




State of Kansas
Legislative Administrative Services

300 SW 10th Ave Suite 551-S Topeka, Kansas 66612 Telephone: (785) 296-2391 Fax: (785) 296-1153 TTY: 711 Email: LegServ@las.ks.gov

Thomas A. Day
Director

To: Legislative Coordinating Council
From: Thomas A. Day 
Date: November 9, 2023
Subject: 2024 Session Employee Pay Schedule

Enclosed are the proposed 2024 Positions, Pay Policy, and Pay Scale for Temporary Legislative Employees. The 2024 pay matrix indicates salaries reflecting increases similar to those received by state employees on 1 July.

It is recommended the retention payments of \$250 to office assistants continue for the 2024 session. In addition, it is also recommended the Director of LAS be authorized to pay an hourly wage differential to increase the total pay to a level equal for \$7.25 per hour for reported hours worked for any session employee whose pay is less than \$7.25 per hour for actual hours worked.

It is requested the LCC approve the attached 2024 Positions, Pay Policy, and Pay Scale for Temporary Legislative Employees. We understand that the list of committees may change through consolidation/separation and ask the LCC to give Legislative Administrative Services the latitude to assign committee assistants to an appropriate pay range, once those decisions have been completed.

Please let me know if additional information would be helpful.

**2024 SESSION
 TEMPORARY LEGISLATIVE EMPLOYEE
 PAY SCHEDULE POSITIONS**

<u>POSITION</u>	<u>RANGE</u>
Administrative Aide to the Budget Chairs (Ways & Means and Appropriations).....	28
Administrative Clerk.....	26
Administrative Clerk (Session Only).....	23
Agenda Clerk (20 hr week limit)	13
Bill Status & Messaging Clerk	19
Chief Calendar Clerk (House)	19
Chaplain	4
Calendar Clerk (Senate).....	21
Chief Enrolling Clerk.....	18
Chief Journal Clerk	26
Committee Assistant II (House Budget Committees – occasional minutes)	20
Committee Assistant III (House Budget Committees – daily minutes).....	22
Committee Assistant IV (Meets 2x a week)	24
Committee Assistant V	25
Committee Assistant VI	26
Desk & Scheduling Clerk	20
Document Room Clerk (pd hourly)	17
Document Room Assistant Supervisor	22
Document Room Supervisor.....	26
Doorkeeper.....	5
Enrolling/Certificate Clerk.....	19
Enrolling/Publications Clerk.....	20
IT Technician	24
IT Technician/Receptionist	26
Journal Clerk (Senate).....	21
Journal Clerk (House).....	24
Library Assistant	23
Library Clerk.....	27
Office Assistant 1 (1 Sen, House Cmt. Chair, or 2 Reps	18
Office Assistant 2 (3 Reps)	24
Office Assistant 3 (4 Reps or 2 Sen)	26
Page Supervisor	18
Postal Clerk.....	20
Postmaster	24
Reader & Scripting Clerk (House).....	21
Senate Reader.....	13
Sergeant at Arms	20
Sergeant at Arms, Assistant.....	14
Session Staff Coordinator	28
Tour Guides.....	15

2024 SESSION
COMMITTEE DESIGNATIONS
(Based on 2023 Committees)

COMMITTEE II - Range 20

Agriculture and Natural Resources Budget (House)
General Government Budget (House)
Higher Education Budget (House)
Social Services Budget (House)
Transportation and Public Safety Budget (House)

COMMITTEE IV - Range 24

Agriculture and Natural Resources (Senate and House)
Child Welfare and Foster Care (House)
Confirmations Oversight (Senate)
Elections (House)
Energy, Utilities, and Telecommunications (House)
K-12 Education Budget (House)
Legislative Modernization (House)
Local Government (Senate and House)
Transparency and Ethics (Senate)
Utilities (Senate)
Veterans and Military (House)
Water (House)
Welfare Reform (House)

COMMITTEE V - Range 25

Commerce (Senate)
Commerce, Labor and Economic Development (House)
Corrections and Juvenile Justice (House)
Education (Senate and House)
Federal and State Affairs (Senate)
Financial Institutions (House)
Financial Institutions and Insurance (Senate)
Health and Human Services (House)
Insurance (House)
Judiciary (House)
Public Health and Welfare (Senate)
Transportation (Senate and House)

COMMITTEE VI - Range 26

Appropriations (House)
Assessment and Taxation (Senate)
Federal and State Affairs (House)
Judiciary (Senate)
Taxation (House)
Ways and Means (Senate)

Kansas Legislature Temporary 2024 Employee Salary Scale

Salary Range	Bi-Weekly Pay	Hourly Rate
3	\$ 588.00	\$ 7.35
4	\$ 624.00	\$ 7.80
5	\$ 660.00	\$ 8.25
6	\$ 704.00	\$ 8.80
7	\$ 740.00	\$ 9.25
8	\$ 784.00	\$ 9.80
9	\$ 820.00	\$ 10.25
10	\$ 856.00	\$ 10.70
11	\$ 908.00	\$ 11.35
12	\$ 952.00	\$ 11.90
13	\$ 996.00	\$ 12.45
14	\$ 1,048.00	\$ 13.10
15	\$ 1,100.00	\$ 13.75
16	\$ 1,160.00	\$ 14.50
17	\$ 1,212.00	\$ 15.15
18	\$ 1,280.00	\$ 16.00
19	\$ 1,344.00	\$ 16.80
20	\$ 1,412.00	\$ 17.65
21	\$ 1,484.00	\$ 18.55
22	\$ 1,560.00	\$ 19.50
23	\$ 1,640.00	\$ 20.50
24	\$ 1,728.00	\$ 21.60
25	\$ 1,820.00	\$ 22.75
26	\$ 1,912.00	\$ 23.90
27	\$ 2,008.00	\$ 25.10
28	\$ 2,112.00	\$ 26.40

2024 Session

Legislative Coordinating Council

Assignment and Pay Policy for Temporary Legislative Employees

1. ASSIGNMENT: Each employee will be assigned to a position and salary range of the Temporary Legislative Employee Salary Plan. Assignment to steps within the salary ranges will be made by the Director of Legislative Administrative Services (LAS) generally based on previous legislative experience.
2. PAY: The State payroll is a bi-weekly pay system with 26 pay periods a year. Pay days will be every other Friday. Pay periods end on a Saturday and is paid two weeks later on a Friday. The following policies pertain to pay for overtime and special workdays.
 - a. OVERTIME: **No overtime shall be paid to session employees.** Salaries are set to compensate for the varying workloads and work schedules associated with session positions.
 - b. SPECIAL WORK DAYS: **To find out whether the legislature has adjourned or when it will next meet call --
House – 296-0785 and Senate – 296-6785**
 - c. WEEKENDS AND INCLEMENT WEATHER: Legislative leadership will determine whether employees are required to work when one or both houses of the legislature hold a Saturday and/or Sunday session. Such notifications to employees will be provided on the House and Senate recordings, respectively. Leadership will also determine whether or not legislative sessions will be held during instances of inclement weather. Notification will be provided to local media (**WIBW radio and WIBW TV – Channel 13**).
 - d. WHEN ONE OR BOTH HOUSES ARE NOT IN SESSION: When their respective house is not in session during the regular work week Monday through Friday, leadership will make the determination and will inform LAS whether employees will receive pay for those days.
 - e. WRAP-UP SESSION: When an employee is hired for work during the legislative session, it is expected that such employee will be available for work until final adjournment. This includes working during the wrap-up session which usually begins during the last week in April. Not being available for the entire session could preclude consideration for work during the next legislative session.

(Over)

3. LEAVE: Although it is expected that employees will be available for work each day of the session, it is also understood that an unforeseen emergency or sickness may arise which will make this impossible. Please advise your supervisor of any absence as soon as possible. Leave time will be credited at the rate of 4 hours every other Friday with a **maximum accrual of 24 hours for the session.** If leave time has accrued, excused absences will be with pay and may be taken on a quarter-hour basis. Absences in excess of *accrued time* and all unexcused absences will be without pay and may result in termination of employment. Employees will not be excused to work on an election board. The balance of accrued leave time will be reimbursed on the final paycheck.

The Director of Legislative Administrative Services will promulgate instructions to employees for recording pay covered by this policy.