



Classified positions have protection under the Civil Service Act. An applicant for a classified position must meet the minimum requirements for the position to be certified as eligible for the position. Classified employees are placed on a step of pay matrix on the pay grade that is assigned to the job class. Once a classified employee completes an original probationary period and attains permanent status, he or she has appeal rights to the Civil Service Board if disciplinary action is taken against them. Vacancies for classified positions must be posted on the Notice of Vacancies.

Employees in unclassified positions do not have appeal rights to the Civil Service Board, do not have appeal rights to appeal their performance evaluation rating and are considered to be “at will” employees. These employees are not placed on a pay matrix but are paid at a salary approved by the Governor. Unclassified positions do not have to be announced on the Notice of Vacancies. Longevity bonuses do not apply to unclassified employees.

For further clarification, please see Human Resources.

*Reference: K.S.A. 75-2935(1)(a),(b),(h),(i),(l),(o),(p),(z); K.S.A. 75-2935(2); K.S.A. 75-2938; K.A.R. 1-2-19; K.A.R. 1-2-97; K.A.R. 1-6-1 et seq.*