

Kansas Administrative Regulations

Department of Administration

Article 5.—Compensation

1-5-1. Preparation, installation, and revision of the pay plan or plans.

(a) After conferring with appointing authorities, the secretary of administration and the director of the budget, a pay plan or plans for the classified service shall be recommended to the governor by the director. Except as otherwise provided, the pay plan or plans shall provide a minimum and maximum rate of pay for each class of positions in the classified service. In establishing these rates, the following factors shall be taken into consideration by the director:

- (1) the condition of the labor market;
- (2) prevailing rates for comparable positions in other public employment and in private business;
- (3) difficulty and responsibility of work;
- (4) the usual education and experience required;
- (5) the current cost of living;
- (6) turnover rates in the state service; and
- (7) maintenance or other benefits received.

Revisions to the pay plan or plans shall be prepared, adopted, and made effective in accordance with other provisions of article 5 of these regulations.

(b) When a pay plan or plans are to be installed or revised, instructions for installing or revising the plan or plans shall be prepared by the director, including instructions for handling circumstances where an employee's pay is above the pay grade, below the pay grade, or not on a step of the pay grade for the class in which the employee is employed. The instructions shall not be required if these circumstances can be handled by application of appropriate regulations.

(Authorized by K.S.A. 1995 Supp. 75-3747; implementing K.S.A. 1995 Supp. 75-2938; effective May 1, 1979; amended May 31, 1996.)

***** Authenticated Kansas Administrative Regulation *****