

State of Rhode Island and Providence Plantations

Personnel Supplement



Fiscal Year 2012

Lincoln D. Chafee, Governor

Footnotes

FOOTNOTES

Department of Administration

1. Step Increase
2. Judicial Nominating Support Staff
3. Overtime for payroll, Accounts Payable and Accounting Unit
4. Includes FICA for Overtime
5. Labor Relating cost for Arbitration
6. Shredding Services
7. Allocation to Municipal Finance for assistance with Central Falls Receivership
8. Includes FICA for Seasonal and OT
9. Economy.Com Contract for economic forecasting services
10. Legal Services for Board
11. Steno Services for Personnel Appeal Hearings
12. Includes Retro Payment
13. Estimated Arbitration Costs
14. Project Manager transferred from Energy to Planning November 2010
15. Surveyor services \$61,860, Design & Engineering Services \$50,800. Federal Funds \$22,600, Other Funds \$90,000
16. Retroactive payment for former employee
17. Security Services – Sheriffs transferred to the Department of Public Safety in FY 2012 (180.0 FTE positions)

Department of Business Regulation

1. New positions funded by federally funded Rate Review or Consumer Protection Grants.
2. Office of Health Insurance Commissioner to be separate program in FY 2012.

FOOTNOTES

Department of Revenue

1. Step increase.
2. Legal Services for Central Falls receivership.
3. Receiver fees.
4. Contract for Tax Equalization and Motor Vehicle Tax Analysis.
5. Seasonal employees during tax return season, includes overtime and FICA.
6. Security services for delivery of receipts to banks and stenographic services for administrative hearings.
7. Management services for lockbox, IFTA, electronic funds transfer, and internet portal services.
8. FICA added in for overtime.
9. Includes Sunk Costs for Emergency TANF Stimulus Administration.
10. Arbitration Award for reinstated employee in FY 2011, \$55,219 salary included.
11. Janitorial services at Middletown branch.
12. Security provided by Capitol Police Officer, Brinks security services for deposits.
13. Legal services relating to arbitration fees.
14. Contractors to assist with implementation of federal programs.

Legislature

1. The rate for Retiree Health for Legislators is changed to reflect an actuarially based formula. The rate in FY 2011 is 95.49% of legislators' salaries and is 46.35% of legislators' salaries in FY 2012.

Rhode Island Ethics Commission

1. Turnover savings realized due to vacancy in Staff Attorney I position for 4 pay periods.

FOOTNOTES

Department of Behavioral Health, Developmental Disabilities, and Hospitals

1. Elimination of Chief of Strategic Planning and Monitoring in FY 2012 due to EOHHS reorganization.
2. Senior Word Processing Typist, Supervising Accountant, Fiscal Management Officer, and two Data Control Clerks are moved into BHDDH in FY 2012 from EOHHS due to reorganization of human service agencies.
3. Human Service Program Planner and Community Program Liaison Worker are eliminated in FY 2012 due to discontinuation of federal grant.

Department of Children, Youth, and Families

1. Elimination of Implementation Director, Policy & Program in FY 2012 due to EOHHS reorganization.
2. Principle Preaudit Clerk, Supervising Preaudit Clerk, and Chief Human Service Business Officer are moved into DCYF in FY 2012 from EOHHS due to reorganization of human service agencies.
3. Program reduction of 15.0 FTE related to consolidation of Facilities.
4. Program reduction of 15.5 FTE related to System of Care Transformation.

Department of Elderly Affairs

1. Reflects staffing reorganization between the Executive Office of Health and Human Services and the Department of Elderly Affairs, including the transfer out of an Associate Director (Gr. 141) -1.0 FTE and the transfers in of a Fiscal Management Officer (Gr. 326) -1.0 FTE and a Chief, Program Development Officer (Gr. 134) – 1.0 FTE.

Department of Health

1. Reflects net program positions addition after inter-program cost allocations have been factored in and consists of the following: a) Interdepartmental Project Manager (Gr. 139) - 0.3 FTE; b) Health Policy Analyst (Gr. 133) - 1.0 FTE; c) Assistant Health Program Administrator (Gr. 131) - 1.0 FTE; d) Public Health Epidemiologist (Gr. 131) - 2.0 FTEs; e) Principal Human Services Business Officer (Gr. 128) - 1.0 FTE; f) Clinical Laboratory Scientist (Ph Microbiology (Gr. 327) - 1.8 FTEs; g) Environmental Scientist (Gr. 326) - 0.3 FTE; h) Human Services Business Officer (Gr. 322) - 1.0 FTE; i) Assistant Business Management Officer (Gr. 319) - 1.0 FTE; and j) Chief Clerk (Gr. OB16) - 1.0 FTE.

FOOTNOTES

Department of Health – (Continued)

2. Reflects net program positions addition after inter-program cost allocations have been factored in and consists of the following: a) Chief Health Program Evaluator (Gr. 137) - 1.0 FTE; b) Health Policy Analyst (Gr. 133) - 1.0 FTE; c) Supervising Radiation Control Specialist (Gr. 332) - 1.0 FTE; d) Assistant Health Program Administrator (Gr. 131) - 2.0 FTEs; e) Compliance/Evaluation Standardization Officer (Gr. 131) - 1.0 FTE; f) Senior Human Services Policy & System Specialist (Gr. 328) - 1.0 FTE; g) Engineering Technician IV (Nr) [Gr. 327] - 1.0 FTE; h) Environmental Health Food Specialist (Gr. 327) - 1.0 FTE; i) Environmental Health Food Inspector (Gr. 323) - 1.0 FTE; j) Assistant Administrative Officer (Gr. 321) - 1.5 FTEs; k) Nursing Care Evaluator (Gr. 920) - 4.0 FTEs; l) Community Program Liaison Worker (Gr. 319) - 1.0 FTE; and m) Health Services Regulation Licensing Aide I (Gr. 314) - 4.0 FTEs.
3. Reflects positions add back for the Women, Infants and Children (WIC) program, including a) Chief, Office of Women, Infants and Children (Gr. 137) - 1.0 FTE; b) Health Policy Analyst (Gr. 133) - 2.0 FTEs; c) Senior Public Health Promotion Specialist (Gr. 133) - 2.0 FTEs; d) Programming Services Officer (Gr. 131) - 1.0 FTE; e) Public Health Nutritionist (Gr. 327) - 1.0 FTE; f) Chief Field Investigator (Gr. OB24) - 1.0 FTE; g) Senior Community Program Liaison Worker (Gr. 322) - 1.0 FTE; h) Community Program Liaison Worker (Gr. 319) - 1.0 FTE; i) Clerk Secretary (Gr. 116) - 1.0 FTE; and j) Productions Systems Specialist (Gr. 320) - 1.0 FTE.
4. Reflects net program positions addition after inter-program cost allocations have been factored in and consists of the following: a) Health Program Administrator (Gr. 135) - 0.6 FTE; b) Principal Public Health Promotion Specialist (Gr. 133) - 1.1 FTEs; c) Health Policy Analyst (Gr. 133) - 1.4 FTEs; d) Senior Public Health Promotion Specialist (Gr. 331) - 1.0 FTE; e) Public Health Epidemiologist (Gr. 331) - 2.1 FTEs; f) Assistant Health Program Administrator (Gr. 131) - 2.0 FTEs; g) Public Health Promotion Specialist (Gr. 329) - 1.8 FTEs; h) Principal Human Services Business Officer (Gr. 128) - 1.0 FTE; i) Community Health Nurse Coordinator (Gr. 923) - 0.5 FTE; j) Fiscal Clerk (Gr. 314) - 0.2 FTE; k) Senior Word Processing Typist (Gr. 312) - 1.1 FTE; l) Data Entry Operator (Gr. 310) - 1.0 FTE; and m) Administrative Aide (Gr. 314) - 0.3 FTE.
5. Reflects a net program position addition after inter-program cost allocations have been factored in and include the position of Public Health Epidemiologist (Gr. 331) - 1.0 FTE.
6. Reflects staffing reorganization between the Executive Office of Health and Human Services (EOHHS) and the Department of Health (DOH), including the transfers of the following FTE positions to the DOH: a) Human Service Business Officer (Gr. A22) – 1.6 FTEs; b) Human Service Business Officer (Gr. 1.0) – 1.0 FTE; c) Assistant Business Management Officer (Gr. 319) – 2.0 FTE; and Principal Human Service Business Officer (Gr. A28) -1.0 FTE. This was offset by the transfer of a Health Program Administrator (Gr. 135) -1.0 FTE to the EOHHS, which was deleted from its roster.

FOOTNOTES

Department of Human Services

1. Reflects the withdrawal of 4.0 (limited period) FTE associated with the administration of the *Jobs Now Rhode Island* program, discontinued as of September, 2010.

Department of Veterans' Affairs

1. Reflects additional FTE authorizations required to appropriately staff the newly established Department of Veterans' Affairs in FY 2012, pursuant to RIGL 42-152.
2. Reflects an (35.0 FTE) expansion of clinical staff to support a 54-patient increase in the Veterans' Home resident census. This expansion is in accordance with the Governor's initiative to bring the Rhode Island Veterans' Home to full patient capacity in FY 2013. These new permanent FTE will commence employment at the Home on or about March 1, 2012.

Governor's Commission on Disabilities

1. Stenographic services for transcribing hearings on disability discrimination complaints.
2. Interpreters for the Deaf and Real-Time Captioning for the deaf & hard of hearing, when requested as an accommodation at Commission activities.

Rhode Island Historical Preservation and Heritage Commission

1. Assuming 1 Heritage Aide retires for the full year. 1 Historic Pres Specialist I retires ½ way through the year and neither are replaced 54 furlough days, as required to meet Budget Target

Public Higher Education

1. Accreditation review requires 17.5 new full-time assistant professors in Rhode Island College.
2. Legislature added 3.0 new FTE positions in the Community College for work development.
3. Increase of 62.0 FTE positions in the Community College to fund at 869.1 FTE positions as requested.
4. The salary reflects the full CCRI President or Office of Higher Education Commissioner amount in contract. Actually the combined salary is \$264,992 in FY 2011 and \$272,942 in FY 2012.
5. New program for RI State Forensics (RISCL at URI) in FY 2012 which formerly was in sponsored research in the University of Rhode Island program.

Military Staff

1. Army National Guard Facilities Program Manager FTE reduction from FY 2011 enacted.
2. FTE Cap increase for Firefighters (100 percent federal funds).

FOOTNOTES

Department of Public Safety

1. FTE change from 0.5 to 0.6 due to a correction made by Human Resources.
2. Clothing allowance.
3. Onsite maintenance.
4. New FTE for Fire Academy
5. Security Services – Sheriffs transferred to the Department of Public Safety from the Department of Administration in FY 2012 (180.0 FTE positions).
6. Includes FICA for holiday pay, overtime, and stipend for clothing allowance.
7. Clothing allowance as per contract.
8. Physicals for employment.
9. Federal Grants for Training Coordinators.
10. FTEs reduced for mandatory retirements.
11. Includes Trainee Trooper costs.
12. Reenlistment physicals, medical for recruits, physical and psychological testing of recruits for next training academy.
13. Consultant fees for administering entrance exam and oral boards to recruit for next training academy; and temporary positions through federal grants for project development and training.
14. Meal preparation services at training academy and temporary grant manager through federal grant.

Office of the Public Defender

1. Attorney is paid from Edward C. Byrne Memorial Grant federal funds for caseload reduction.
2. Attorney is paid from Byrne Stimulus Grant federal funds for Adult Drug Court.
3. Calculated at Salaries/26 pay periods/10 paydays X 4 days for pay reduction days.
4. Includes LIUNA payments of \$983 each for 30 employees.
5. Based on actual employee elections and includes medical waiver cost for 14 employees.
6. Federal Funds include Juvenile Response, Adult Drug Court, Community Outreach, and Caseload Reduction (Tri County Screening).
7. No payroll accrual in FY 2012.
8. Increase in Purchased Services from FY 2011 to FY 2012 is in federal grants.

FOOTNOTES

Department of Environmental Management

1. The new salary for the Director of Environmental Management based on the new appointment by the governor. Directors do not receive cost of living adjustments.

Coastal Resources Management Council

1. Overtime costs completely federally funded. Costs for engineering team to attend semi-monthly night time meetings when needed for expertise on applications. Also includes any clerical and fiscal overtime.
2. R.I. Ocean Area Management Plan (Ocean SAMO)-\$665,050, funded from federal grant.
3. Narragansett Bay Habitation Restoration Plan=\$953,935 FY 2011/\$354,238 FY 2012.
Aquaculture Research-\$251,950 FY 2011
R.I. River Ecosystem Restoration-\$3,248,335 FY 2011/\$200,000 FY 2012
Funded from federal grants.

State Water Resource Board

1. Items included in FY 2011:

Water Allocation Plans: \$195,734
Water Allocation Pilot Studies: \$54,000
Stream Gauges: \$80,000

Items included in FY 2012:

Water Allocation Plans: \$200,000
Stream Gauges: \$55,000

2. Information Technology Services: web site maintenance.
3. Water surcharge audits:

FY 2011: \$21,500
FY 2012: \$8,750

This page was intentionally left blank.

Glossary

Glossary

Benefits

Benefits paid to state employees include **Retirement**, the state's contribution to the Employee Retirement System (including payments to retirees for health insurance, and, for members of the Laborer's International Union, the portion of salary increases contributed to the union's national pension plan); **FICA**, the state's cost for social security and Medicare tax contributions; **Medical**, the annual cost of all medical (including dental and vision plans) plans; (which includes Medical Benefits Salary Disbursements, the bonus amount paid to employees who waive medical insurance); and **Retiree Health**, the portion of employee post-retirement medical costs paid by the state. Under **Other Benefits** are included certain special contract stipends, employer cost group TDI payments, and group life insurance.

Planning values in effect in FY 2011/FY 2012 are as follows: Retirement: 20.78%/22.98%; Retiree Health: 6.74%/6.86 (not including judges, legislators, or State Police); FICA: 6.2% social security rate and 1.45% Medicare tax both years; and Medical: weighted average \$15,235/\$15,722.

Classifications

The classification of state service is divided initially into four classes of employment: (1) statutory, (2) unclassified, (3) classified, and (4) non-classified. *Statutory* positions are those established by law with the salary determined by the legislature (or in the case of legislators, by the Constitution itself). *Unclassified* positions are those established by law and governed by the unclassified pay plan, and include generally the employees of elected officials, courts, boards and commissions, and various positions of a policy-making character. *Classified* positions are those covered by the merit system with salaries governed by the classified pay plan. *Non-classified* positions are those administrative staff and faculty positions working under contract terms for the Board of Governors for Higher Education, the Board of Regents for Elementary and Secondary Education, and certain employees of the Rhode Island Public Telecommunications Authority. Within the above classes of employment there are also limited period positions which are established to meet emergencies, seasonal requirements or unusually heavy work loads during the year of which are limited to the time period established in specific federal grants.

Cost Allocation Adjustments /Interdepartmental Transfers

Funding for positions and/or personnel costs are now appropriated and displayed in the expending agency/program to record the true costs with its associated expenditures program.

Distribution by Source of Funds

The Personnel Supplement depicts the distribution of each agency and program's personnel costs and FTE's by source of funds. These funds are: General Revenue (state tax and departmental receipts credited for discretionary appropriation), Federal Funds (categorical and block grants

from the federal government), Restricted Receipts (receipts to be collected and expended for purposes confined to those specified in the R.I. General Laws), Other Funds (funds not included in the previous three categories, including university and college tuition fees, the dedicated gas tax, and R.I. Capital Plan funds), and Internal Service Funds (programs providing certain state services that are provided centrally, which are shown for display purposes in the supplement since the costs are reflected in the budgets of the user agencies). A separate subcategory, Garvee/Motor Fuel Bond Funds, is also presented. These are positions involved in the accelerated highway construction program that are financed by funds borrowed against future pledges of Federal highway funds and two cents of the gasoline tax. The Personnel Supplement depicts personnel expenditures in all these fund sources, with the exception of the State Assessed Fringe Benefit Fund (see statewide benefit assessment entry below).

Educational Incentives

Upon successful completion of a four-course curriculum incentive in-service training program approved by the personnel administrator, a state employee shall be granted a one-step pay increment next above the current base step (or if the employee is at the maximum of the grade the employee shall receive a pay increment equal in amount to the last step in the pay grade), the increment to be retained, separate and apart from any salary or longevity increase that the employee may at that time or thereafter receive (RIGL 36-4-14). The incentive program was amended in FY 2001. The above applies only to employees hired before July 1, 2001. Employees are limited to a single four-course incentive. Employees hired after July 1, 2001 are eligible for plan or plans provided for in the Personnel Rules.

Full-Time Equivalent (FTE) Positions

This presentation is made on the basis of full-time equivalent positions (FTE). As specified in the FY 1998 Appropriation Act, positions whose employment does not exceed twenty-six consecutive weeks, or whose scheduled hours do not exceed nine hundred twenty-five hours in a one-year period, are not included as FTE positions. For all included positions with assigned hours, the FTE count of a position or positions is based upon the ratio of part-time to full-time hours for that class of position (35 or 40 hours); for limited period positions, it is the fraction equaling the number of planned pay periods divided by 26. The Appropriation Act for the current year establishes an FTE cap for each department and agency. The cap is not defined by program or funding source, but on a department-wide basis. Adjustments to the FTE cap can be made at the recommendation of the State Budget Office by agreement of the Governor, the Speaker of the House, and the Senate majority Leader. The Personnel Supplement depicts the current year and budget year request, including any requested increases or decreases. Certain positions that perform federal funded sponsored research in Public Higher Education are shown separately.

Internal Service Funds

This fund category represents services provided by a designated agency to other departments and agencies under a vendor-buyer relationship. The cost of the service is a general fund appropriation to the buying agency in specific non-personnel codes, with the vendor agency

itemizing the operational costs within the internal service fund. Agencies with internal service funds include Administration, Secretary of State, Corrections, and Public Safety.

Longevities

Most classified and unclassified employees are granted longevity increases according to the following formula:

<u>Years of Service</u>	<u>Percentage Increase on Base Rate</u>
5	5%
11	10%
15	15%
20	17.5%
25	20%

Nonclassified employees of the Board of Governors for Higher Education, Board of Regents for Elementary and Secondary Education, and the Rhode Island Public Telecommunications Authority are entitled to a longevity payments (RIGL 16-59-7.2, 16-60-7.2, 16-61-8.1, respectively) in the amount of five percent (5%) of base salary after ten (10) years of service and increasing to a total of ten percent (10%) of base salary after twenty (20) years of service. The longevity payments apply only to employees under the grade of nineteen (19).

Employees of the National Association of Government Employees (N.A.G.E) are entitled to a longevity payment in the amount of five percent (5%) of base salary after fifteen (15) years of service, seven and one-half percent (7.5%) of base salary after twenty (20) years of service and ten percent (10%) of base salary after twenty-five (25) years of service.

Pay Schedules

Listed with each classified and unclassified position in the supplement is a pay grade. The specific current base pay range for the grade can be found at the Human Resources website, www.HR.RI.Gov/classification, under the classified or unclassified section. Letter designation to the right of the grade indicates the following:

- A, B, C - (or no letter code) – a graduated annual salary
- D - a per diem or per meeting pay
- E - a per diem or per meeting pay
- F - a flat annual pay
- G - a graduated hourly wage
- H - a flat hourly wage
- J - Lottery Commission pay schedules
- K - a flat annual pay
- W - a per week pay
- - no amounts scheduled currently

Payroll Accrual

Annually, at the end of the fiscal year, the State Controller's Office charges accrued payroll costs to all accounts that normally have payroll charges. The purpose of this accrual is to comply with basic principles of accounting by recognizing expenditures in the period incurred. Since the first pay period of each fiscal year does not always begin on July 1, some days of this pay period are worked in the old fiscal year, and some in the new fiscal year. In most years, in order to account for the additional cost associated with one net additional day each fiscal year, the state budgets a payroll accrual amount. The agencies budget 0.4 percent of certain payroll codes (direct salaries, overtime, Retirement, FICA) for payroll accrual, the equivalent of one-tenth of one pay period.

Personnel Supplement

Section 35-3-7(a) of the Rhode Island General Laws require the Governor to submit "a personnel supplement detailing the number and titles of positions of each agency and the estimates of personnel costs for the next fiscal year." The supplement lists by Department/Agency and by program the FTE positions by job title, the number of FTE's for each title, and the total salary cost for each title. Sums are provided for Salaries, Salaries and Benefits, Payroll Costs (which includes the Statewide Benefit Assessment, Worker's Compensation, and Temporary and Seasonal employment), Total Personnel (which includes Purchased Services) and Distribution by Source of Funds.

Purchased Services

In addition to payroll items, purchased services are also listed in this document. Purchased services are defined as contracts with private firms or individuals for personal services that would otherwise be performed by state employees.

Salaries and Wages

The current year (FY 2011) and budget year (FY 2012) salary cost includes current educational incentives and prospective step and longevity increases, as well as negotiated and estimated salary adjustments, (including a 4-day pay reduction adjustment in FY 2011). Shown separately in most cases are contract stipends under the various union contracts. Other salary categories depicted separately are overtime payments, holiday pay (included in salaries and benefits), uncompensated leave says (salary only), COLA deferral days (salary only), and temporary and seasonal wages (included in payroll costs).

Statewide Benefit Assessment

A biweekly assessment is applied to the amount of salaries and wages paid from all accounts and funds, effective August 1999 (Office of Management and Budget Circular A-87). This assessment is to pay for the following employee fringe benefits: services provided by the Donley Center; services of the Workers' Compensation Court; and the Division of Workers' Compensation administrative costs related to workers' compensation activities. The assessment was applied to: the above employee benefits; payments to Workers' Compensation providers; Workers' Compensation benefit payments to employees; the cost of operating the internal service fund; Unemployment Compensation payments; the Employee Assistance program; and payments to employees for unused leave upon their termination from state service.

The biweekly assessment is deposited into a separate fund, entitled the Assessed Fringe Benefits Administrative Fund. It is estimated that the biweekly assessment will be 4.0 percent of salaries and wages in FY 2011, and 0.00 percent in FY 2012, except for Military Staff (firefighters), State Police troopers, Marshalls, Sheriffs, Capitol Police, and Lottery employees, whose assessment is 1.91 percent in FY 2011 and 1.9 percent in FY 2012, and university academic faculty, whose assessment is 3.46 percent in FY 2011 and 3.49 percent in FY 2012. The amounts budgeted in FY 2010 in the internal service fund, which are funded by the amounts to be charged to the agencies, are as follows: Workers' Compensation (\$20.25 million in FY 2010, \$21.2 million in FY 2011), Unemployment (\$2.0 million), and unused leave (severance and FICA) (\$8.0 million). The total (not displayed in the Personnel Supplement) is \$30.2 million (\$31.2 million in FY 2011).

Turnover

This is the value of expected vacancies (salary only) budgeted for the current and budget years. There are two kinds of turnover expectancy. The first is normal savings which occur from employees leaving state service and new employees being hired, usually after a modest delay and at a lower cost than the departing employee. The second is managed turnover where the department or agency, by design, leaves positions vacant in order to achieve a certain level of savings.

Severance/Unemployment Compensation

Severance costs (including both unemployment compensation and medical benefits) are depicted separately as a personnel cost in the individual agency programs only when they reflect estimated severance costs due to particular program reductions. The cost of other position layoffs is reflected in the statewide benefit assessment.

Workers' Compensation Costs

With the exception of the some costs in the Departments of Correction and Children, Youth, and Families (for assault cases), Workers' Compensation benefit costs are not depicted separately as a personnel cost in the individual agency programs. They are now reflected in the statewide benefit assessment.