

Short Title	Question	Answer	Answered By	Notes
Work from Home	I currently have a schedule that allows me to work one day from home. Can I continue to do this?	For the immediate future, new employees may continue telecommuting schedules that were already approved by their agency supervisor/manager. New requests will not be approved. The Finance telecommuting policies/procedures will be revisited as we move through the assessment.	COT	Employee Meeting
Justice Logistics	Specifically in Justice, we are currently on call 24/7 and in emergency situations, even those not IT related, we are sometimes required to respond and assist, will this continue?	You will not do anything different on November 1st, then you did on October 31.	COT	Employee Meeting
Job Duties	Will my job description or duties change?	No, any changes to job descriptions or duties should follow Merit System regulations.	Finance and Administration Cabinet	Employee Meeting
Dress Code	Do we continue to follow our current dress code? Specifically the correctional institutions have a code that we follow, should we continue?	Yes.	COT	Employee Meeting
Second Job Approval	If we have a second job does that have to be re-approved?	Yes	Finance and Administration Cabinet	Employee Meeting
Elevated Accounts	If we need elevated (enhanced) email accounts will we get them?	If the Agency Assessment determines that there is a need for someone to have this, then COT will provide it.	COT	Employee Meeting
KRONOS	Will we still use KRONOS after October 31, 2012?	No.	COT	Employee Meeting
Training	If training has been approved and paid for by our former agency can we still attend?	These will be reviewed on a case by case basis. In the future COT will provide you the training you need to do your job.	COT	Employee Meeting
Purchasing tools or products	Our agency has been waiting to buy some tools/products, should they continue to wait?	Yes, unless it is an emergency situation. If it is, then work with your transition managers and they will contact the appropriate COT resources.	COT	Employee Meeting

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Holiday Work Week	How will our flex schedule work, when a holiday falls within that week?	Per FAC procedures, we revert back to a five day work week.	Finance and Administration Cabinet	Employee Meeting
Employee Letter	Why was the word temporary used in the employee welcome letter?	You can only be detailed to special duty for a period not to exceed one (1) year. Therefore, the word temporary has been included. However as the assessment process is completed, assignments to COT will be made permanent. We will follow the Merit System laws in making these changes. The detail to special duty does not change job classification.	Finance and Administration Cabinet	Employee Meeting
Email Identification	Should I update my email account properties or my email signature to reflect my position in COT?	Not at this time.	COT	Employee Meeting
Time Sheet Codes	Will my time sheet include the time codes we currently use?	There will be one general code representing your former agency. Additionally if you code time to a federally funded program, there will be code for that program(s).	COT	Employee meeting
Agency Assessment Implementation	Is there a timeline for implementation after the completion of the assessment?	Currently there is no timeline for implementation. However, implementation tasks can begin after agency assessments are complete. There will be some tasks that are best completed by the end of June 2013. For example, by Fiscal YR 2014 (July 2013), COT should have a new COT rate structure. Some assessments and implementations tasks can run concurrently.	COT	Employee Meeting
Pro Card	I have a Pro Card that I use for my former agency, can I still use it after November 1st?	This will need to be researched and we will let you know. However, if you have an emergency situation and part of the solution requires you to use the Pro Card, then you can if your former agency is okay with this. COT will provide you the tools you need to do your job.	COT	Employee
Procurements	How will procurements be handled?	Continue what you are doing now, but keep your transition managers updated. If you have software licenses that are expiring soon, please let your Transition Managers/Agency Assessment team know.	COT	Employee Meeting

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FSLA Status	Will my FLSA status change?	Nothing will change on November 1st. If you have a paid overtime status that also will not change on November 1st. Whatever your status was in your former agency, it came with you to COT. However FAC will need to review FLSA status of all employees. An HR Orientation Session will be held within the next month.	Finance and Administration Cabinet	Employee meeting
Time Accrual	Will we accumulate 8 hours each month for annual, sick?	Your accrual rates will increase to reflect a 40 hour work week.	Finance and Administration Cabinet	Employee Meeting
Hazardous Duty	Will this impact hazardous duty status?	There is no change on November 1st.	Finance and Administration Cabinet	Employee Meeting
Got Source Account	Will we get COT Got Source Access?	We are working on a process to add our new employees.	COT	Contractor Meeting
Contractor Assignments	If I am a contractor whose project ends will we move on to another assignment?	If there are other assignments for which your skill sets are needed, then we would work with your account managers regarding this need.	COT	Contractor Meeting
COT Long Term Locations	At some point will all of COT be in one location?	After the agency assessment process is completed, then locations will be reviewed. Long term some teams may be consolidated to fewer locations, but we may also continue to have multiple locations, as we will be providing statewide services.	COT	Contractor Meeting
Work Assessment	During the assessment phase are you going to talk to each individual person or their manager to determine how to support what they are working on?	We may not have time to talk with every person individually. We have processes that we are following for the Agency Assessment. The same process will be followed in each agency. If you do something unique, you need speak up so that we can get that covered and make sure it gets included in the assessment. You can do it either by talking to your current management or COT.	COT	Employee and Contractor Meeting
Fin Acct	Is our Finance account only for the time entry?	At this time, yes.	COT	Contractor Meeting

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COT Badge	Will I get a new COT badge? Will I have to travel to Frankfort to get the badge?	You will get a new COT badge, but that will occur at a later date. We are working with the Security Office to determine the best process for this. We will also check on whether or not you will have to come in person to get your badge. If you need to get a badge now, please let your Transition Managers know.	COT	Employee and Contractor Meeting
Layoffs	The PTI Assessment report indicated a certain percentage of layoffs. Is this something that the Commonwealth is looking to do?	There will be no layoffs as a result of this initiative. This only applies to State employees.	Finance and Administration Cabinet	Employee meeting
Educational Achievement Process	Does COT participation in the Educational Tuition Assistance and / or the Educational Achievement Awards?	Currently the FAC does not participate. However, if you currently have an approved class / award, our intention is to not have a negative impact.	Finance and Administration Cabinet	Employee Meeting
Scheduled time off	If I already have time scheduled off that has been approved, what do I need to do?	Using the defined supervisory chain, provide the original approval email to your transition manager.	COT	Employee Meeting
Security Access	We don't want people to get access by going around our current security processes. Who will approve security access?	Nothing changes with your security process on November 1, 2012. The agency assessment must be completed before any changes will be made. However, if you have an issue that causes you concern, bring it to your supervisor and / or transition manager's attention.	COT	Employee meeting
Sharing Work across agencies	Can I ask another agency's staff to help with work in the field where they are located vs. driving from another location (county)?	Not at this time, but that is one of the goals of this effort.	COT	Employee Meeting
Pay method	Will the way I get paid change?	No. For example if your pay is a direct deposit to your bank, it will continue to be a direct deposit.	Finance and Administration Cabinet	Employee Meeting
Time verification	What verification will the Transition Managers need regarding our overtime work?	You will need to provide an email to both your current supervisor and your transition manager. This email should include who the work was for and details of the work completed.	COT	Employee Meeting

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Agency Assessment Prep	Should our agencies be getting information ready for the Agency Assessments?	Agencies will be getting information regarding the assessment during November, and will get additional detailed information to be completed during the assessment process. Some of you may be working on the assessment for your former agency.	COT	Employee Meeting
Overtime compensation	Will my overtime selection change from paid to comp time?	No. Your overtime status will remain as is unless you request to change the status. If you are paid for your overtime now, this will not automatically change to comp time.	Finance and Administration Cabinet	Employee Meeting
Next Steps	What happens next?	Because every agency has unique issues we need time to complete the agency assessments. Secretary Flanery pointed out that there has to be communication between the agencies; we want to look at everything including the talents of the people, assets, and process. Then we will work with the TAC and OSBD to determine the best way to move forward. We will be asking for nominations from the agencies for TAC members. These members will represent agency IT, Business and Financial Leaders from the agencies.	COT	Employee Meeting
Procurement	Our agency gets a break on Microsoft pricing, will this change?	At this time we don't know the answer to this, but one of the goals of this initiative is for all executive branch agencies to benefit from the best pricing for IT goods and services.	COT	Employee Meeting
Workflow	Do we continue to use our former agency's helpdesk process?	Yes, until notified to use a different one.	COT	Employee Meeting
Evaluations	Which agency will complete our evaluations for this year and our performance planning for next year?	Your former agency will complete the 2012 year end evaluation and we are working out the details for the performance planning for 2013.	Finance and Administration Cabinet	Employee Meeting
HR Admin	Will our current HR support staff have to do anything with our personnel files?	Not at this time, FAC will probably ask for them at a later date.	Finance and Administration Cabinet	Employee Meeting
Software - COT	Will we need to change the software we use?	No changes until after the agency assessments are completed or we have an emergency situation that needs attention.	COT	Employee Meeting

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CIO	In the original PTI assessment it was recommended that the CIO be a separate office not under the FAC. Is this the plan?	Per Sec. Flanery, this position will function in a dual role, both under the FAC secretary and as a member of the Governor's Executive Cabinet. A national search continues and we are also working to set up a Technology Advisory Council (TAC). The TAC will represent executive agencies.	COT	Employee Meeting
COT Rate Structure	Will the COT rate structure change?	Yes, during the next few months as agency assessments are being completed, OSBD will be working with us on updating the rate structure.	COT	Employee Meeting
Personnel reclassification	Will my position/title change?	No reclassifications or position changes are planned at this time. However, the IT Infrastructure Initiative will drive a reorganization of COT.	Finance and Administration Cabinet	Employee meeting
Agency Personnel Caps	Will agency personnel caps lower based on this process?	The Office of the State Budget Director is working on these types of details.	Finance and Administration Cabinet	Employee meeting
Retirement	Will this impact my plans to retire?	It may impact your retirement calculations. If an individual is close to retirement, please contact Troy Robinson, as soon as possible.	Finance and Administration Cabinet	Employee Meeting
Current accounts	Can I still get to my current email and accounts?	Yes, at this time this will not change.	COT	Employee meeting
Supervisory chain	Who do I go to with supervisory questions/issues?	If your supervisor is part of the transition you will still go them and they will go to the transition managers (Bill Kidd and Daniel Arnold). If your supervisor did not move to COT, you will go straight to your transition manager. Your "Welcome to the FAC" letter should have provided your transition manager's name.	COT	Employee Meeting
Time sheet access	How do I get to my timesheet?	A Finance active directory account will be created for each employee. You will need to log in to this account to get to your timesheet which is called PMIS. You will get email containing further instructions. Please note: If your current manager/supervisor also was part of this process, then your management structure stayed in place in PMIS and they will be approving your time sheet.	COT	Employee Meeting

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Block 50	Do we need to be careful about working overtime that puts us in a block 50?	Each agency has policies in place regarding this process which includes the ability to ask staff who are nearing a block 50 (over 200 comp hours) to reduce their comp hours. During the next few months, we will be reviewing all FAC comp leave balances, and FAC may ask employees to reduce their hours. We also recognize that there may be times that we will approve a block 50, but this will be an exception vs. standard practice.	Finance and Administration Cabinet	Employee Meeting
Overtime and Leave request	Do I have to get prior approval before leave, and overtime?	Normal overtime/leave approval processes remain in place. You must get prior approval for overtime / leave except when it is an emergency that needs immediate attention. If it is an emergency, you should notify your manager as soon as possible afterwards. This includes situations such as working remotely or working onsite. For contractors, you will get approval for your overtime from your agency manager and your COT manager.	COT	Employee and contractor meeting
Telecommuting	Can we work remotely from home?	If you currently have permission to work remotely, your current schedule will remain in place. Once further assessment of the employees situation is completed, this may be changed.	COT	Employee Meeting
Work Schedule	What will my 40 hour work week schedule be?	Per Troy Robinson, 8:00 to 5:00PM with a one hour lunch, unless the employee completes a flexible work schedule and follows the procedures outlined in the employee packet to request a different option. The 40 hour week started on November 1, 2012. Election day should be coded as a holiday.	Finance and Administration Cabinet	Employee Meeting
PC - Server room	Will the Personnel Cabinet's server room be moved?	During the agency assessment process, questions such as this will be reviewed and information gathered. Once the process is completed, then decisions will be made on this type of question. COT is currently working with facilities management to determine what will happen with floor space.	COT	Employee Meeting
Employee Location	Will we move to another physical location?	No physical moves will take place at this time. Even after the agency assessments are completed, some staff will remain in their current location and will work for FAC / COT.	COT	Employee Meeting

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AA Start Date	When will the Agency Assessment start and end?	The Assessment is scheduled to begin on November 15, 2012, and be completed in ten weeks. However, state holidays may impact this time line.	COT	Employee meeting
Employee Resources	What happens to our blackberries, desktops and other agency assets that are currently provided by the agencies? Can we continue to use the agency's vehicles?	Nothing at this time. As we complete the agency assessment, assets used by the staff that are now part of the COT organization may also be transferred to COT. If you are using agency vehicles, you should still be able to use them, unless the agency has an issue with that process.	COT	Employee Meeting
Mixed Service Provision	In our agency, KDLA, there are only three of us and we do a mixture of infrastructure and non-infrastructure support. If we all come as planned, no one will be left to do the non-infrastructure support	The goal is not to move application development support. We may need to review some decisions after the agency assessments are completed.	COT	Employee Meeting
COTS Support	In addition to providing network support, we provide support for software (COTS). Will we still support COTS?	On November 1st, you will still provide this support. Eventually this support will be provided by our COTS support in COT.	COT	Employee Meeting