

March 14, 2022

DOUGLAS T. SHIMA
CLERK OF APPELLATE COURTS

IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order

2022-PR-016

Re: Amendment of the Rules Relating to Kansas Court Personnel

Effective the date of this order, the Rules Relating to Kansas Court Personnel are hereby rescinded and replaced by the attached pages. The attached pages:

- Amend Rules 1.2(d) (system scope), 3.4 (position reclassification), 4.10 (pay upon promotion or upgrade), 8.2 (vacation leave), and 8.16 (paid parental leave); and
- Add Rule 8.17 (paid leave for blood donation).

Additionally, effective the date of this order, the Rules Relating to Kansas Court Personnel are updated to revise:

- All references to "director of personnel" throughout the rules to "Chief Human Resource Officer";
- All references to "budget and finance officer" throughout the rules to "Chief Financial Officer"; and
- Appendices A and B.

Dated this 14th day of March 2022.

FOR THE COURT



MARLA LUCKERT
Chief Justice

Attachment

The following Rules Relating to Kansas Court Personnel have been amended as shown below.

1.2 System Scope

These rules apply to the following employees of the Judicial Branch:

- a. Supreme Court employees;
- b. Court of Appeals employees;
- c. District court employees, except those excluded by K.S.A. 20-162; and
- d. District court trustees and employees of the trustees' office, as per K.S.A. ~~23-4,117~~ 23-3113(b).

3.4 Position Reclassification

When the duties of a position are changed, or a position appears to have been classified incorrectly, the ~~director of personnel~~ Chief Human Resource Officer may investigate the duties of the position, upon the ~~director of personnel~~ Chief Human Resource Officer's own initiative, or upon the request of the appointing authority or designee. After conferring with the appointing authority or designee and conducting a fiscal analysis, the ~~director of personnel~~ Chief Human Resource Officer may recommend reclassification of the position to the Judicial Administrator who may order the reclassification. If the salary for the position as reclassified would be more than ~~\$2,000~~ \$6,000 over the currently budgeted salary or the reclassification is to a classification at grade ~~23 42~~ or above, the ~~director of personnel~~ Chief Human Resource Officer may recommend reclassification to the Chief Justice who may order the reclassification.

4.10 Pay Upon Promotion or Upgrade

- a. An employee who is promoted will be paid at the lowest pay step of the employee's new grade that will result in no less than an 8% increase in salary.
- b. At the first evaluation following movement pursuant to subsection a, the ~~The~~ length of time the employee has spent on steps C, D, or E, in the previous position will count toward the time-on-step requirement for the pay step to which the employee has been promoted.
- c. When a classification is upgraded, the new pay of the employees in that classification will be as specified in the order implementing the upgrade.
- d. If an employee who is promoted or whose position is upgraded has a compensatory time balance, the employee will be paid for the compensatory time before the promotion or upgrade.

8.2 Vacation Leave

- e. ~~Vacation leave should not be taken during the first three months of employment with the Judicial Branch.~~ Employees terminated during the first six months of employment shall not be entitled to payment for vacation leave accrued during their probation. See also, KCPR 8.4 and KCPR 4.14.

8.16 Paid Parental Leave

The Kansas Judicial Branch will provide paid parental leave to eligible employees for the purpose of giving a parent time to bond with the parent's new child under the following terms and conditions:

- a. A regular employee is eligible to receive up to eight weeks of paid parental leave ~~following the birth of the employee's child or the placement of a child who is 17 years old or younger with the employee in connection with adoption~~ beginning up to thirty (30) days prior to the projected date of birth, or adoption of a child, or the placement of a foster child(ren), or within the 12 weeks immediately following the birth or adoption of a child, or placement of a foster child(ren). The fact that a multiple birth or adoption or foster care placement occurs does not increase the eight-week total amount of paid parental leave granted for that event. An employee will not receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption placement event occurs within the 12-month time frame. For the purpose of this rule, a "week" of leave is equal to the number of hours an employee is regularly scheduled to work in a week. A temporary employee is not eligible to receive parental leave under this rule.
- b. An employee must provide a written request for parental leave to the employee's appointing authority at least 30 days in advance of the need for parental leave, where practical, for approval. The appointing authority will determine whether the employee meets the eligibility requirements of the parental leave policy and may deny the request. The appointing authority's decision is final and not subject to appeal. At any time during the use of parental leave, the appointing authority may require additional documentation. If the employee fails to provide the documentation, the use of parental leave may be terminated.
- c. Approved parental leave must be taken within the 12 weeks immediately following the birth or placement of the child. Intermittent leave or leave on a reduced work schedule may be given for parental leave only if the appointing authority finds it to be in the best interest of the judicial branch and documents that finding in writing. An employee is not eligible for payment of any unused paid parental leave at the end of the 12-week time frame or upon termination.

The following Rule Relating to Kansas Court Personnel has been added as shown below.

8.17 Paid Leave for Blood Donation

Each employee may use up to two hours each fiscal quarter for the purpose of giving blood, blood platelets or other approved blood products. No employee may exceed more than eight hours of donor leave (DON) in a calendar year for the purpose of giving blood, blood platelets, or other approved blood products.

APPENDIX A

Judicial Branch Pay Plan

The current Judicial Branch pay plan may be found on the Judicial Branch Intranet at:

[Pay Matrix-2021-PX-076.pdf](#)

APPENDIX B

**IN THE SUPREME COURT OF THE STATE OF KANSAS
DISTRICT COURT
PERSONNAL JOB CODES, CLASS TITLES, PAY GRADES**

<u>Job Code</u>	<u>Class Title</u>	<u>Grade</u>
0580WS	Account Clerk II	16
0898WS	Accounting Technician	20
0115WS	Administrative Assistant	22
0950WS	Administrative Hearing Officer	54
0454WS	Administrative Support Specialist	25
0573WS	Chief Clerk Administrator	43
0570WS	Clerk of District Court I	30
0571WS	Clerk of District Court II	34
0572WS	Clerk of District Court III	40
0575WS	Clerk of District Court IV	46
0659WS	Court Program Analyst	43
0949WS	Court Management Analyst	49
0579WS	Court Services Administrative Officer	48
0576WS	Court Services Officer I	34
0577WS	Court Services Officer II	37
0578WS	Court Services Officer III	42
0869WS	District Court Administrator I	50
0870WS	District Court Administrator II	57
0871WS	District Court Administrator III	61
0A90WS	Lead Operations Technician	38
0951WS	Managing Court Reporter	39
0587WS	Official Court Reporter	35
0A89WS	Operations Technician	34
0581WS	Programmer I	35
0582WS	Programmer II	43
0953WS	Project Manager	51
0592WS	Records Clerk II	06
0593WS	Records Clerk III	16
0836WS	Secretary I	16
0888WS	Secretary II	20
0591WS	Temporary Trial Court Clerk	01
0590WS	Transcriptionist	20
0867WS	Trial Court Clerk II	16
0868WS	Trial Court Clerk III	20
0567WS	Trial Court Clerk IV	26

**IN THE SUPREME COURT OF THE STATE OF KANSAS
SUPREME COURT
CLASS TITLES AND PAY GRADES**

<u>Job Code</u>	<u>Class Title</u>	<u>Grade</u>
0491WS	Accounting Manager	54
0380WS	Accounting Specialist	26
0162WS	Administrative Appellate Court Clerk	28
0115WS	Administrative Assistant	22
0318WS	Administrative Legal Secretary	28
0B27WS	Administrative Program Manager	39
0A42WS	Administrative Statistical Technician	38
0454WS	Administrative Support Specialist	25
0771WS	Administrative Support Specialist II	29
0453WS	Administrative Technician	20
0455WS	Administrative Technician II	28
0618WS	Appellate Court Clerk I	16
0619WS	Appellate Court Clerk II	22
0620WS	Appellate Court Clerk III	31
0862WS	Appellate Reporter II	49
0112WS	Appellate Reporter Technician	28
0492WS	Applications Developer	47
0778WS	Assistant Disciplinary Administrator	46
0671WS	Assistant Financial Officer	55
0494WS	Assistant General Counsel	58
0320WS	Attorney Admissions Program Manager	46
0319WS	Attorney Registration Clerk III	38
0B29WS	Chief Counsel to Chief Judge	50
0047WS	Chief Deputy Appellate Court Clerk	56
0776WS	Chief Deputy Disciplinary Administrator	58
0B32WS	CLE Director	54
0797WS	CLE Specialist	36
0498WS	Communications Specialist	37
0651WS	Court of Appeals Research Attorney I	41

**SUPREME COURT
PERSONNEL JOB CODES, CLASS TITLES, PAY GRADES**

0531WS	Court of Appeals Research Attorney II	46
0532WS	Court of Appeals Research Attorney III	50
0659WS	Court Program Analyst	43
0B75WS	Court Program Specialist	43
0623WS	Court Services Specialist	49
0048WS	Crossover Youth Practice Model Coord	36
0594WS	Debt Collection Specialist	34
0861WS	Deputy Appellate Reporter	50
0B76WS	Deputy Director of Information Systems	54
0777WS	Deputy Disciplinary Administrator	53
0585WS	Director of Access to Justice	58
0733WS	Director of Education	58
0775WS	Director of Investigations	58
0569WS	District Court Clerk Specialist	43
0647WS	Grant Coordinator	48
0496WS	Information Resource Specialist	36
0589WS	IT Project Manager	50
0843WS	Judicial Executive Assistant I	30
0844WS	Judicial Executive Assistant II	32
0845WS	Judicial Executive Assistant III	34
0846WS	Judicial Qualifications Clerk III	38
0849WS	Law Clerk	26
0737WS	Lawyers Assistance Program Specialist	29
0379WS	Lead Accounting Technician	34
0A90WS	Lead Operations Technician	38
0649WS	Lead Staff Accountant	50
0462WS	Lead Word Processing Technician	30
0155WS	Librarian I	34
0154WS	Librarian II	36
0383WS	Library Assistant	18

**SUPREME COURT
PERSONNEL JOB CODES, CLASS TITLES, PAY GRADES**

0A88WS	Network Security Engineer	46
0A89WS	Operations Technician	34
0624WS	Personnel Manager	50
0194WS	Personnel Specialist	28
1774WS	Programmer Analyst II	46
0581WS	Programmer I	35
0582WS	Programmer II	43
0953WS	Project Manager	51
0586WS	Public Information Director	58
0593WS	Records Clerk III	16
0836WS	Secretary I	16
0888WS	Secretary II	20
0781WS	Special Investigator	41
0A41WS	Senior Applications Developer	50
0648WS	Staff Accountant	48
0834WS	Staff Assistant	26
0389WS	Staff Attorney	50
0838WS	Supervising Court Program Analyst	46
0652WS	Supreme Court Research Attorney I	43
0B04WS	Supreme Court Research Attorney II	50
0B05WS	Supreme Court Research Attorney III	52
0490WS	Systems Administrator I	44
0177WS	Systems Administrator II	46
0497WS	Technology Specialist	38