

Office of the
Legislative Fiscal Analyst

FY 2005 Budget Recommendations

Joint Appropriations Subcommittee for
Economic Development and Human Resources

Career Service Review Board

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1.0 Career Service Review Board

Mission

The Career Service Review Board administers the State’s grievance and appeals process. Statutory authority for the board is set up in UCA 67-19a-101 to 67-19a-408. The board’s policy is to resolve grievances at the lowest possible managerial level. It has hearing officers, is a quasi-judicial body, and hears final administrative appeals. It has no jurisdiction over classification grievances and is required to send them to the Department of Human Resource Management.

The program has five-board members and two full-time staff.

	Analyst FY 2005 Base	Analyst FY 2005 Changes	Analyst FY 2005 Total
Financing			
General Fund	162,200		162,200
Total	<u>\$162,200</u>	<u>\$0</u>	<u>\$162,200</u>
Programs			
Career Services Review Board	162,200		162,200
Total	<u>\$162,200</u>	<u>\$0</u>	<u>\$162,200</u>
FTE/Other			
Total FTE	2		2

2.0 Issues: Career Service Review Board

2.1 Intent Language

The Analyst recommends the following intent:

It is the intent of the Legislature that funding for Career Service Review Board be nonlapsing.

2.2 Caseload Growth

State employees are filing more grievances concerning salary, working conditions, and disciplinary issues. As a result the Career Service Review Board is seeing workload increase. Both the nature and the time requirements for these cases have been increasing. Furthermore, a large number of these cases are being appealed to the full board. The agency is required to share in the transcription costs of these cases. These factors have tripled the current expense costs of the board. The Career Service Review Board does not have the funding necessary to pay for potential caseload increases for either FY 2004 or FY 2005.

3.1 Career Service Review Board Programs: Administration

Recommendation The Analyst recommends a budget of \$162,200 in General Fund.

	2003	2004	2005	Est/Analyst
	Actual	Estimated*	Analyst	Difference
Financing				
General Fund	159,500	162,200	162,200	
General Fund, One-time		500		(500)
Beginning Nonlapsing	42,500	100		(100)
Closing Nonlapsing	(100)			
Total	<u>\$201,900</u>	<u>\$162,800</u>	<u>\$162,200</u>	<u>(\$600)</u>
Expenditures				
Personal Services	147,800	151,200	150,600	(600)
In-State Travel	200	300	400	100
Out of State Travel	1,000	900	900	
Current Expense	51,500	6,100	6,000	(100)
DP Current Expense	1,400	4,300	4,300	
Total	<u>\$201,900</u>	<u>\$162,800</u>	<u>\$162,200</u>	<u>(\$600)</u>
FTE/Other				
Total FTE	2	2	2	0

*Non-state funds as estimated by agency

Summary

The Career Service Review Board administers the State’s grievance and appeals process. Its policy is to resolve grievances at the lowest possible managerial level. It has hearing officers, is a quasi-judicial body, and hears final administrative appeals. The Board hears cases related to decisions about promotions, dismissals, demotions, suspensions, written reprimands, wages, salary, violations of personnel rules, issues concerning the equitable administration of benefits, reductions in force, and disputes concerning abandonment of position. It has no jurisdiction over classification grievances and is required to send them to the Department of Human Resource Management.

The CSRFB conducts pre-hearing conferences in an attempt to mediate many of the cases which come before them. When necessary however, they conduct jurisdictional, evidentiary, and appellate levels of adjudications as a means of resolving disputes.

The steps of resolutions on grievance cases are listed below:

- Step 1: File
- Step 2: Immediate Supervisor
- Step 3: Agency/Division Director
- Step 4: Department Head
- Mediation forum between steps 4 and 5
- Step 5: Evidentiary Hearing
- Step 6: Appellate Review by Board

When cases reach steps five and six, the costs of hearing cases increase as they involve data collection and transcriptions costs. As caseloads continue to increase for the board there will be continued current expense increase which will need to be addressed.

The CSRFB conducts hearings as efficiently as possible using hearing officers whose services are contracted for. As such there are no ongoing salary costs and the CSRFB is only required to pay for time necessary to research, write and issue legal decisions.

The program has five board members and two full-time staff.

Performance Measures

Annual Grievance Caseload	Most Serious Types			Total Grievances
	Jurisdictional Hearings	Evidentiary Hearings	Appellate Reviews	
FY 1992	9	14	5	104
FY 1993	14	16	4	117
FY 1994	5	7	6	94
FY 1995	3	9	2	114
FY 1996	14	10	2	115
FY 1997	4	9	2	104
FY 1998	5	14	2	126
FY 1999	2	5	1	122
FY 2000	3	5	1	103
FY 2001	6	10	1	116
FY 2002	5	2	1	78
FY 2003	9	15	6	91

4.0 Additional Funding

4.1 Funding History

	2001	2002	2003	2004	2005
	Actual	Actual	Actual	Estimated*	Analyst
Financing					
General Fund	164,600	169,300	159,500	162,200	162,200
General Fund, One-time				500	
Beginning Nonlapsing		13,200	42,500	100	
Closing Nonlapsing	(13,200)	(42,500)	(100)		
Total	\$151,400	\$140,000	\$201,900	\$162,800	\$162,200
Programs					
Career Services Review Board	151,400	140,000	201,900	162,800	162,200
Total	\$151,400	\$140,000	\$201,900	\$162,800	\$162,200
Expenditures					
Personal Services	124,600	118,600	147,800	151,200	150,600
In-State Travel	100	100	200	300	400
Out of State Travel			1,000	900	900
Current Expense	23,300	20,100	51,500	6,100	6,000
DP Current Expense	3,400	1,200	1,400	4,300	4,300
Total	\$151,400	\$140,000	\$201,900	\$162,800	\$162,200
FTE/Other					
Total FTE	2	2	2	2	2

*Non-state funds as estimated by agency.