KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Human Resources Committee
Susan Smith, Chair
Tommy Elliott
Randy Overstreet

FROM: William A. Thielen
Executive Director

DATE: August 15, 2013

SUBJECT: Continuation of Health Reimbursement Account (HRA)

In 2005 Kentucky Retirement Systems (KRS) successfully implemented a Health Reimbursement Account (HRA) utilizing Discovery Benefits as a third party administrator. KRS contributes $36.74 per month into each eligible employee's HRA account. This totals $440.88 per employee per calendar year. Currently, the administration charge is $4.60 per person per month. This includes COBRA administration. When an employee terminates employment for any reason, any unused funds are returned to KRS.

Additionally, eligible employees of Kentucky Retirement Systems who elect to waive health insurance receive a monthly contribution into their HRA account which does not exceed the amount published by the Commonwealth of Kentucky's Personnel Cabinet.

Employee response to the program remains extremely positive. Many employees utilize the direct deposit feature and receive their requests for reimbursements directly into their checking or savings accounts. Additionally, employees are able to access their accounts through the internet. This allows employees to accurately track balances and check the status of reimbursement requests.

RECOMMENDATION: The Executive Director asks the Human Resources Committee to recommend to the full Board that Kentucky Retirement Systems continues providing the Health Reimbursement Account (HRA) for 2014 with a monthly contribution of $36.74 per eligible employee and the monthly waiver contribution to match that which is provided by the Commonwealth of Kentucky's Personnel Cabinet.

KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Human Resources Committee
Susan Smith, Chair
Tommy Elliott
Randy Overstreet

FROM: William A. Thielen
Executive Director

DATE: August 15, 2013

SUBJECT: Annual Salary Advancements

Per the Kentucky Retirement Systems Personnel Policies Section 5.04 (2) (a) Annual Salary Advancements:

> Annual Salary Advancements are granted, if warranted, based upon funding allocated by the Board of Trustees and based on the employee's performance review. The performance review period runs from July 1 to June 30. All permanent full-time or part time employees shall be eligible for annual salary advancement on September 1 each year following completion of an employee performance review period.

During the 2010 Special Session of the Kentucky General Assembly and again during the 2012 Regular Session, annual salary advancements were not approved for State employees. The biennial budget bill enacted during those sessions read as follows:

> Part IV "State Salary/Compensation, Benefit, and Employment Policy" on page 264.
>
> 2. Salary Adjustments: **Notwithstanding KRS 18A.355, no increment is provided in either fiscal year on the base salary or wages of each eligible state employee on their anniversary date.**

On May 19, 2010, following the 2010 Special Session of the Legislature, the KRS Board of Trustees adopted a Performance Incentive Plan for KRS employees for fiscal years ending in 2011 and 2012, which provided hours of additional leave based on performance ratings rather than an increase in base salary or wages. On May 17, 2012, the KRS Board of Trustees approved the continuation of the Performance Incentive Plan for KRS employees for fiscal years ending in 2013 and 2014.

KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Board

FROM: William A. Thielen, Esq.
Executive Director

DATE: August 15, 2013

SUBJECT: Quarterly Report of the Audit Committee

The Audit Committee held its quarterly meeting on August 1, 2013. The purpose of the meeting was to review and discuss, among other miscellaneous audit related items, the following:

- *Review of Death Audit Utilizing the Quarterly PBI Death Report*

FINDINGS

At KRS, it is required for employees to submit leave slip with full Social Security Number (SSN). This requirement of full SSN on KRS' leave slip is not in compliance with the KRS' Information Security - Data Collection and Utilization policy. Full SSN on leave slip could be insecure.

According to KRS' Data Collection and Utilization policy, KRS shall not collect and/or store SSN in processes, procedures, or documentation unless it is required by a federal or state agency or a legitimate business need. A unique identifier shall be used for all processes that do not explicitly require a SSN. KRS shall require that only the last four digits of SSN be used in email, paper correspondence, reports, or anywhere the use of the full SSN is not warranted. However, SSN needs to be completed by employees on KRS' Leave Slip. Without full SSN, AS400 System cannot accept leave by HR staff. Submitted hardcopy of leave slip has employees' sensitive information which could be insecure during the process of leave and documentation. AS400 is an old/obsolete System which is used for KRS' Payroll, and System cannot process leave unless using full SSN as a key number with the last and first name of employee.

RECOMMENDATIONS

KRS Management should consider a new format for the leave slip which should not require of full SSN. For information security purpose, KRS should not collect and/or store SSN in leave processes, procedures, or documentation. A unique identifier such as personnel ID or last four digits of SSN should be used for leave process that should not explicitly require full SSN. Since the AS400 System is obsolete and cannot be modified at this time, the new time and attendance system that is chosen should not include the employee's SSN as an identifying requirement, but should use a unique personnel identifying number.

Note: *Per Director of Information Technology (IT), due to several upcoming high priority projects such as Disaster Recovery Plan, Strategic Technology Advancements for the Retirement of Tomorrow (START) Upgrades, implementation of Senate Bill 2, and a new Custodial Bank, currently there is a lack of resources to assign for modification of an obsolete AS400 System. However, Executive Management approved to proceed with a new Time and Attendance program. KRS is in process to launch a new Time and Attendance program without any requirements of sensitive information instead of modifying an obsolete AS400 System for leave Program. Phase I – evaluation of a new leave program and recommendation will begin approximately in July, 2013. After approval of Phase I, the implementation of a new leave program will begin in first quarter of calendar year 2014.*

MANAGEMENT'S COMMENTS

(Ms. Marlane F. Robinson, PHR, Human Resources Director)

Human Resources will incorporate the use of a unique personal identifying number in the newly developed time and attendance systems rather than using the employee's SSN as an identifying requirement.

FINDINGS

There was a lack of segregation of duties in keying leave in AS400 System. Personnel Administrator keys own leave in System. Director of HR, Payroll Administrator, and Personnel Administrator can access their leave account and key their leave in AS400 System. The AS400 System does not have the functionality *of blocking access to an HR employee's personal leave account.*

HR staff should not have access to their account in the AS400 System, should not key their leave, and should not update their information of day to day activities. This access control does not exist in AS400 System. AS400 is an old and obsolete System which needs extensive modification for setting security controls such as denying access to their account and/or blocking their account in Leave Program for any update. An effective and efficient leave operation relies on adequate controls, such as, segregation of duties over the Leave Activities.

RECOMMENDATIONS

HR staff should not have access to their leave account, should not key their leave, and should not have permission to update their leave information in the Leave Program. HR staff can access each other's account and key leave in System, with one backup personnel.

Note: *Per Director of Information Technology (IT), due to several upcoming high priority projects such as Disaster Recovery Plan, START Upgrades, implementation of Senate Bill 2, and a new Custodial Bank, currently there is a lack of resources to assign for modification of an obsolete AS400 System. However, Executive Management approved to proceed with a new Time and Attendance program and KRS is in process to launch a new Time and Attendance program instead of modifying an obsolete AS400 System for Leave Program. The segregation of duties and the access control will be addressed during the design of a new program. Phase I – evaluation of a new program and recommendation will begin approximately in July, 2013. After approval of Phase I, the implementation of a new program will begin in first quarter of calendar year 2014.*

MANAGEMENT'S COMMENTS

(Ms. Marlane F. Robinson, PHR, Human Resources Director)

Until the development and implementation of a new time and attendance program, the Human Resources team will not key their own leave in the current Leave Program.

FINDINGS

For security and internal control perspective, during the design of a new Time and Attendance program, and until the implementation of a new program, HR and/or IT management should consider the following points:

RECOMMENDATIONS

a) *The Director of HR and HR staff should be involved in the design of a new Time and Attendance program. HR staff will assist in covering every aspect of day to day leave operations and in implementing an effective and efficient Leave Program.*
b) *A new format of the Leave Program should consider any requirements of sensitive information, segregation of duties, and access control during the design of a new program.*
c) *Leave slips should continue to be forwarded directly to HR by supervisor or leave slips should be properly enveloped when leave slips are placed in baskets for processing and forwarded from building A to building C. This will assist in security of employees' sensitive information.*
d) *Leave slips should continue to be retained securely. This will assist in security of employees' sensitive information.*
e) *HR employees should not be allowed to input their leave into the AS400 System. This will assist in segregation of duties while using AS400 System, which has limited controls.*
f) *Director of HR should monitor staff's leave activities and review Leave Master periodically. This will assist in temporary manual detective control, while using AS400 System, which has limited controls.*

MANAGEMENT'S COMMENTS

(Ms. Marlane F. Robinson, PHR, Human Resources Director)

We agree with the recommendations (a. – f.) and will adhere to the recommendations during the design of a new Time and Attendance program and until the implementation of a new program for security and internal controls.

- *Review of Quarterly Financial Statements – 06/30/2013 (Unaudited)*
- *Review of Internal Audit Budget 06/30/2013 & Fiscal Year 2014*
- *Review of Anonymous Reporting*
- *Review of Investment Compliance Report*

- *Special County Employees Retirement System Board Election Memoranda*
- *Kentucky Employees Retirement System Board Election Memoranda*
- *Retiree Health Care Audits (EGWP)*
- *KRS Auditor Independence Statements*
- *KiZan Security Assessment* ***(Closed Session)***
- *Security and Exchange Commission Informal Review*

RECOMMENDATION: The Audit Committee requests that the Board ratify the actions taken by the Audit Committee.

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KENTUCKY RETIREMENT SYSTEMS

TO: Members of the KRS Board of Trustees

FROM: Randy Overstreet
Chair, KRS Legal, Compliance & Governance Committee

DATE: August 15, 2013

SUBJECT: Report of Legal, Compliance & Governance Committee Actions

The Legal, Compliance & Governance Committee held its regular quarterly meeting on Thursday, August 8, 2013. Attached you will find copies of the Statement of Bylaws and Committee Organizations (KRS Bylaws), the Board of Trustees Election Policy and Procedures, and the KRS Procurement Policy. Each of these documents contain proposed amendments which are being forwarded to the full KRS Board of Trustees by the Legal, Compliance & Governance Committee for discussion and approval at the August 15, 2013 board meeting.

The passage of Senate Bill 2 (SB 2) during the 2013 Regular Session of the Kentucky General Assembly necessitates a few changes in the KRS Bylaws. For example, the quorum requirement in Section 1.1(b) of the KRS Bylaws must be changed to seven (7) since KRS 61.645(8)(c) specifies that "a majority of the trustees shall constitute a quorum." Many of the changes relate to the increased membership on the board from 9 members to 13 members.

Also, members of the board have mentioned other KRS Bylaw changes which should be considered, including: formalizing the bylaw change process; creating a rotating membership on the Disability and Administrative Appeals committees; and combining the bylaw provisions related to the board chair and vice chair to conform to current statutory language in KRS 61.645(8)(b). These and other changes have been incorporated into the attached documents using the redlining feature. Additionally, there are some proposed minor technical/grammatical changes.

The proposed changes in the KRS Board Election Policy and Procedures are necessary to conform to the SB 2 changes in board membership. Finally, there are some proposed changes in the Procurement Policy for discussion and consideration by the full Board.

KENTUCKY RETIREMENT SYSTEMS
INVESTMENTS

TO: Kentucky Retirement System Board of Trustees

FROM: T.J. Carlson, Chief Investment Officer

DATE: August 15, 2013

SUBJECT: Investment Committee Quarterly Report

The Investment Committee held its regularly scheduled meeting on August 6th, 2013. The purpose of the meeting was to evaluate investment activities, program structure, management, controls, and performance results of the Pension and Insurance Funds, for the quarter ending March 31, 2013, along with various other subjects.

The meeting began with approval of the minutes for the previous Investment Committee meeting held on May 7th, 2013.

Erica Bradley presented the Quarterly Compliance report. The Management Update was given by the CIO which included a review of some of the standard quarterly reports. These reports included the: Monthly Performance Update; Investment Division Budget Report and the quarterly Manager Meeting and Related Expense Tracking Report. The Net of Fees Report; Internally Managed Portfolio Asset Report; Internally Managed Portfolio Transactions Report; Partnership Investments Report; Securities Lending Report; Domestic Equity Commissions Report; Global Equity Commissions Report and the Securities Litigation Report were provided for informational purposes.

The Standing Quarterly Committee Topics, Potential Future Topics List, and an overview of the supplied articles of interest were then reviewed. Questions were encouraged and addressed throughout the reports.

Staff and consultant Albourne Partners ("Albourne") presented a recommendation for a portfolio of five diversified direct hedge fund managers in accordance with the manager slate process approved by the Board of Trustees on February 21st, 2013 and consistent with the due diligence, portfolio construction and manager recommendation process used by Staff for the Fund of Funds recommendation presented and approved in August 2011. This recommendation was made in compliance with the transactions policy and is pending final legal review and final due diligence.

KRS Investment Staff and Albourne recommended, and the Investment Committee approved, an initial investment of approximately 70 basis points of exposure for all KRS plans, or approximately

$100 million (in total) using May 31st plan allocations, in an equal-weighted portfolio of the following hedge funds: Soroban Fund, Senator Global Opportunity Fund, Knighthead Domestic Fund, HBK Fund II, and MKP Opportunity Fund. No placement agents were used to source these investments.

David Peden, Director – Fixed Income, gave the Securities Lending Annual Review. Questions were encouraged and addressed throughout the reports.

Brian Carter, Analyst III and David Peden, Director – Fixed Income, gave the Cash Management and Fixed Income Annual Reviews. Questions were encouraged and addressed throughout the reports.

Staff recommended, and the Investment Committee approved, a new direct Repurchase Agreement Counterparty in CYS Mortgage REIT that Cash Management can use to invest a portion of our daily investable cash.

Elaine Stokes form Loomis Sayles gave an educational session on the recent activity in areas of fixed income, Federal Reserve actions and their impacts on the markets. She also discussed what their current expectation are for the near term.

Andrew Plevin, Craig Bardow and Trisha Feldman from BroadRiver Asset Management gave an educational session on a newly emerging institutional investment opportunity related to Life Settlements. No recommendation or action was taken as this was provided for educational purposes only.

Please see the next page for a summary of the Pension and Insurance performance information ending June 30, 2013.

Pension Funds Performance Overview Rates of Return (%) as of June 30, 2013								
	One Year		**Three Years**		**Five Years**		**Ten Years**	
	Fund	**Index**	**Fund**	**Index**	**Fund**	**Index**	**Fund**	**Index**
Equity	18.33	17.01	12.24	13.02	4.10	3.56	7.27	7.19
Fixed Income	3.08	0.24	5.76	4.16	5.62	5.19	4.91	4.77
Private Equity	11.12	19.10	12.42	18.44	4.89	10.57	11.24	9.15
Real Estate	12.03	12.17	13.79	13.53	N/A		N/A	
Absolute Return	12.30	8.16	N/A		N/A		N/A	
Real Return	-0.64	4.80	N/A		N/A		N/A	
Cash Equivalents	0.32	0.08	0.33	0.09	0.71	0.23	2.18	1.64
Total Fund	11.03	11.21	9.76	10.52	4.85	5.39	6.65	6.79

Insurance Funds Performance Overview Rates of Return (%) as of June 30, 2013								
	One Year		**Three Years**		**Five Years**		**Ten Years**	
	Fund	**Index**	**Fund**	**Index**	**Fund**	**Index**	**Fund**	**Index**
Equity	17.87	16.39	11.65	12.76	3.52	3.11	7.03	6.64
Fixed Income	2.86	0.24	5.86	4.92	5.25	4.58	5.67	5.27
Private Equity	11.19	19.10	13.96	19.46	6.63	9.45	9.25	8.71
Real Estate	10.44	12.17	14.74	13.53	N/A		N/A	
Absolute Return	12.20	8.16	N/A		N/A		N/A	
Real Return	-1.64	4.80	N/A		N/A		N/A	
Cash Equivalents	0.49	0.08	0.32	0.09	0.40	0.23	2.10	1.64
Total Fund	10.31	11.05	10.22	12.33	3.49	4.26	6.73	6.93

RECOMMENDATION: The Board is requested to ratify the actions of the Investment Committee.

KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Board

FROM: William A. Thielen
Executive Director

DATE: August 15, 2013

SUBJECT: KRS Funding Policy

Our actuary, Cavanaugh Macdonald, has made presentations to the KRS Board on the need for KRS to adopt a funding policy. KRS will have to begin complying with GASB Statement 67 beginning with the 2014 fiscal year. GASB 67 divorces the accounting and reporting of pension fund assets and liabilities from the funding policy. Under previous Statements 25 and 27, the Annual Required Contribution (ARC) was a part of the required accounting information and basically constituted the de facto funding policy.

At the May 30 board meeting and again at the July 25 Board Retreat, Cavanaugh Macdonald provided basic information about compliance with GASB 67/68 and presented a proposed funding policy which complies with all current statutory requirements. Accompanying this memorandum you will find a copy of the proposed funding policy.

RECOMMENDATION: The Executive Director recommends that the Board adopt the proposed funding policy.

Kentucky Retirement Systems (KRS) Funding Policy

Effective Date July 1, 2013

The purpose of the funding policy is to state the overall funding goals for KRS, the benchmarks that will be used to measure progress in achieving those goals, and the methods and assumptions that will be employed to develop the benchmarks. Unless otherwise noted below, this policy applies equally to the Kentucky Employees Retirement System (KERS), the County Employees Retirement System (CERS) and the State Police Retirement System (SPRS).

I. Funding Goals

The objective in requiring employer and member contributions to the Systems is to accumulate sufficient assets during a member's employment to fully finance the benefits the member receives throughout retirement. In meeting this objective, the Systems will strive to meet the following funding goals:

- To reach a 100 percent minimum funded ratio by amortizing the System Unfunded Actuarial Accrued Liability over a 30 year closed period beginning July 1, 2013;
- To maintain adequate asset levels to finance the benefits promised to members;
- To develop a pattern of stable or declining contribution rates when expressed as a percentage of member payroll as measured by valuations prepared in accordance with the principles of practice prescribed by the Actuarial Standards Board, with a minimum employer contribution equal to the lesser of the normal cost determined under the Entry Age Normal funding method or the current active member contribution rate;
- To provide intergenerational equity for taxpayers with respect to System costs; and
- To fund benefit improvements through increases in contribution rates in accordance with statute.

II. Benchmarks

To track progress in achieving the previously outlined funding goals, the following benchmarks will be measured annually as of the actuarial valuation date (with due recognition that a single year's results may not be indicative of long-term trends):

- **Funded ratio** – The targeted funded ratio of the System is 100%, defined as the actuarial value of System assets divided by the Systems' actuarial accrued liability, before adjustments for changes in benefits, actuarial methods, and/or actuarial assumptions.
- **Contribution rate history** – Employer and member contribution rates as determined by actuarial valuations should be sufficient from year to year when expressed as a percent of active member payroll to adequately fund the promised benefits of the System.

- **Unfunded Actuarial Accrued Liability (UAAL) amortization period** – The amortization period for the Systems' UAAL will be set to 30 years as of July 1, 2013. The period will be closed and will decline one year each year until a funded ratio of 100 percent is reached. The amortization of the UAAL will be developed using the level percent of payroll methodology. Any increase in UAAL due to significant benefit improvements will be financed over a separate 30 year period commencing with the first valuation following the passage of the statutory change producing such benefit improvement.

III. Methods and Assumptions

The actuarial funding method used to develop the benchmarks will be Entry Age Normal. The method used to develop the actuarial value of assets will recognize the underlying market value of the assets by spreading each year's unanticipated investment income (gains and losses) over a five-year smoothing period (1/5th per year), as adopted by the Board.

The employer contribution rates for KERS and SPRS will be set based on the valuation results produced as of the July 1st preceding the beginning of each biennium. The employer contribution rates for CERS will reflect the phase-in of insurance rates through fiscal year 2018 as called for in statute.

The actuarial assumptions used will be those last adopted by the Board based upon the advice and recommendation of the Systems' actuary. The actuary shall conduct an investigation into the Systems' experience at least every five years, and utilize the results of the investigation to form the basis for those recommendations.

The Board will have an audit of the Systems' actuarial valuation results conducted by an independent actuary at least every five years. The purpose of such a review is to provide a critique of the reasonableness of the actuarial methods and assumptions in use and the resulting actuarially computed liabilities and contribution rates.

IV. Funding Policy Review

The funding policy components will be reviewed and amended as necessary following each experience investigation conducted by the Board.

KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Board

FROM: William A. Thielen
Executive Director

DATE: August 15, 2013

SUBJECT: Retiree Health Insurance – Out of Pocket Pharmacy TrOOP Issue

True out-of-pocket (TrOOP) costs are the expenses that count toward a person's Medicare drug plan out-of-pocket threshold. The tracking of TrOOP costs is necessary to determine when a person's catastrophic coverage will begin. Catastrophic coverage begins once the retiree exceeds the out-of-pocket threshold, which for 2013 is $4,750.

When a beneficiary is in the catastrophic phase of prescription drug coverage, he/she pays the higher of:

- 5% of the cost of the medication, <u>or</u>
- $2.60 copayment for generic, or a $6.50 copayment for all other drugs.

Beginning in the 2013 plan year, CMS changed their methodology for calculating TrOOP costs. In particular, the pharmacy discount calculation is now included as part of the beneficiary's TrOOP costs. The net effect of this change is that beneficiaries who never would have reached the catastrophic phase under the previous calculation methodology are now reaching this threshold. Furthermore, beneficiaries who did reach the catastrophic phase under the old methodology are now reaching this threshold much sooner in the year.

For the vast majority of our enrollees, this change in calculation methodology is beneficial, because for most drugs, 5% of the cost of the medication is less than or equal to the drug co-pay that they are accustomed to paying. However, there is a minority of our enrollees for whom this methodology change represents a significant hardship.

Because the cost of the drugs for individuals in the catastrophic phase may be based on 5% of the cost of the medication, individuals who are taking high cost drugs such as drugs for chemotherapy, newer arthritis drugs, and drugs for multiple sclerosis will see a significant increase in the cost of their prescription drugs. Retiree Health Care has already fielded calls from a number of retirees who have indicated that they don't have the means to pay for these drugs. In one case, an individual reached out-of-pocket threshold in June, and her out of pocket for a drug to treat MS is $208 per month, rather than the of the $55 she anticipated paying.

The estimated number of retirees that will reach this and become subject to out-of-pocket costs above the $55 copay level is approximately 500 retirees.

Recommendation: Allow the Premium Plan out of pocket cost to be capped at the total of the 3rd and 4th Tier Copayment level - $55.

Pro: This allows the KRS Medicare Plans to offer a benefit that is comparable to one of the plans available to the non-Medicare Retirees enrolled in the KEHP (Kentucky Employee Health Plan). The KRS Medicare Essential Plan is an option that still contains the Catastrophic Phase as described above, allowing the Premium Plan to be an option for additional prescription drug coverage for the retiree. Additionally, if KRS does not cap this cost, there is a significant risk that enrollees will simply forego taking these drugs, which will do harm to their health and will ultimately result in greater medical expenses due to complications, hospital stays, etc.

Con: Additional cost of approximately $1.12 Per Member Per Month (PMPM), resulting in additional cost to KRS of $40,000 per month or $542,000 a year for plan year 2013. Humana has extended an offer to KRS to allow for this payment to be made as a lump-sum retrospective payment in January 2014 based on the average enrollment for the 2013 plan year.

RECOMMENDATION: The Executive Director recommends that the Board adopt a policy allowing the Premium Plan out of pocket cost to be capped at the total of the 3rd and 4th Tier Copayment level - $55.

KENTUCKY RETIREMENT SYSTEMS

TO: Members of the Board

FROM: William A. Thielen

DATE: August 15, 2013

SUBJECT: Participation of Additional Agencies and Hazardous Positions

PARTICIPATION—NONHAZARDOUS

There are no new agencies electing to participate with CERS at this time.

THE FOLLOWING AGENCIES ARE ASKING FOR HAZARDOUS DUTY COVERAGE ON POSITIONS FOR EMPLOYEES WHO HAVE A PARTICIPATION DATE PRIOR TO SEPTEMBER 1, 2008.

The City of Manchester has requested hazardous duty coverage for the following position with a **retroactive** date of July 1, 2012:

Sergeant

There is one (1) employee to be covered under hazardous duty at this time. Attached is a copy of the Position Questionnaire and Job Description.

The City of Eminence has requested hazardous duty coverage for the following position with an effective date of September 1, 2013:

Police Lieutenant

There are no employees to be covered under hazardous duty at this time. Attached is a copy of the Position Questionnaire and Job Description.

The Lyon County Fiscal has requested hazardous duty coverage for the following positions with a **retroactive** date of July 1, 2013:

Sheriff **Deputy Sheriff**

There are two (2) employees to be covered under hazardous duty at this time. Attached are copies of the Position Questionnaires and Job Descriptions.

HAZARDOUS POSITIONS (FOR EMPLOYEES HIRED 9/1/08 OR AFTER)

The City of Manchester has requested hazardous duty coverage for the following position with a **retroactive** date of **July 1, 2012**:

Police Officer

There is one (1) employee to be covered under hazardous duty at this time. Attached is a copy of the Position Questionnaire and the Job Description.

The City of Eminence has requested hazardous duty coverage for the following positions with an effective date of September 1, 2013:

Police Lieutenant

There are no employees to be covered under hazardous duty at this time. Attached are copies of the Position Questionnaires and Job Descriptions.

The City of London has requested hazardous duty coverage for the following position with the fire department with a **retroactive** date of 12/1/2010:

Lieutenant

There is one (1) employee to be covered under hazardous duty at this time. Attached is a copy of the Position Questionnaire and Job Description.

The Lyon County Fiscal has requested hazardous duty coverage for the following positions with a **retroactive** date of July 1, 2013:

Sheriff

Deputy Sheriff

There are no employees to be covered under hazardous duty at this time. Attached are copies of the Position Questionnaires and Job Descriptions.

The Woodford County Fire District has requested hazardous duty coverage for the following position with a **retroactive** date of 12/1/2012:

Firefighter

There is one (1) employee to be covered under hazardous duty at this time. Attached is a copy of the Position Questionnaire and the Job Description.

HAZARDOUS POSITIONS FOR KERS AGENCIES:

The Commonwealth Office of Technology has requested hazardous duty coverage for the following positions with a **retroactive** date of November 1, 2012. These positions were originally deferred at the May 2013 Board meeting:

Network Analyst I **Network Analyst II**
Network Analyst III

There are twenty-two (22) employees to be covered under hazardous duty at this time. Attached are copies of the Class Specifications and Position Questionnaires.

RECOMMENDATION: The positions for which hazardous duty has been requested are presented for discussion.