer to Regents - HR position not filled	\$47,653.85	\$59,000.00
KDOC	4/23/2011	Trainer	Resigned - position not re-filled	\$29,596.88	\$39,462.50
KDHE	5/23/2011	Human Resource Prof III	Demoted to non-HR psn - HR psn not filled	\$33,227.04	\$49,649.60
KDOT	5/29/2011	Human Resource Prof III	Promote to Non-HR psn - HR psn not filled	\$33,292.54	\$50,918.00
SRS	6/4/2011	Administrative Specialist	Resigned - position not re-filled	\$19,351.20	\$30,492.80
Comm	6/6/2011	Human Resource Prof III	Promote to Non-HR psn - HR psn not filled	\$31,508.40	\$49,649.60
Comm	6/6/2011	Human Resource Prof I	Promote to Non-HR psn - HR psn not filled	\$23,482.80	\$37,003.20
KDOC	6/11/2011	Trainer	Dismissed - position not refilled	\$24,000.00	\$39,000.00
KDOL	6/11/2011	Public Service Executive III	Retired - position not re-filled	\$39,961.60	\$64,937.60
KDHE	6/25/2011	Public Service Executive	Resigned - position not re-filled	\$25,384.62	\$44,000.00
WCF	6/27/2011	Administrative Specialist	Retired - position not re-filled	\$17,915.76	\$31,262.40
SRS	7/2/2011	HR Director	Dismissed - position not refilled	\$42,384.62	\$76,000.00
SRS	7/7/2011	Human Resource Prof II	Resigned - position not re-filled	\$23,214.24	\$42,806.40
D of A	7/9/2011	Public Service Executive IV	Promote to Director of HR - psn not re-filled	\$30,700.80	\$66,518.40
KDHE	7/18/2011	Senior Administrative Asst	Transfer to non-HR psn - HR psn not filled	\$15,066.00	\$29,016.00
SRS	10/28/2011	Human Resource Prof III	Resigned - position not re-filled	\$11,457.60	\$49,649.60
Total Savings =				\$513,073.45	\$833,996.50

VRIP HR Positions

Agency	Eff Date	Job Title	Comments	Salary Svng to Date*	Annual Salary Savings*
PSHTC	9/11/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$14,212.00	\$38,896.00
SRS	9/17/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$12,196.80	\$35,235.20
KDOL	9/17/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$15,955.20	\$46,092.80
SRS	9/17/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$11,340.00	\$32,760.00
LCMHF	9/17/2011	Senior Administrative Asst	Voluntary Retirement Incentive (VRIP)	\$13,147.20	\$37,980.80
KDOL	9/17/2011	Human Resource Prof IV	Voluntary Retirement Incentive (VRIP)	\$22,478.40	\$64,937.60
KNI	9/17/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$13,147.20	\$37,980.80
DPS	9/17/2011	Human Resource Prof III	Voluntary Retirement Incentive (VRIP)	\$18,036.00	\$52,104.00
SRS	9/17/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$14,148.00	\$40,872.00
OSH	9/17/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$14,148.00	\$40,872.00
KDOR	9/17/2011	Human Resource Prof III	Voluntary Retirement Incentive (VRIP)	\$18,489.60	\$53,414.40
SRS	9/17/2011	Human Resource Prof II	Voluntary Retirement Incentive (VRIP)	\$16,358.40	\$47,257.60
SRS	9/17/2011	Public Service Admin I	Voluntary Retirement Incentive (VRIP)	\$15,213.60	\$43,950.40
KDOC	9/20/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$12,242.56	\$36,171.20
KDOL	9/20/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$14,875.52	\$43,950.40
DPS	9/20/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$15,600.64	\$46,092.80
Comm	9/20/2011	Public Service Executive III	Voluntary Retirement Incentive (VRIP)	\$21,978.88	\$64,937.60
KJCC	9/20/2011	Administrative Specialist	Voluntary Retirement Incentive (VRIP)	\$13,164.80	\$38,896.00
SRS	9/20/2011	Human Resource Prof III	Voluntary Retirement Incentive (VRIP)	\$20,437.12	\$60,382.40
TCF	9/20/2011	Administrative Assistant	Voluntary Retirement Incentive (VRIP)	\$9,820.80	\$29,016.00
WCF	11/1/2011	Human Resource Prof III	Voluntary Retirement Incentive (VRIP)	\$11,623.20	\$52,104.00
SRS	11/1/2011	Human Resource Prof I	Voluntary Retirement Incentive (VRIP)	\$8,254.56	\$37,003.20
Total Savings =				\$326,868.48	\$980,907.20

Promotions to New/Unfilled HR Positions that Result in a Cost

Agency	Eff Date	Job Title	Comments	Cost to Date*	Annual Cost*
KDOC	5/15/2011	Trainer	Promotion	\$1,350.00	\$1,950.00
OSH	9/18/2011	Public Service Executive II	Promoted from classified PSE I psn	\$2,642.40	\$7,633.60
SRS	10/30/2011	Human Resource Prof III	Promoted from classified HRP II psn	\$1,046.40	\$4,534.40
Cost =				\$5,038.80	\$14,118.00

of Positions Reduced = 40

Total Savings as of 1/21/12* = \$974,022.77

Total Annual Savings* = \$1,892,479.68

* Estimates are for salary only and do not include the cost of ongoing GHI/leave payouts

State of Kansas

Employee Suggestion Program

Program Guidelines

A monetary or non-monetary award shall be provided to employees who make a suggestion that is adopted under the Employee Suggestion Program that would increase efficiencies or other economies of savings in the operations of a state agency. The monetary awards for innovation shall be in the amount of 10% of the cost reduction accrued during the first 12 months after implementation of the suggestion, up to a maximum of \$5,000. The award shall be paid by the agency implementing the suggestion from moneys appropriated and available for operating expenditures of the state agency or from other funding sources as appropriated. All awards given under the Employee Suggestion Program shall be nondiscretionary. The following steps outline the Employee Suggestion Program process:

Step 1

An employee submits a suggestion to his or her agency HR Office using the Employee Suggestion Program Suggestion Form.

Step 2

Staff from the Department of Administration work with staff from the appropriate agency to complete the Employee Suggestion Program Evaluation Form and determine whether or not the suggestion should be implemented. The suggesting party is then notified of the determination.

Step 3

Copies of both the completed Employee Suggestion Program Suggestion Form and Employee Suggestion Program Evaluation Form are submitted to the Division of the Budget.

Step 4

Each employee who makes a suggestion for cost reduction that is adopted by the agency shall receive a monetary award for innovation. Such an award shall be nondiscretionary and will be in the amount of 10% of the cost reduction, accrued during the first 12 months after implementation of the suggestion, as documented to the Division of the Budget, up to a maximum of \$5,000.

Should multiple employees make similar suggestions for cost reduction, each employee shall submit to the head of the state agency which is considering the suggestion a list of each employee's percentage of contribution to the suggestion for cost reduction. Upon adoption of the suggestion by the state agency, the head of the state agency will make the final determination as to each employee's percentage of contribution. The multiple employees shall then share the documented cost reduction in such percentage shares as determined by the head of the state agency, up to a maximum of \$5,000 per employee.

Remaining Cost Savings

The agency will retain 10% of the documented cost reduction, which will be placed in a separate special revenue fund or funds for such purpose to be administered by that state agency. The Division of the Budget will determine what to do with the remaining balance of the savings achieved through the cost reduction.

SHARP Procedures

Suggestion awards are paid through the payroll system, are included in taxable gross income, and are subject to all applicable taxes and employer contributions. These include federal and state withholding taxes, OASDI, Medicare, Unemployment Compensation Insurance, Workers Compensation Insurance, and State Leave Assessment. Suggestion awards are not subject to deductions under KPERS.

All awards should be entered in the next on-cycle payroll by adding the appropriate earnings code and gross pay dollar amount to the Bonus Pay Page.

Contact Information

For questions related to the program guidelines, contact Danelle Harsin in the Office of Human Resources at (785) 296-6895 or by email at danelle.harsin@da.ks.gov. For SHARP related questions, contact Brent Smith in the Office of Human Resources at (785) 296-1432 or by email at brent.smith@da.ks.us.

Employee Suggestion Program Suggestion Form

Date Received:

Employee Information	
Name:	Job Title:
Agency:	Division or Unit:
Work Address:	City, State, Zip Code:
Work Phone:	Name of Supervisor:
Suggestion Information (if more space is needed, attach a separate sheet)	
Describe the present method or situation.	
Explain in detail how the present method or situation could be improved and reduce costs in your agency. Include the estimated first year's savings and how that was determined.	
By my signature, I agree that once the suggestion above has been adopted by my agency, the suggestion becomes the property of the State of Kansas.	Date:
Signature:	
Submit form to: (Agency coordinator name and address)	Contact Information: (Agency coordinator name and phone number)
To be completed by agency: _____ Adopted _____ Not Adopted	

Employee Suggestion Program Evaluation Form

Suggestion Eligibility

If the suggestion concerns any of the following, indicate which and explain:

- | | |
|--|--|
| <input type="checkbox"/> Personal grievance or complaint | <input type="checkbox"/> Classification and pay |
| <input type="checkbox"/> Unclear or non-specific method | <input type="checkbox"/> Established procedures not being followed |
| <input type="checkbox"/> Matters that are the result of studies, audits, surveys, etc. | <input type="checkbox"/> Other |

Does the suggestion accurately describe the current method or situation?

- Yes No (If no, what is the actual method or situation?)

Can the suggestion be implemented either fully or partially?

- Yes No (Explain giving specifics, attach a separate page if needed.)

Has this suggestion previously been proposed or under consideration?

- Yes No (If yes, what action was taken or is being taken?)

Evaluation of Cost Savings

Agency estimated cost reduction, please describe and show calculations:

Agency Action

- Adopted Not Adopted

Voluntary Retirement Incentive Program (VRIP) Information for the House Committee on Government Efficiency

January 25, 2012

Summary of the VRIP

- On August 2, 2011, State employees were informed of an opportunity to participate in a Voluntary Retirement Incentive Program (VRIP)
- In order to participate, employees were required to:
 - 1) Be currently employed in the Executive Branch as a classified employee or as an unclassified employee whose salary is approved by the Governor;
 - 2) Be eligible to retire under Regular KPERS Tier 1 or Tier 2, including early retirement;
 - 3) Agree to retire from the State of Kansas; and
 - 4) Submit a signed and notarized General Release Agreement
- Employees who were covered by the Correctional KPERS plan and KP&F as well as employees of the Kansas Department of Labor whose positions were not funded by SGF or fee funds and employees who had previously retired were not eligible to participate
- Employees were originally required to retire on or before September 19, 2011 but that deadline was later extended to October 31, 2011
- Eligible employees could choose between two incentives
 - Option 1 provided that the State of Kansas would continue to pay the active employee contribution rate for the retiree for up to 60 months or until the participant reaches age 65 for retirees receiving member-only coverage, or for up to 42 months or until the participant reaches age 65 for retirees receiving member-plus-dependent coverage
 - Option 2 provided for a one-time lump sum of \$6,500, to be paid at the time of retirement, but not to be included in calculating KPERS final average salary

Overall Participation

- 1,027 employees from 42 different agencies participated in the VRIP
- The annual salaries of these 1,027 retirees total \$42.75 million
 - The breakdown of VRIP participation by agency can be seen on the attached table
- Of the 1,027 retirees, 823 were from Cabinet agencies and the salaries of those employees total just over \$35 million
- The average age of those participating in the VRIP is 61

VRIP Costs

- The cost of leave payouts for VRIP participants (both sick and vacation) came to just over \$7.2 million
 - This was a one-time cost that occurred at the time of retirement
- Of the 1,027 VRIP participants, 213 chose the option of receiving a lump-sum payment of \$6,500
 - This resulted in a one-time cost of just under \$1.4 million that occurred at the time of retirement

- The remaining participants chose the option of continued health insurance coverage
- This will result in a cost of just over \$4.3 million for FY2012 and just over \$6.2 million for FY2013

Re-Filling Positions

- In general, agencies were authorized to utilize 25% of the salary savings generated by the VRIP to re-fill positions
- Cabinet agencies and those other agencies which report directly to the Governor had the opportunity to appeal to the Governor in order to receive permission to utilize more than that amount
- Following the appeal process, the total amount that has been approved to utilize for re-filling positions in these agencies is just under \$11 million
- If the agencies that do not report directly to the Governor (i.e., other elected officials, Regents institutions, the Dept. of Education, etc.) re-fill a similar number of positions, there will be an additional \$2 million utilized to re-fill positions statewide

Estimated Savings

- Based on these numbers, the VRIP is estimated to save approximately \$6 million to \$8.5 million in FY2012, depending on the exact number and timing of re-fills
- The estimated savings increases to approximately \$19.3 million to \$23 million in FY2013, again depending on the exact number and timing of re-fills

NOTE: Benefits were not included in any of the above calculations.

Statewide VRIP Statistics

	# of VRIP	Annual Cost of Positions	% Total Cost
Adjutant General's Department	6	\$215,795	0.5%
Department of Administration	54	\$2,558,941	6.0%
Department on Aging	14	\$647,864	1.5%
Department of Agriculture	12	\$536,418	1.3%
Department of Commerce	15	\$733,720	1.7%
Department of Corrections	44	\$1,830,219	4.3%
Department of Education	2	\$119,101	0.3%
Dept. of Health & Environment	43	\$2,234,038	5.2%
Department of Labor	14	\$601,859	1.4%
Department of Revenue	69	\$2,822,920	6.6%
Department of SRS	344	\$14,082,524	32.9%
Department of Transportation	152	\$6,475,752	15.1%
Department of Wildlife, Parks & Tourism	18	\$871,936	2.0%
Emporia State University	16	\$547,903	1.3%
Fort Hays State University	12	\$344,401	0.8%
Kansas Board of Regents	1	\$37,981	0.1%
Kansas Bureau of Investigations	4	\$160,680	0.4%
Kansas Commission on Veterans' Affairs	11	\$381,134	0.9%
Kansas Corporation Commission	5	\$248,690	0.6%
Kansas Dental Board	1	\$60,000	0.1%
Kansas Department of Credit Unions	2	\$101,254	0.2%
Kansas Highway Patrol	25	\$988,041	2.3%
Kansas Historical Society	3	\$79,030	0.2%
Kansas Human Rights Commission	1	\$38,896	0.1%
Kansas Insurance Department	3	\$96,096	0.2%
Kansas Juvenile Justice Authority	13	\$480,168	1.1%
Kansas Lottery	5	\$273,712	0.6%
Kansas Public Employee Retirement System	3	\$157,808	0.4%
Kansas Racing and Gaming Commission	1	\$49,192	0.1%
Kansas Real Estate Commission	1	\$31,262	0.1%
Kansas School for the Blind	1	\$43,950	0.1%
Kansas School for the Deaf	1	\$54,683	0.1%
Kansas Sentencing Commission	1	\$43,118	0.1%
Kansas State Fire Marshal's Office	4	\$188,802	0.4%
Kansas State Board of Mortuary Arts	1	\$31,262	0.1%
Kansas State University	68	\$2,484,900	5.8%
Kansas Water Office	1	\$48,485	0.1%
Office of Administrative Hearings	1	\$36,171	0.1%
Office of the State Bank Commissioner	3	\$151,069	0.4%
Pittsburg State University	18	\$633,007	1.5%
University of Kansas Medical Center	15	\$577,907	1.4%
Wichita State University	19	\$650,562	1.5%
TOTALS	1,027	\$42,751,251	100.0%