

EMPLOYEE FAQs – IT CONSOLIDATION

The Finance Cabinet will supplement these Frequently Asked Questions (FAQs) as information becomes available. Please feel free to submit any of your questions which are not addressed in these FAQs to i3@ky.gov.

Q. What is the PTI assessment and why was it conducted?

A. The assessment was part of the Smart Government Initiative. For additional information about the assessment and what it addressed, please refer to the Finance Cabinet's website: <http://finance.ky.gov/initiatives/Pages/ITAssessment.aspx>. The PTI assessment provided recommendations on the Commonwealth's current IT landscape, which included the consolidation of Infrastructure duties with one central organization, which is the Commonwealth Office of Technology (COT).

Q. What is the legal authority for this consolidation?

A. The consolidation will be mandated by the Governor, via Executive Order, based upon the recommendations within the PTI assessment.

Q. When will the Executive Order be in effect?

A. The Executive Order will be issued during October 2012. The personnel actions which are impacted by the Executive Order will have an effective date no sooner than November 1, 2012.

Q. What IT areas are being consolidated/transferred to COT?

A. All IT Infrastructure. IT infrastructure services are defined as: computing equipment, server, storage, network, desktop support, telephony, communications, IT facilities and enterprise-level shared systems, IT security, disaster recovery and business continuity, database administration, software licensing, and related planning, administration, asset management, and procurement.

Q. Who will determine which employees will move to COT?

A. The Personnel Cabinet along with each agency will review position descriptions and duties on each employee's performance evaluation to determine who performs duties in Infrastructure. All employees in IT classifications will be reviewed. The movement of employees is on a case-by-case basis, rather than based on classification, and based entirely upon current duties performed.

Q. Will there be any layoffs due to this consolidation?

A. No, there will not be any layoffs as a result of this consolidation.

Q. If it is determined that I am performing IT Infrastructure services, how will I be "moved" to COT?

A. Initially, all employees identified for consolidation will be "detailed" from their current Cabinet/Agency to COT. This detail is pursuant to 101 KAR 2:076 and the Executive Order. While the detail is "temporary" in nature, this is the preferred manner to immediately move the reporting structure of employees. Employees who are detailed will remain in their current classification and will not lose salary/benefits as a result of the detail. In 2013, employees will be permanently transferred to COT to an appropriate organizational unit to be determined.

Q. When will the affected employees be notified?

A. Employees will be notified by letter explaining the detail to Finance/COT on or about October 16, 2012, with an effective detail date of November 1, 2012. There will be proper authority to detail some employees at a later date, if necessary, if final determinations could not be made about job duties before November 1, 2012. However, the majority of employees will have an effective detail date of November 1, 2012.

Q. Will affected employees be able to talk with their new supervisor or anyone at COT prior to November 1, 2012?

A. Yes, Management from COT plans to meet individually with each agency and those employees who will be detailed. Additional information will be provided to affected employees.

Q. Will affected employees receive anything in writing from Finance about where and to whom they will report?

A. Yes, employees will receive a letter from Finance explaining their new reporting structure and reporting instructions for November 1, 2012. Nearly all employees will remain in their current work station within their current Cabinet/Agency, with only a reporting change, on November 1, 2012.

Q. If I am moved, will my job duties change after I am detailed/transferred to COT?

A. Possibly, as long as the new duties are consistent with your current classification (or your classification at the time of the detail). If there is a permanent and material change in duties, those changes will be reviewed through the appropriate personnel process within Finance HR.

Q. Will all employees who are detailed to COT have a 40 hour work week?

A. Yes.

Q. Will employees be compensated for converting to a 40 hour work week?

A. Yes. If an employee is currently a 37.50 hour work week employee, that employee will be required to work an additional 2.50 hour each week. However, their salary will be increased by approximately 6.67% which is reflective of the additional hours worked in an employee's regular schedule- exact salary figures will be given to each employee.

Q. Can an employee refuse to go to COT?

A. No, an employee cannot refuse to go to COT. However, an employee still maintains all opportunities for filing grievances or appeals if desired.

Q. Can an agency still fill an IT classification?

A. Agencies may still request to fill IT classifications for Application Development; however, there will be an additional review to insure these positions are not providing IT infrastructure duties.

Q. Will contractors who perform work in these IT areas move to COT as well?

A. Yes.

Q. What if an employee is on extended leave during this time?

A. The job duties of those employees will be addressed in the same manner as all other active employees. If appropriate, employees on extended leave will be detailed to Finance/COT when they return.

Q. If an employee is currently on a flexible schedule, can that flexible schedule remain after November 1, 2012?

A. Flexible work schedules must be in accordance with Finance and Administration Cabinet's Flexible Work Schedule Procedure #2.7. Employees who wish to remain on a flexible work schedule will need to submit a Flexible Work Schedule Agreement form (form 2.7/a) to their new supervisor as soon as possible.

Q. Will an employee's overtime status remain as it is currently established?

A. Yes.

Q. Will there be any changes for impacted employees as it relates to Open Enrollment for health insurance?

A. No change is expected. The period for Open Enrollment will be over in October 2012, before any effective dates for personnel changes. Employees will enroll for health insurance benefits with their current agency and there will be no impact to these benefits once the employee is detailed/transferred to COT.