

AN ACT relating to the staff of the legislative branch of state government.

*Be it enacted by the General Assembly of the Commonwealth of Kentucky:*

➔SECTION 1. A NEW SECTION OF KRS CHAPTER 7 IS CREATED TO READ AS FOLLOWS:

(1) *With the assistance of a human resources consultant, the Director of the Legislative Research Commission shall establish:*

(a) *A job classification and compensation system for all nonpartisan employees of the Commission by August 1, 2015. With the assistance of the consultant, the director shall allocate existing nonpartisan employees of the Commission to the proper job classifications and pay grades by December 31, 2015. All nonpartisan employees of the Commission hired after the effective date of this Act shall be employed under this system. The consultant shall assist the director in any revisions of the job classification and compensation system and shall advise the director on salaries for employees of the General Assembly; and*

(b) *Personnel policies and procedures for nonpartisan staff by December 31, 2015. The personnel policies and procedures shall be based on best practices of other similar states' legislative staffs relating to hiring, transfers, detail to special duty, performance evaluation, and earning compensatory time according to formally defined and easily followed guidelines, grievances, reprimands, promotions, disciplinary actions, and other penalizations.*

(2) *Nonpartisan staff of the Commission shall only be employed, promoted, reprimanded, demoted, transferred, dismissed, and receive pay increases in accordance with procedures established by the director under this section.*

(3) *Each nonpartisan employee of the Commission shall have a personnel record showing his or her name, address, title of position held, rate of compensation,*

and changes in status, compensation, or title and transfer. The record shall include copies of any grievances, final disciplinary actions, employee responses, and letters of commendation or acknowledgment of services rendered. Employees shall have access to their own personnel records.

(4) The director shall establish baseline personnel policies and procedures to apply, at a minimum but which may exceed, the provisions of the federal Family and Medical Leave Act of 1993, as amended, to partisan and nonpartisan staff.

(5) The classification and compensation system and the employment procedures established under this section shall be placed in the personnel manual for Commission employees and shall be published on the Commission staff Web site.

(6) In allocating existing nonpartisan employees to the proper job classification and compensation under paragraph (a) of subsection (1) of this section, no nonpartisan employee shall earn less than the minimum salary established for their pay grade. New employees, including employees who have retired from Kentucky state government service, shall receive the minimum salary of their pay grade unless:

(a) Their education and experience qualifies them for a higher salary up to the midpoint of the pay grade; and

(b) All other nonpartisan employees in the same classification with the same education and experience receive at least the same salary as the new employee.

(7) The director may propose to the Commission for its approval additional personnel policies and procedures for nonpartisan and partisan staff of the Commission.

(8) No policy or procedure adopted by the Commission under this section shall grant rights under KRS Chapter 18A to employees of the Commission.

(9) The Commission shall employ a deputy director whose duties shall be focused on

human resource management, including monitoring the agency's compliance with both federal and state laws and agency policies and procedures and regularly reporting to the Commission on the agency's compliance with those laws and policies. The deputy director shall be appointed by the Commission upon recommendation of the director and may thereafter be removed only upon the approval of the Commission. Only a person having substantial educational training and workplace experience in workplace harassment law and human resource management shall qualify for an appointment under this subsection.

(10) The director shall develop and adopt a process whereby all nonpartisan employees of the Commission shall have the right to review and comment on the proposed personnel policies and procedures before their adoption and before any revision.