

ADVISORY GROUP ON Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 55
SUBJECT: Employee count **DATE ADOPTED BY ADVISORY GROUP:** November 23, 2009
COMMISSION ACTION: ADOPTED **DATE:** December 1, 2009 **RECOMMENDATION #:** 183

RECOMMENDATION: All executive branch agencies, including higher education entities, should be required to report all employees to the Department of State Civil Service and the legislature, including "T.O." and "non-T.O.", full-time equivalents, work-as-needed, "when-actually-employed," part-time, seasonal and temporary, and the head count and full-time equivalent for employees working under contract. The reporting of these additional groups of employees to Civil Service shall be at the same time, in the same manner, and to the same extent reported now or as Civil Service may require. The report to the legislature shall, at a minimum, be made as a part of the annual budgeting process; however, the legislature may require such report to be made more frequently.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
All executive branch agencies, including higher education entities, should be required to report all employees to the Department of State Civil Service and the legislature, including "T.O." and "non-T.O.", full-time equivalents, work-as-needed, "when-actually-employed," part-time, seasonal and temporary, and the head count and full-time equivalent for employees working under contract. The reporting of these additional groups of employees to Civil Service shall be at the same time, in the same manner, and to the same extent reported now or as Civil Service may require. The report to the legislature shall, at a minimum, be made as a part of the annual budgeting process; however, the legislature may require such report to be made more frequently.	Department of State Civil Service; legislature; agencies	To provide accurate information about the number of people and the hours of work necessary for the state to carry out its governmental functions	Agency reporting	Assures that the state's staffing and the cost for that staffing are accurately reported and analyzed.	