



Commonwealth of Kentucky

Property Valuation Administrator

Personnel Reference Guide

Provided By:

Finance and Administration Cabinet

Office of Property Valuation
Department of Revenue

Division of Human Resources
Office of Administrative
Services

INTRODUCTION

This manual has been prepared to provide guidance to all Property Valuation Administrators (PVAs) regarding compensation and other fringe benefits to you, as well as the various personnel policies and procedures that are in place for deputies.

To assist all PVAs with their personnel administrative duties, the Finance and Administration Cabinet's, Division of Human Resources are dedicated to providing guidance to PVAs regarding personnel, payroll, benefits and other related issues. These employees will provide training on a variety of personnel issues through the Office of Property Valuation education program and at the annual Conference on Assessment Administration that is conducted by the Office.

The contact information for the HR personnel working specifically on PVA office personnel /payroll issues is as follows:

Cyndi Abrams, HR Administrator
Telephone number – 502-564-6937
Email address – Cyndi.Abrams@ky.gov

Latrese Bellamy, HR Administrator
Telephone number – 502-564-6938
Email address – LatreseV.bellamy@ky.gov

Grover Dale Clemons, Division Director, Division of Human Resources

The Division of Human Resources location and mailing address is 200 Mero Street, 5th Floor Frankfort, KY 40601. Fax number is 502-564-2613.

Forms and documents referenced in this guidance can be found on the PVA Network website, administered by the Office of Property Valuation, Department of Revenue.

<https://revenue.ky.gov/PVANetwork>

CHAPTER I

General Overview of the Office of Property Valuation Administrator (KRS Chapter 132)

A. General

A Property Valuation Administrator (PVA) is elected in each county of the state. The elections of all PVAs are conducted in the same year in which county elections are held, with the term beginning on the first Monday in December after the election and continuing for four years.

An individual who seeks the office of PVA through must first meet the following minimum qualifications. The candidate must be:

- At least twenty-four (24) years of age at the time of election;
- A citizen of Kentucky;
- A resident of Kentucky for two years; and
- A resident of the county for at least one year, preceding the election

In addition to the minimum qualifications listed above, an individual must pass a qualifying examination administered by the Department of Revenue in order to be eligible to run for the office of PVA. A certificate is issued to everyone who passes the qualifying examination. Each certificate expires one year from the date of issuance. Incumbent PVAs are not required to take the examination again to run for re-election.

The PVA is required to engage in official duties at least five days a week and keep scheduled office hours. If a PVA should vacate the office in any year during the term of office, the PVA is paid only for the calendar days actually served during the year.

As a public official, the PVA is also required to annually complete the Executive Branch Ethics Commission, Statement of Financial Disclosure, by April 15 of each year (KRS 11A.050). If the "Statement" is not filed, the PVA's salary will be withheld, until filed and a "Notice of Release" from the Ethics Commission is received.

B. Compensation of the Property Valuation Administrator (KRS 132.590)

The compensation of the PVA shall be based on the schedule contained in KRS 132.590. The compensation of the PVA shall be calculated by the Department for Local Government annually.

The salary schedule for a PVA provides for nine (9) levels of salary based upon the population of the county in the prior year as determined by the United States Department of Commerce, Bureau of the Census. The salary schedule also provides four (4) steps for annual increments within each population group. A PVA shall be paid according to the first step within their population group for the first year or portion thereof (i.e. appointed PVAs) they serve in office. Thereafter, each PVA, on January

1 of each subsequent year shall be advanced automatically to the next step in the salary schedule until the maximum salary amount for the population group is reached.

Any person who has previously served as a PVA, prior to assuming the office must certify to the Finance and Administration Cabinet the total number of years, not to exceed four (4) years, that the person has previously served in the office. The cabinet shall place the person in the proper step based upon one (1) incremental step per full calendar year of service.

Upon publication of the annual consumer price index (CPI) by the U.S. Department of Commerce, the annual rate of salary for the PVA shall be determined by applying the increase in the CPI to the previous year's salary. The applicable CPI is typically published nationwide by the first week of February. The updated salary determination shall be retroactive to January 1. PVAs will be notified of the new salary and how it was determined and if there are any questions or corrections necessary those can be made by the Division of Human Resources. Salaries cannot exceed the schedule, so in order to convert the yearly rates into an even monthly salary, they may be rounded down to not exceed the allowed salary.

Due to PVA salary increases, not being funded for 2021 and 2022, the PVAs are currently utilizing the 2020 Salary Schedule. As noted on the schedule, population estimates by the US Bureau of Census are from July 2017. [Census.gov](https://www.census.gov)

A copy of the schedule can be found on the next page.

SCHEDULE II Maximum Salary Authorizations - 2020

County Judge/Executives, County Clerks, Sheriffs, and
Jailers operating full-service jails
In accordance with HB 810 (1998); Sec 246 Kentucky Constitution;
and KRS CH. 64.5275

	Population Group				
	Step 1	Step 2	Step 3	Step 4	
Group 1	0-4,999	\$ 71,156.23	\$ 73,312.48	\$ 75,468.73	\$ 77,624.97
Group 2	5,000-9,999	\$ 77,624.97	\$ 79,781.22	\$ 81,937.47	\$ 84,093.72
Group 3	10,000-19,999	\$ 84,093.72	\$ 86,249.97	\$ 88,406.22	\$ 90,562.47
Group 4	20,000-29,999	\$ 87,328.10	\$ 90,562.47	\$ 93,796.84	\$ 97,031.22
Group 5	30,000-44,999	\$ 93,796.84	\$ 97,031.22	\$100,265.59	\$ 103,499.97
Group 6	45,000-59,999	\$ 97,031.22	\$ 101,343.72	\$105,656.22	\$ 109,968.71
Group 7	60,000-89,999	\$103,499.97	\$ 107,812.46	\$112,124.96	\$ 116,437.46
Group 8	90,000-499,999	\$106,734.34	\$ 112,124.96	\$117,515.59	\$ 122,906.21
Group 9	500,000-up	\$113,203.09	\$ 118,593.71	\$ 123,984.33	\$ 129,374.96

schedule prepared by Department for Local Government, January 2020 population est. by U.S. Bureau of the Census, July 2017 (per KRS64.5275)

Read across row of applicable population ('09 pop est.) group to identify your salary as follows:

- If you have no previous experience in your currently occupied office, | your salary is found in the column labeled "step 1".
- If you have been certified to have one (1) full year of service in your currently occupied office, your salary is found in the column labeled "step 2".
- If you have been certified to have two (2) full years of service in your currently occupied office, your salary is found in the column labeled "step 3".
- If you have been certified to have three (3) or more full years of service in your currently occupied office, your salary is found in the column labeled "step 4".

C. Education Incentives (KRS 132.590(3(c))

In addition to your salary, each PVA is eligible to earn additional lump sum payments as an educational incentive each calendar year upon the successful completion of forty (40) hours of approved continuing education. One education incentive payment is earned each year up to a maximum of four based upon the four steps in the pay schedule. The incentive amount is adjusted by the Consumer Price Index (CPI) each year.

The Department of Revenue will certify each PVA's eligibility to receive an educational incentive payment to the Division of HR so that an appropriate payment can be generated. Educational incentives will be paid on the 16th of the month following completion of the training. For example, you earned your education incentive during the month of August, your incentive will be paid September 16 and reflected on your October 15 paycheck.

Any questions regarding training hours needed to qualify for an educational incentive payment should be directed to Brian Stidham of the Education and Compliance Branch at 502-564-7577.

The current incentive amounts can be found on the next page.

**Department for Local Government
County Officials
Training Program**

2022 Incentive Amounts

Level 1: \$1,169.77

Level 2: \$2,339.54

Level 3: \$3,509.31

Level 4: \$4,679.08

****109 KAR 2:020 Section 3 (8) – We will not allow training course credit if the proof of attendance was submitted more than sixty (60) days after the date of the event****

D. Expense Allowance (KRS 132.597)

The PVA is allowed an annual expense allowance of \$3,600 payable in monthly installments of \$300. No records are required to verify the expenditures for the expense allowance. The expense allowance is considered additional income and appropriate taxes and fringe benefits are deducted on the same basis as the PVA's salary. Your expense allowance will be paid on the first of each month and reflected on your 30th paycheck.

To receive this allowance a PVA is required to complete thirty (30) classroom hours of professional instruction conducted and approved by the Education and Compliance Branch during each calendar year. PVAs who have received their SKA designation need to complete only fifteen (15) hours annually to qualify for the expense allowance. Failure to attend the required classroom hours forfeits the PVA's expense allowance for the next calendar year.

Upon being elected or appointed, the PVA will receive a prorated amount depending on the effective date. If a PVA separates without completing a full month, they will receive a prorated amount for the days they worked in that month. The Division of HR will calculate a daily rate to ensure the expense allowance is properly paid for the days worked in the month.

F. PVA Conferences (KRS 131.140(4))

Each year the DOR conducts the Conference on Assessment Administration which is mandatory for the PVA to attend. KRS 131.140 (4) requires that one-half (1/2) of PVA actual and necessary expenses in attending the conference shall be paid by the Finance and Administration Cabinet and the remaining one half of the expenses are paid by the county.

G. Outside Employment and (Request for Approval Form)

Any PVA seeking outside employment must complete a "Request for Approval of Outside Employment" form. This form must be signed by the PVA and submitted to the Division of Human Resources preferably prior to starting the additional job. The outside employment will be reviewed for any potential conflict of interest and if there are any issues, the PVA will be contacted.

H. Use of PVA Office Vehicles

The PVA is allowed to purchase a vehicle(s) for office functions. Any personal use of an office vehicle is considered a fringe benefit that is taxable to the PVA. A personal usage report must be filed with the Division of HR. This report may be submitted monthly, quarterly or on an annual basis. All information regarding the personal use of an office vehicle must be filed by November 30th with the December usage estimated. From this report, Division of HR will add the appropriate amount as a taxable fringe benefit to the PVA's last paycheck for the calendar year.

J. Bonds

Before entering upon the duties of office, the property valuation administrator shall execute a bond conditioned upon the faithful performance of the duties of the office with a surety to be approved by the Department of Revenue. In counties containing a city of the first class or consolidated local government, the bond shall be in the sum of one hundred thousand dollars (\$100,000); in counties containing a city with a population equal to or greater than twenty thousand (20,000) based upon the most recent federal decennial census, fifty thousand dollars (\$50,000); in all other counties, twenty thousand dollars (\$20,000). The PVA must submit to the Division of HR:

- Completed and notarized PVA Bond form
- Copy of the Power of Attorney Certificate (from surety company)

These documents will be placed in the PVA county file in the Division of HR.

K. Separations

If you separate prior to the end of your term, you must notify the Department of Revenue and the Division of HR in writing of your intent to separate, the reason for the separation (retire, resign, etc.) and the effective date. The Division of HR will begin processing your action and you will be required to complete a PVA HR Exit Packet.

CHAPTER II

PVA Deputies and other Authorized Personnel

Employment Status

Three (3) types of employment status apply to the employees of a PVA office.

1. Full-Time

- Salaried
- Must work or use accumulated leave for 37.50 hours per week.
- Entitled to full fringe benefits (holidays, insurance, retirement etc.)

2. Part-Time

- Hourly
- May not work more than 99.75 hours per month.
- Eligible for social security and workers' compensation
- May receive part-time holiday pay at the discretion of the PVA
- Eligible for closure leave, if scheduled to work on the day of the closure.

3. Seasonal/Interim (i.e., summer, intern, co-op)

Full-Time (not to exceed six (6) months)

- Salaried
- Eligible for social security and workers' compensation
- Entitled to paid holidays
- Entitled to earn one (1) sick day per month.
- Eligible for Closure Leave

Part-Time (not to exceed nine (9) months)

- Hourly
- May not work more than 99.75 hours per month
- Eligible for social security and Workers' Compensation
- May receive part-time holiday pay at the discretion of the PVA.
- Eligible for Closure Leave, if scheduled to work on the day of closure.

It is the responsibility of the PVA to end the seasonal employment at the end of the required time. An RPA must be submitted to the DHR at the end of the employee's term. Failure to end past the allowed timeframe may result in the PVA office paying for the additional cost of benefits (i.e. KHRIS generated or Retirement/Omitted Contribution) from local (OX) funds.

Interim/seasonal employees must have a minimum break in service of one (1) month before being rehired back into another interim/seasonal position in the same county. Interim/seasonal employees being hired into a full-time or part-time position do not require a break in service.

Nature of Personnel Action

The PVA communicates personnel actions to the Department of Revenue and the Division of Human Resources using a Request for Personnel Action (RPA) form. A completed request should be sent to DORPVApprovals@ky.gov for budgetary review. Upon approval, the PVA will be notified, and the RPA will be sent to DHR for processing. An RPA must be submitted for the following personnel action requests:

- Appointment - Hiring of PVA or deputy is made
- Death - an employee dies.
- Demotion - a change to a lower grade
- Dismissal/Termination – employee is dismissed/terminated
- End of Term - Seasonal employee's employment ends
- Name Change – A copy of the employee's new social security card must be attached.
- OX Increase – Salary increase given with local funds
- Military Leave - an employee serves in the armed forces.
- Promotion – a change to a higher grade
- Promotional Six-Month Salary Advancement – upon completion of six (6) months after promotion.
- Resignation - an employee voluntarily resigns from employment.
- Retirement - an employee ends employment due to disability or normal retirement.
- Six Month Salary Adjustment – employee has completed six (6) months of employment from appointment date.
- Transfer - a change in job series without a grade change
- Vacancy Promotion – upon a vacancy in the office and an existing employee is eligible for a promotional opportunity.

Appointment

The PVA has the statutory responsibility to appoint employees of his or her office. These appointments must comply with established budget guidelines and candidates must meet the minimum requirements for the requested position. To ensure compliance, appointment requests should be submitted to the DOR / Office Property Valuation for budget review/approval. The request should have:

- Completed RPA
- Application of the candidate

If the position requires certification of education, you can provide the official transcript or diploma at the time of the request, or the employee will have thirty (30) days after their appointment to submit to the Division of HR. If the employee is unable to provide the required education verification documentation after their appointment, they may be decertified from the requested position grade or subject to termination.

Appointment requests should be submitted at least two (2) weeks prior to the effective date of the appointment. This will allow sufficient time for budget and the Division of HR to review, approve and process the request.

PVA deputies who will be responsible for fieldwork outside of the office in support of the property assessment process shall be at least 21 years of age. The minimum age for all deputies involved with office duties shall conform to the “Federal Child Labor Law” and State labor laws, rules and regulations.

All employees serve at the pleasure of their respective PVA. They are classified as “At Will” which means they are non-merit, unclassified state employees.

Deputies appointed as a “Chief Deputy” or “Chief of Staff” must be one (1) grade below the County Grade. All other appointed deputies must be no closer than two grades below the County Grade.

Employees in the PVA office cannot be paid from office funds for other services (i.e. cleaning services, contractual services).

New Employee Onboarding

The Division of Human Resource will schedule new employee orientation on the employee’s first day in the office. They will review all necessary forms and information with the employee. These meetings will be conducted using Microsoft TEAMS or by phone if a computer is not available.

Outside Employment and (Request for Approval Form)

Any deputy who works a second job outside of the PVA office must complete a “Request for Approval of Outside Employment” form. This form must be signed by both the deputy and PVA and submitted to the DHR preferably prior to the deputy starting the additional job. The outside employment will be reviewed for any potential

conflict of interest with the deputy's position within the PVA office and if there are any issues, the PVA will be contacted.

Office Work Hours and Schedule

Business office hours vary from office to office. The PVA shall determine the exact hours of work and the work schedule with each employee. The standard work week for full-time employees is 37.50 hours. Any schedule differing from a 7.5 hour work day should be pre-approved by the Division of HR using a Personalized/Flexible Work Schedule Agreement form. With approval of the Finance and Administration Cabinet, county courthouse office hours may be adopted. State and Federal laws must be met with respect to working hours for all (i.e. breaks/lunch period). Deputies are strongly encouraged to complete Accurate Time Recording training (discussed in orientation).

Classification

Every position must be given an appropriate classification prior to any personnel or position action. The employee's duties and responsibilities as indicated on the Position Description (PD) that is completed will determine this. A listing of all job classification titles are below. The various job grades and the education and/or experience requirements associated with each grade are on the next page. If college hours and/or degree are listed on the "Application for Employment" an official transcript or college degree must be received by the Division of HR. If not received timely, the employee's appointment may be delayed.

JOB CLASSIFICATION TITLES

Mapping Series

GIS Mapping Technician
GIS Mapping Technician II or Supervisor

Assessment Series

Real Property Assessor
Real Property Assessor Principal or Supervisor

Data Collection Series

Field Representative
Field Representative Principal or Supervisor

Administrative Series

General Deputy
General Deputy Principal
Customer Service Rep
Personal Property Clerk
Personal Property Principal
Administrative Assistant
Office Manager
Chief Administrative Assistant

Chief of Staff

Chief Deputy

PVA Salary Schedule

Effective September 16, 2022

Pay Grade	Minimum Qualifications	Rate	Entry	5%	10%	Midpoint
5	Under age 18 / Co-op / Summer help	Hourly	\$8.281	\$8.696	\$9.110	\$12.268
		Monthly	\$1,345.68	\$1,412.98	\$1,480.26	\$1,993.56
		Annually	\$16,148.16	\$16,955.76	\$17,763.12	\$23,922.72
6	High School Graduate OR GED Earned	Hourly	\$9.110	\$9.566	\$10.021	\$13.496
		Monthly	\$1,480.38	\$1,554.40	\$1,628.42	\$2,193.10
		Annually	\$17,764.56	\$18,652.80	\$19,541.04	\$26,317.20
7	High School Graduate OR GED Earned	Hourly	\$10.020	\$10.521	\$11.022	\$14.844
		Monthly	\$1,628.26	\$1,709.68	\$1,791.10	\$2,412.16
		Annually	\$19,539.12	\$20,516.08	\$21,493.20	\$28,945.92
8	Up to 1 Years of Experience	Hourly	\$11.021	\$11.573	\$12.124	\$16.327
		Monthly	\$1,790.92	\$1,880.48	\$1,970.02	\$2,653.14
		Annually	\$21,491.04	\$22,565.76	\$23,640.24	\$31,837.68
9	2 Years of Experience	Hourly	\$12.122	\$12.729	\$13.335	\$17.959
		Monthly	\$1,969.84	\$2,068.34	\$2,166.84	\$2,918.34
		Annually	\$23,638.08	\$24,820.08	\$26,002.08	\$35,020.08
10	3 Years of Experience	Hourly	\$13.333	\$14.000	\$14.667	\$19.752
		Monthly	\$2,166.62	\$2,274.96	\$2,383.30	\$3,209.70
		Annually	\$25,999.44	\$27,299.52	\$28,599.60	\$38,516.40
11	Bachelors Degree OR 4 years of Experience	Hourly	\$14.668	\$15.402	\$16.135	\$21.730
		Monthly	\$2,383.56	\$2,502.74	\$2,621.92	\$3,531.14
		Annually	\$28,602.72	\$30,032.88	\$31,463.04	\$42,373.68
12	Bachelors Degree + 1 year experience OR 5 Years of Experience	Hourly	\$16.134	\$16.941	\$17.748	\$23.901
		Monthly	\$2,621.78	\$2,752.88	\$2,883.96	\$3,883.92
		Annually	\$31,461.36	\$33,034.56	\$34,607.52	\$46,607.04
13	Bachelors Degree + 2 years of Experience OR 6 Years of Experience	Hourly	\$17.747	\$18.635	\$19.522	\$26.292
		Monthly	\$2,883.90	\$3,028.10	\$3,172.30	\$4,272.46
		Annually	\$34,606.80	\$38,497.20	\$38,067.60	\$51,269.52
14	Bachelors Degree + 3 years of Experience OR 7 Years of Experience	Hourly	\$19.521	\$20.497	\$21.474	\$28.920
		Monthly	\$3,172.18	\$3,330.80	\$3,489.40	\$4,699.50
		Annually	\$38,066.16	\$39,969.60	\$41,872.80	\$56,394.00
15	Bachelors Degree + 4 years of Experience OR 8 Years of Experience	Hourly	\$21.473	\$22.547	\$23.621	\$31.812
		Monthly	\$3,489.38	\$3,663.86	\$3,838.32	\$5,169.46
		Annually	\$41,872.56	\$43,966.32	\$46,059.84	\$62,033.52
16	Bachelors Degree + 5 years of Experience OR 9 Years of Experience	Hourly	\$23.620	\$24.801	\$25.982	\$34.992
		Monthly	\$3,838.26	\$4,030.18	\$4,222.10	\$5,686.20
		Annually	\$46,059.12	\$48,362.16	\$50,665.20	\$68,234.40
17	Bachelors Degree + 6 years of Experience OR 10 Years of Experience	Hourly	\$25.980	\$27.279	\$28.578	\$38.488
		Monthly	\$4,221.76	\$4,432.86	\$4,643.94	\$6,254.30
		Annually	\$50,661.12	\$53,194.32	\$55,727.28	\$75,051.60
18		Hourly	\$28.579	\$30.008	\$31.437	\$42.340
		Monthly	\$4,644.10	\$4,876.32	\$5,108.52	\$6,880.26
		Annually	\$55,729.20	\$58,515.84	\$61,302.24	\$82,563.12

Educational Opportunities and Benefits

The same professional designations (CKA and SKA) that are available for PVAs can also be awarded to a deputy who successfully completes a combination of courses offered through the educational program of the Department of Revenue's Office of Property Valuation.

Upon receiving either of those designations, a deputy may receive an education incentive of 5% of his or her annual salary at the time of completion. The PVA/DOR Budget Committee will make the decision at the end of each fiscal year if educational incentives can be offered.

Vacancy & Hiring Policy

All offices must observe a thirty (30) day hiring delay whenever a vacancy arises. If the PVA desires to fill the position sooner than 30 days, this can be done if all salary and benefits (i.e., retirement, health and life insurance) associated with the position are paid from local (OX) funds. The Division of Local Support, Office of Property Valuation can provide an estimate of the costs involved if a position were to be filled prior to the expiration of the 30-day delay.

If, after observing the 30-day delay, a newly hired deputy leaves the position within the first six months of employment, the PVA will not have to wait another 30 days to replace the deputy who left.

A PVA may promote a current employee to a vacant position that is a higher grade after the 30-day hiring delay is observed. The lower grade position may then be filled immediately since the required 30-day hiring delay has already been observed. However, the new employee filling the lower position must be hired in at the same or lower grade unless the PVA pays the difference in salary from local (OX) funds.

Compensation

Initial appointments are made at the salary of the appropriate pay grade for which the employee qualifies and is available to the PVA office. Each potential employee's job experience is verified by the Division of HR. To determine if funds are available, the budget for salary and grade considerations should be discussed with the Office of Property Valuation within the DOR for approval to appointment. All new hires will be hired in at the same or a lower grade of the departing deputy; however, the starting salary may be increased through local (OX) funds to reflect the qualifications of the applicant.

Salary Advancements

Salary advancements are increases in salary within the employee's current pay grade.

Six Month Salary Advancement (SMSA) – After an employee, full time or part time, has completed six (6) months of employment after being hired, the PVA may

request a five percent (5%) increase to the employee's salary. This adjustment will only be done upon the request of the PVA, and shall be requested within one (1) month prior to the expiration of the six (6) month period. If a PVA denies a SMSA and then at a later date requests to award the SMSA retroactively, then they will pay the difference from OX funds.

Promotional Six Month Salary Advancement (PSMSA) – After an employee is promoted and has completed six (6) months of promotional probation, the PVA may request a five percent (5%) increase to the employee's salary. This advancement can be paid through local (OX) funds.

Annual Increments – An annual increment is a salary increase for an employee in which a salary is advanced by a percentage or dollar amount as determined by the budget enacted every two years by the General Assembly. To be eligible to receive the increment, the employee must have completed twelve (12) continuous months of service since the last increment. Each employee's six-month salary advancement date and annual increment date will be provided by the Division of HR. The establishment of these dates will be in accordance with Department of Personnel guidelines that are in place for all State employees.

OX Salary Increase – If sufficient funds are available, the PVA may request to increase an employee's salary in 5% increments, up to the mid-point of the grade. This increase must be requested and paid through local funds (OX) and can only be given once every twelve (12) months. If these funds are not available in the subsequent fiscal year or at the discretion of an incoming PVA, the employee's salary will revert to their previous salary.

Salary Adjustments

Salary adjustments are changes from one pay grade to another. All salary adjustments must be effective the 16th of each month. These are explained in greater detail below.

Promotion - A promotion is a change to a higher pay grade as a result of an employee's job duties/position changing from one classification grade to another. An employee must meet the minimum qualifications of the grade/title. An updated position description (PD) and application is required. An employee who is promoted may have his/her salary increased five percent (5%) per grade or up to the minimum salary of the new pay grade, whichever is greater. If sufficient funds are available the employee's salary may be increased up to the midpoint of the new grade. Those funds must be requested and paid with local funds (OX). All promotions are at the discretion of the PVA and the availability of funds within the budget.

Vacancy Promotion - A PVA may promote a current employee to a vacant position that is a higher grade after the 30 days hiring delay is observed. An employee must meet the minimum qualifications of the grade/title. An updated position description (PD) and application is required. An employee who is promoted may have his/her salary increased five percent (5%) per grade or up to the minimum salary of the new pay grade, whichever is greater. If sufficient funds are available, the

employee's salary may be increased up to the midpoint of the new grade. Those funds must be requested and paid with local funds (OX). All promotions are at the discretion of the PVA and the availability of funds within the budget.

Demotions and Title Changes - If an employee is demoted due to job performance and/or other documented reasons or has a title change that results in a significant reduction in duties, the PVA shall determine the salary in one of the following ways:

- (1) The employee's salary shall be reduced five percent (5%) for each grade that the employee is demoted.
- (2) If a demotion is requested within six (6) months of receiving additional compensation, the employee will revert to the salary received before receiving the promotion.
- (3) If the demotion involves a Chief Deputy, they will be reverted to their salary at the time of promotion plus any salary adjustment(s) they would have received since the promotion.

Pension Spiking Considerations

Pension spiking refers to an increase in compensation of more than 10% from the immediately preceding fiscal year for KY Public Pension Authority (KPPA) members nearing retirement. When this happens, the increase inflates, or "spikes," the member's pension payment and allows them to receive a larger benefit than they would otherwise be entitled to receive.

In 2017 the Kentucky General Assembly passed Senate Bill 104 to reduce the potential for spiking. State law requires that members who retire on or after January 1, 2018, are not allowed to have a salary increase of more than 10% over the immediately preceding fiscal year, except in certain instances. The 10% increase shall not occur at any time during the last five (5) years of employment.

While only considering creditable compensation earned on or after July 1, 2017, the new law reviews the last five (5) fiscal years of employment to determine if one or more spikes occurred. An increase in creditable compensation greater than 10% when compared to the prior fiscal year's creditable compensation will not be used when calculating the member's retirement benefit. KPPA will refund all employee contributions and interest attributable to the reduction in creditable compensation to the employer for disbursement to the member. KPPA will retain the employer contributions as required by this provision.

For questions regarding pension spiking, please contact the Division of HR.

Retirees

If you are considering or hiring a returning retiree, please refer to the KY Public Pension Authority (KPPA) website. [Reemployment - Kentucky Public Pensions Authority](#)

Depending on when they retired, KPPA may need to receive notice or completed forms prior to the employee starting.

Returning retirees will be appointed at the minimum salary for the applicable grade; however, additional amounts may be added to the starting salary to reflect the employee's experience. All returning retirees will be considered a new employee for the purposes of accruing annual and sick leave time.

Resignation

A deputy may end their employment voluntarily by submitting to you a written notice of their resignation. The notice must include the effective date of their resignation and a written or electronic signature. The notice must be attached to the RPA when submitting. Employees who voluntarily resign are not eligible for unemployment.

Dismissal/Termination

Employees appointed by the PVA may be dismissed/terminated at the discretion of the PVA. This action does not require prior review or approval by the Division of HR. A RPA should be submitted immediately to ensure the employee's KHRIS access is terminated and the employee does not continue to be paid.

Dismissed/Terminated employees may be eligible for unemployment benefits. It's important you discuss this with your liaison if you have concerns.

While no cause is needed to dismiss/terminate an employee, a PVA should maintain documentation of the circumstances that warranted the deputy to be dismissed/terminated and any corrective action that was attempted (if any).