DEPARTMENT OF
Budget \& MANAGEment

| MARTIN O'MALLEY | T. ELOISE FOSTER |  |
| :--- | ---: | ---: |
| Governor | Secretary |  |
| ANTHONY BROWN |  | DAVID C. ROMANS |
| Lieutenant Governor | January 1,2011 | Deputy Secretary |

The Honorable Martin O'Malley<br>Governor<br>Executive Department<br>State House<br>Annapolis MD 21401<br>The Honorable Thomas V. Mike Miller, Jr.<br>President of the Senate<br>$\mathrm{H}-107$ State House<br>Annapolis MD 21401-1991

The Honorable Michael E. Busch
Speaker of the House
H-101 State House
Annapolis MD 21401-1991
Dear Governor O'Malley, President Miller and Speaker Busch:
Section 4-302 of the State Personnel and Pensions Article requires the Secretary of Budget and Management (DBM) to report to the General Assembly on or before January 1 of each year regarding personnel activity for the previous fiscal year. The enclosed Annual Personnel Report which was prepared by the DBM Office of Personnel Services and Benefits is submitted in compliance with that statutory requirement.

If there are any questions regarding the information provided in this report, please do not hesitate to contact me, or your staff may contact Ms. Cindy, Kollner, Executive Director of the Office of Personnel Services and Benefits, at 410-767-4716.

Sincerely,

T. Eloise Foster Secretary

Enclosure

## ANNUAL PERSONNEL REPORT

FISCAL YEAR 2010
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## INTRODUCTION

This Annual Report provides information related to the State Personnel Management System and the Maryland Department of Transportation (except for the Maryland Transportation Authority and the union employees of the Maryland Transit Administration) as of June 30, 2010. This report does not include information for the University System of Maryland, Baltimore City Community College, the Injured Workers' Insurance Fund, or Legislative and Judiciary employees. This report does not contain personnel information for temporary employees.

## Highlights About State Employees As of June 30, 2010

SPMS MDOT
State Government at a GlanceFTEs Included in CollectiveBargaining Units 27,487.483,897.50FTEs Excluded from CollectiveBargaining UnitsTotal
$\frac{15,915.70}{43,403.18} \quad \frac{2,307.50}{6,205.00}$
Percentage of Employees work in
Anne Arundel County ..... 13.4\% ..... 32.5\%
Baltimore City ..... 36.9\% ..... 30.9\%
Baltimore Metro Area ${ }^{1}$ 17.9\% ..... 10.1\%
Eastern Shore Area 10.2\% ..... 4.1\%
Southern Maryland Area 2.5\% ..... 2.4\%
Washington Metro Area ..... 4.8\% ..... 9.4\%
Western Maryland Area ..... 14.0\% ..... 6.8\%
Employees Employed on a . . .Full-Time Basis 42,6946,205
Part-Time Basis $\begin{array}{r}1,174 \\ \hline\end{array}$ ..... 47 ..... 6,252
The Average Employee Age is ... ..... 46 ..... 48
The Average Employee Length of Service in years is ..... 13 ..... 15
The Average Employee Earns . . .\$48,057\$51,416

Note: The employee count is actual employees, not full-time equivalents (FTEs). The FTE counts do not include vacant positions.
${ }^{1}$ The Baltimore Metro Area includes: Baltimore, Carroll, Harford and Howard Counties.

## Summary of State Positions

As of June 30, 2010*

## PERMANENT FTEs BY STATUS

| FTEs Included in Bargaining | $\mathbf{2 7 , 4 8 7 . 4 8}$ | $\mathbf{3 , 8 9 7 . 5 0}$ |
| :---: | ---: | ---: |
| FTEs Excluded from Bargaining | $\mathbf{1 5 , 9 1 5 . 7 0}$ | $\mathbf{2 , 3 0 7 . 5 0}$ |
| Agency Excluded by Statute | $8,352.20$ | 67.50 |
| Confidential | 546.25 | 269.00 |
| Managerial | $2,310.20$ | 785.00 |
| Supervisory | $4,671.05$ | $1,181.00$ |
| Student | 0.00 | 1.00 |
| Agency Head | 18.00 | 1.00 |
| Board or Commission Member | 18.00 | 3.00 |
|  | $\mathbf{4 3 , 4 0 3 . 1 8}$ | $\mathbf{6 , 2 0 5 . 0 0}$ |

## BY PERCENT OF TIME EMPLOYED

## Full-Time

| Filled positions | 42,694 | 6,205 |
| :--- | ---: | ---: |
| Vacant positions | 3,464 | 404 |
| Total Full-Time Positions | $\mathbf{4 6 , 1 5 8}$ | $\mathbf{6 , 6 0 9}$ |

Part-Time ${ }^{1}$
Filled positions
Vacant positions
Total Part-Time Positions

| 1,174 | 47 |
| ---: | ---: |
| 207 | 8 |
| $\mathbf{1 , 3 8 1}$ | $\mathbf{5 5}$ |
|  |  |
| 43,868 | 6,229 |
| 3,671 | 408 |
| $\mathbf{4 7 , 5 3 9}$ | $\mathbf{6 , 6 3 7}$ |

CONTRACTUAL EMPLOYMENT ${ }^{2}$
Total Number of Contracts 2,402 ..... 154
Total Number of FTEs ..... 1,550.78 ..... 99.20

* Chart reflects actual employment (percentage worked) and not total budgeted FTE employment
${ }^{1}$ Part-time reflects less than 100\% employment.
${ }^{2}$ Contractual data submitted by each agency.


## History of Contractual Employees Moved to Regular Positions Personnel Management System and Maryland Department of Transportation Employees <br> FY '07 - FY '10

| Agency | FY07 <br> FTE's | FY08 <br> FTE's | FY09 <br> FTE's | FY10 <br> FTE's |
| :--- | ---: | ---: | ---: | ---: |
| Aging | 3 | 1 | 0 | 1 |
| Agriculture | 2 | 2.5 | 0 | 0 |
| Budget and Management | 0 | 3 | 2 | 1 |
| Business and Economic Development | 1 | 2 | 1 | 1 |
| Education (MSDE) | 37 | 32 | 21.5 | 23 |
| Environment | 9 | 10 | 6 | 5 |
| General Services | 4 | 3 | 4 | 1 |
| Health and Mental Hygiene | 230.64 | 226.29 | 168.6 | 111.24 |
| Housing and Community Development | 17 | 10 | 16 | 15.8 |
| Human Resources | 13 | 11 | 8.5 | 28 |
| Information and Technology | 0 | 0 | 0 | 0 |
| Juvenile Services | 83.5 | 68 | 188 | 31 |
| Labor, Licensing and Regulation | 70.5 | 55 | 45 | 64 |
| Natural Resources | 19 | 11 | 49.8 | 3.8 |
| Planning | 2 | 3 | 0 | 0 |
| Public Safety and Correctional Services | 17.5 | 29 | 19 | 14 |
| State Police | 1 | 2 | 0 | 0 |
| Transportation | 36 | 30 | 45 | 18 |
| Veterans Affairs | 0 | 0 | 0 | 0 |
| All Other Agencies | 59 | 62 | 22 | 13.5 |
| Total | 605.14 | 560.79 | 596.4 | 331.34 |

## Distribution of Full-Time Equivalent Positions for State Personnel Management System and Maryland Department of Transportation As of June 30, 2010

| Agency | Budgeted <br> FTE's* | Vacant <br> FTE's |
| :--- | ---: | ---: |
| Aging ${ }^{1}$ | 109.70 | 3.00 |
| Agriculture | 405.60 | 27.00 |
| Budget and Management | 331.50 | 29.00 |
| Business and Economic Development | 239.00 | 9.00 |
| Education (MSDE) | $1,450.60$ | 99.80 |
| Environment | 973.00 | 41.00 |
| General Services | 595.00 | 54.00 |
| Health and Mental Hygiene | $9,902.02$ | $1,132.49$ |
| Housing and Community Development | 345.00 | 21.00 |
| Human Resources | $6,739.40$ | 412.00 |
| Information and Technology | 118.00 | 22.00 |
| Juvenile Justice | $1,778.05$ | 150.50 |
| Labor, Licensing and Regulation | $1,289.00$ | 140.35 |
| Natural Resources | 161.00 | 73.25 |
| Planning | $11,322.00$ | 497.00 |
| Public Safety and Correctional Services | $2,415.50$ | 192.00 |
| State Police | $6,609.00$ | 404.00 |
| Transportation | 73.00 | 2.00 |
| Veterans Affairs | $6,763.00$ | 693.50 |
| All Other Agencies | $53,865.72$ | $4,014.39$ |
| Total |  |  |

*Note: Numbers is this column are total budgeted FTEs including vacant positions.
${ }^{1}$ These figures for Aging do not include 81.50 FTE Senior Citizen Aides.

## Full-Time Equivalent Positions Included and Excluded from Collective Bargaining for State Personnel Management System and Maryland Department of Transportation <br> As of June 30, 2010

| Agency | Number of <br> Included <br> FTE's | Number of <br> Excluded <br> FTE's |
| :--- | ---: | ---: |
| Aging ${ }^{1}$ | 34.70 | 100.00 |
| Agriculture | 263.30 | 115.10 |
| Budget and Management | 60.80 | 240.78 |
| Business and Economic Development | 9.00 | 219.60 |
| Education (MSDE) | 958.50 | $1,226.80$ |
| Environment | 387.00 | 371.00 |
| General Services | $6,461.40$ | $2,199.00$ |
| Health and Mental Hygiene | 168.70 | 153.93 |
| Housing and Community Development | $4,784.22$ | $1,510.90$ |
| Human Resources | 50.50 | 45.00 |
| Information and Technology | $1,648.15$ | 443.35 |
| Juvenile Services | 988.39 | 643.00 |
| Labor, Licensing and Regulation | 747.02 | 462.45 |
| Natural Resources | 36.00 | 114.00 |
| Planning | $8,758.70$ | $2,053.90$ |
| Public Safety and Correctional Services | $1,900.50$ | 323.00 |
| State Police | $3,897.50$ | $2,307.50$ |
| Transportation | 47.50 | 23.00 |
| Veterans Affairs | 484.10 | $5,517.09$ |
| All Other Agencies | $31,384.98$ | $18,223.20$ |
| Total |  |  |

Note: FTEs counts do not include vacant positions and are based on percent employed. ${ }^{1}$ These figures for Aging include 81.50 FTE Senior Citizen Aides.

## Geographic Locations of State Positions <br> As of June 30, 2010

|  | Employees $\mathbf{1}^{\mathbf{1}}$ |  | Vacant Positions |  | Total |  |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: |
|  | SPMS | MDOT | SPMS | MDOT $^{\mathbf{2}}$ | SPMS | MDOT |
| Allegany | 2,070 | 165 | 89 |  | 2,159 | 165 |
| Anne Arundel | 5,908 | 2,032 | 520 |  | 6,428 | 2,032 |
| Baltimore City | 16,190 | 1,932 | 1,237 |  | 17,427 | 1,932 |
| Baltimore County | 3,923 | 403 | 297 |  | 4,220 | 403 |
| Calvert | 276 | 36 | 25 | 301 | 36 |  |
| Caroline | 230 | 31 | 28 |  | 258 | 31 |
| Carroll | 1,665 | 73 | 186 |  | 1,851 | 73 |
| Cecil | 403 | 67 | 57 | 460 | 67 |  |
| Charles | 489 | 86 | 89 |  | 578 | 86 |
| Dorchester | 451 | 26 | 25 |  | 476 | 26 |
| Frederick | 809 | 158 | 74 |  | 883 | 158 |
| Garrett | 386 | 44 | 20 |  | 406 | 44 |
| Harford | 581 | 83 | 68 |  | 649 | 83 |
| Howard | 1,711 | 73 | 193 |  | 1,904 | 73 |
| Kent | 223 | 62 | 13 |  | 236 | 62 |
| Montgomery | 669 | 237 | 38 |  | 707 | 237 |
| Prince George's | 1,441 | 353 | 112 |  | 1,553 | 353 |
| Queen Anne's | 350 | 53 | 26 |  | 376 | 53 |
| Somerset | 1,073 | 20 | 60 |  | 1,133 | 20 |
| St. Mary's | 371 | 34 | 33 |  | 404 | 34 |
| Talbot | 268 | 66 | 22 |  | 290 | 66 |
| Washington County | 2,885 | 62 | 102 |  | 2,987 | 62 |
| Wicomico | 1,157 | 94 | 117 |  | 1,274 | 94 |
| Worcester | 320 | 37 | 73 |  | 393 | 37 |
| Wash., D.C. | 4 | 2 | 1 |  | 5 | 2 |
| Out Of State | 8 | 0 | 0 |  | 8 | 0 |
| Other | 7 | 0 | 166 | 408 | 173 | 408 |
| Total | 43,868 | $\mathbf{6 , 2 2 9}$ | $\mathbf{3 , 6 7 1}$ | $\mathbf{4 0 8}$ | $\mathbf{4 7 , 5 3 9}$ | $\mathbf{6 , 6 3 7}$ |

Note: ${ }^{1}$ The employee count is actual employees.
${ }^{2}$ MDOT does not have location assignments for vacant positions, only the total is listed.

## Years of Service of State Employees <br> As of June 30, 2010

| Years of Service | Number of Employees (\%) |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | SPMS |  | MDOT |  |
| Less than 1 year | 3,308 | (8\%) | 200 | (3\%) |
| 1-5 years | 20,566 | (47\%) | 1,545 | (25\%) |
| 6-10 years | 6,467 | (15\%) | 874 | (14\%) |
| 11-15 years | 4,384 | (10\%) | 817 | (13\%) |
| 16-20 years | 4,068 | (9\%) | 619 | (10\%) |
| 21-30 years | 4,235 | (10\%) | 1,508 | (24\%) |
| over 30 years | 840 | (2\%) | 666 | (11\%) |
| Total | 43,868 |  | 6,229 |  |

Note: Employees are actual.

Years of Service of State Employees

-SPMS IMMDOT
Personnel Activities for StateEmployees
As of June 30, 2010

|  |  | SPMS | MDOT |
| :---: | :---: | :---: | :---: |
| TRANSACTIONS | Appointments | 2,821 | 209 |
|  | Reinstatements | 431 | 15 |
|  | Transfers | 275 | 30 |
|  | Promotions | 3,495 | 126 |
|  | Reclassifications | 1,181 | 549 |
|  | Demotions | 271 | 11 |
|  | Total | 8,474 | 940 |
| SEPARATIONS | Deceased | 84 | 11 |
|  | Failed to Report for Duty | 26 | 0 |
|  | Layoffs | 145 | 0 |
|  | Leave of Absence ${ }^{1}$ | 87 | 1 |
|  | Resignations | 1,763 | 31 |
|  | Retired | 1,555 | 223 |
|  | Terminated | 402 | 19 |
|  | Terminated on Probation | 90 | 19 |
|  | Other | 0 | 146 |
|  | Total | 4,152 | 450 |
| GRIEVANCES | Resolved at DBM | 89 |  |
|  | Forwarded to OAH | 75 |  |
|  | Total | 164 |  |
| DISCIPLINARY | Resolved at DBM | 364 |  |
| ACTION APPEALS | Forwarded to OAH | 233 |  |
|  | Total | 597 |  |

WHISTLEBLOWER Withdrawn/Settlement ..... 0
COMPLAINTS Pending ..... 0
Probable Cause ..... 0
No Probable Cause
Total ..... 7
${ }^{1}$ Includes personal, medical, military and leave of absence without pay.

## Turnover for State <br> Employees <br> As of June 30, 2010

|  | SPMS | MDOT |
| :--- | ---: | ---: |
| Resigned | 1,763 | 191 |
| Retired | 1,555 | 223 |
| Removals ${ }^{1}$ | 637 | 20 |
| Deceased | 84 | 11 |
| Military Leave | 3 | 2 |
| Total | $\mathbf{4 , 0 4 2}$ | $\mathbf{4 4 7}$ |
|  |  |  |
|  |  |  |
| Total Positions | $\mathbf{4 7 , 5 3 9}$ | $\mathbf{6 , 6 3 7}$ |
| Turnover \% for FY 09 | $\mathbf{9 \%}$ | $\mathbf{7 \%}$ |

Note: Turnover reflects the number of departures from State government divided by the total number of positions on the last day of the fiscal year for agencies.
${ }^{1}$ Removals include layoffs, terminations, terminations on probation and those who fail physicals.

Standard Salary Schedule

| Grade | Number of FTEs |  | \% |  |
| :---: | :---: | :---: | :---: | :---: |
|  | SPMS | MDOT | SPMS | MDOT |
| 5 | 550.60 | 12.0 | 1.40\% | 0.22\% |
| 6 | 407.60 | 103.0 | 1.04\% | 1.86\% |
| 7 | 1,247.25 | 23.0 | 3.18\% | 0.42\% |
| 8 | 1,176.52 | 281.0 | 3.00\% | 5.08\% |
| 9 | 1,731.23 | 32.0 | 4.41\% | 0.58\% |
| 10 | 1,611.25 | 1,076.0 | 4.11\% | 19.46\% |
| 11 | 3,058.47 | 110.5 | 7.79\% | 2.00\% |
| 12 | 3,104.60 | 563.0 | 7.91\% | 10.18\% |
| 13 | 6,718.95 | 141.5 | 17.12\% | 2.56\% |
| 14 | 3,829.95 | 319.0 | 9.76\% | 5.77\% |
| 15 | 2,600.50 | 328.5 | 6.63\% | 5.94\% |
| 16 | 4,485.79 | 497.0 | 11.43\% | 8.99\% |
| 17 | 2,713.07 | 405.0 | 6.91\% | 7.33\% |
| 18 | 1,684.76 | 496.0 | 4.29\% | 8.97\% |
| 19 | 1,187.35 | 335.0 | 3.03\% | 6.06\% |
| 20 | 813.00 | 261.0 | 2.07\% | 4.72\% |
| 21 | 717.78 | 228.0 | 1.83\% | 4.12\% |
| 22 | 826.23 | 152.0 | 2.11\% | 2.75\% |
| 23 | 300.68 | 65.0 | 0.77\% | 1.18\% |
| 24 | 311.30 | 65.0 | 0.79\% | 1.18\% |
| 25 | 95.50 | 24.0 | 0.24\% | 0.43\% |
| 26 | 76.00 | 11.0 | 0.19\% | 0.20\% |
|  |  |  |  |  |
| Total | 39,248.38 | 5,528.5 | 100.00\% | 100.00\% |
| Other Schedules | 4,349.48 | 676.5 |  |  |
|  |  |  |  |  |
| Total: | 43,597.86 | 6,205.0 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Note: Chart does not include EPP and agencies with Ind. Salary Setting |  |  |  |  |

State Positions by Salary Grades


Step Levels of Standard Salary Schedule

| Step | Number of FTEs |  | $\%$ |  |
| ---: | ---: | ---: | ---: | ---: |
|  | SPMS | MDOT | SPMS | MDOT |
| Base | 1348.38 | 128.5 | $3.44 \%$ | $2.32 \%$ |
| 1 | 895.96 | 115.5 | $2.28 \%$ | $2.09 \%$ |
| 2 | 1064.57 | 108.5 | $2.71 \%$ | $1.96 \%$ |
| 3 | 2519.04 | 217.5 | $6.42 \%$ | $3.93 \%$ |
| 4 | 2034.64 | 187.0 | $5.18 \%$ | $3.38 \%$ |
| 5 | 2637.22 | 285.0 | $6.72 \%$ | $5.16 \%$ |
| 6 | 3230.77 | 241.0 | $8.23 \%$ | $4.36 \%$ |
| 7 | 1580.17 | 185.0 | $4.03 \%$ | $3.35 \%$ |
| 8 | 1718.72 | 254.5 | $4.38 \%$ | $4.60 \%$ |
| 9 | 2016.60 | 349.0 | $5.14 \%$ | $6.31 \%$ |
| 10 | 1445.74 | 352.0 | $3.68 \%$ | $6.37 \%$ |
| 11 | 1780.42 | 365.5 | $4.54 \%$ | $6.61 \%$ |
| 12 | 1747.50 | 427.0 | $4.45 \%$ | $7.72 \%$ |
| 13 | 1644.20 | 434.5 | $4.19 \%$ | $7.86 \%$ |
| 14 | 1629.95 | 201.0 | $4.15 \%$ | $3.64 \%$ |
| 15 | 3079.63 | 414.0 | $7.85 \%$ | $7.49 \%$ |
| 16 | 5743.09 | 697.5 | $14.63 \%$ | $12.62 \%$ |
| 17 | 1229.75 | 303.5 | $3.13 \%$ | $5.49 \%$ |
| 18 | 803.05 | 132.5 | $2.05 \%$ | $2.40 \%$ |
| 19 | 290.58 | 29.0 | $0.74 \%$ | $0.52 \%$ |
| 20 | 808.40 | 100.5 | $2.06 \%$ | $1.82 \%$ |
| Total | $39,248.38$ | $5,528.5$ | $100.00 \%$ | $100.00 \%$ |
| Total: | $43,549.48$ | 676.5 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

State Positions by Salary Steps


■SPMS ■MDOT

## EMPLOYER'S COST OF BENEFITS

 FOR A TYPICAL STATE EMPLOYEE IN THE STATE PERSONNEL MANAGEMENT SYSTEMFiscal Year 2010
Salary* ..... \$49,019
DIRECT COSTS
Social Security ..... \$3,979
Health Insurance** ..... \$8,528
Pension Retirement ..... \$4,541
Deferred Compensation Match ..... \$0
Workers Compensation ..... \$667
Unemployment Insurance ..... \$52
SUBTOTAL DIRECT COSTS ..... \$17,767
INDIRECT COSTS
Personal Leave ..... \$1,197
Holiday ..... \$2,394
Annual Leave ..... \$2,993
Sick Leave ..... \$998
SUBTOTAL INDIRECT COSTS ..... \$7,582
TOTAL COST OF BENEFITS ..... \$25,349
*Note: Salary provided includes $2 \%$ added to approximate non-reduced annual.
**Note: This amount is the average family health insurance contribution made by the State. Family costs include medical, dental, and prescription drug plan.

Distribution of Employee Performance by Category By Principal Department As of June 30, 2010

| Department | Total Number of Employees ${ }^{1}$ To be Rated ${ }^{2}$ | Number of <br> Employees Rated Outstanding | Number of Employees Rated Exceeds | Number of Employees Rated Meets | Number of <br> Employees Rated <br> Need Improv | Number of Employees Rated Unsatis | Total Number Employees Rated |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Aging ${ }^{3}$ | 50 | 3 | 25 | 21 | 1 |  | 50 |
| Agriculture | 365 | 30 | 82 | 92 | 1 |  | 205 |
| Budget and Management | 265 | 32 | 87 | 132 | 1 |  | 252 |
| Business and Economic Development | 193 | 14 | 121 | 46 | 2 | - | 183 |
| Disabilities | 15 | 2 | 9 | 4 | - | - | 15 |
| Education (MSDE) | 1,283 | 237 | 632 | 374 | 12 | - | 1,255 |
| Environment | 832 | 163 | 399 | 211 | 2 | 2 | 777 |
| General Services ${ }^{4}$ | 528 | 12 | 75 | 154 | 2 | - | 303 |
| Health and Mental Hygiene | 8,408 | 911 | 2,240 | 1,830 | 44 | 2 | 5,027 |
| Housing and Community Development | 278 | 6 | 42 | 50 | 1 | 1 | 100 |
| Human Resources | 5,569 | 464 | 1,404 | 1,381 | 20 | 2 | 3,271 |
| Information and Technology | 93 | 4 | 30 | 11 | - | - | 45 |
| Juvenile Services | 2,017 | 374 | 743 | 652 | 16 | 1 | 1,786 |
| Labor, Licensing, and Regulation | 1,476 | 153 | 439 | 228 | 5 | - | 825 |
| Natural Resources ${ }^{4}$ | 1,133 | 96 | 358 | 185 | 2 | - | 854 |
| Planning | 138 | 10 | 30 | 2 | - | - | 42 |
| Public Safety and Correctional Srves | 10,266 | 690 | 3,460 | 5,511 | 82 | 7 | 9,750 |
| State Police ${ }^{4}$ | 2,045 | 173 | 245 | 116 | 4 | 1 | 1,851 |
| Transportation | 6,282 | 1,356 | 2,324 | 1,222 | 27 | 4 | 4,933 |
| Veterans Affairs | 66 | 2 | 20 | 8 | - | - | 30 |
| All Other Agencies | 5,717 | 451 | 1,070 | 1,216 | 14 | 2 | 2,907 |
| Total | 47,019 | 5,183 | 13,835 | 13,446 | 236 | 22 | 34,461 |

${ }^{1}$ Actual Employees not FTEs
${ }^{2}$ Does not include some contractual, permanent and Executive Pay Plan employees who are rated using a different evaluation instrument.
${ }^{3}$ This data does not include the Sr. Citizen Aides employees.
${ }^{4}$ Total Number of Employees Rated includes employees rated with alternate evaluations systems.

Distribution of Incentive and Innovative Awards
By Principal Department
As of June 30, 2010

| Department | Number of Incentive Awards | Total <br> Award <br> Dollar <br> Amounts | Number of Innovative Awards | Total <br> Award <br> Dollar <br> Amounts |
| :---: | :---: | :---: | :---: | :---: |
| Aging |  |  |  |  |
| Agriculture |  |  |  |  |
| Budget and Management |  |  |  |  |
| Business and Economic Development |  |  |  |  |
| Education (MSDE) |  |  |  |  |
| Environment |  |  |  |  |
| General Services | 3 | \$588 |  |  |
| Health and Mental Hygiene |  |  |  |  |
| Housing and Community Development |  |  |  |  |
| Human Resources |  |  |  |  |
| Information and Technology |  |  |  |  |
| Juvenile Services |  |  |  |  |
| Labor, Licensing, and Regulation |  |  |  |  |
| Natural Resources |  |  |  |  |
| Planning |  |  |  |  |
| Public Safety and Correctional Srvcs |  |  |  |  |
| State Police |  |  |  |  |
| Transportation |  |  |  |  |
| Veterans Affairs |  |  |  |  |
| All Other Agencies | 545 | \$125,761 | 2 | \$400 |
| Total | 548 | \$126,349 | 2 | \$400 |

Note: Total Dollar Amounts include Administrative Leave
time awarded based on the employee's rate of pay.

## Leave Usage <br> For CY 2009

| Department | Total <br> Number of FTE's | Total Work <br> Hours Available ${ }^{1}$ | Hours of <br> Annual <br> Leave <br> Taken | Hours of Comp Time Taken | Hours of Sick <br> Leave <br> Taken | Hours of <br> Personal <br> Leave <br> Taken | Hours of Comp Time Lost | Hours of Personal <br> Leave <br> Lost | Hours of Annual <br> Leave <br> Lost |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Aging | 188.20 | 378,658 | 6,360 | 627 | 4,472 | 2,613 | - | 79 | - |
| Agriculture | 378.60 | 761,743 | 44,226 | 16,489 | 29,385 | 18,843 | 6,855 | 390 | 328 |
| Budget and Management | 302.50 | 608,630 | 32,380 | 12,717 | 25,145 | 14,484 | 1,432 | 560 | 725 |
| Business and Economic Dev | 230.00 | 462,760 | 21,878 | 13,991 | 17,829 | 11,035 | 1,379 | 692 | 940 |
| Education (MSDE) | 1,350.80 | 2,717,810 | 151,231 | 16,461 | 105,454 | 58,513 | - | 2,220 | 341 |
| Environment | 932.00 | 1,875,184 | 109,805 | 24,664 | 66,664 | 43,191 | 862 | 751 | 489 |
| General Services | 541.00 | 1,088,492 | 67,145 | 9,442 | 48,635 | 26,527 | 2,931 | 901 | 570 |
| Health and Mental Hygiene | 8,769.53 | 17,644,294 | 1,036,987 | 231,230 | 915,834 | 433,455 | 12,970 | 10,929 | 3,517 |
| Housing and Community Dev | 324.00 | 651,888 | 32,785 | 11,591 | 25,237 | 13,885 | 142 | 245 | 45 |
| Human Resources | 6,327.40 | 12,730,729 | 758,160 | 192,165 | 649,955 | 298,021 | 7,752 | 8,542 | 2,482 |
| Information \& Technology | 96.00 | 193,152 | 10,708 | 7,827 | 7,905 | 5,017 | 1,363 | 114 | 126 |
| Juvenile Services | 2,095.55 | 4,216,247 | 206,049 | 104,708 | 213,925 | 101,244 | 2,754 | 3,120 | 1,510 |
| Labor, Licensing, and Regulation | 1,638.00 | 3,295,656 | 180,179 | 26,533 | 130,114 | 71,693 | 944 | 1,742 | 621 |
| Natural Resources | 1,215.75 | 2,446,089 | 134,104 | 74,748 | 92,291 | 58,890 | 6,032 | 2,124 | 3,085 |
| Planning | 150.00 | 301,800 | 16,850 | 6,526 | 11,152 | 7,287 | 24 | - | - |
| Public Safety and Correctional Sr | 10,824.50 | 21,778,894 | 1,083,970 | 301,428 | 1,036,337 | 474,244 | 20,198 | 21,737 | 25,481 |
| State Police | 2,223.50 | 4,473,682 | 239,768 | 29,593 | 184,221 | 105,426 | 1,195 | 2,957 | 1,083 |
| Transportation | 6,609.00 | 13,297,308 | 773,860 | 206,151 | 570,246 | 304,359 | 24,045 | 8,227 | 5,864 |
| Veterans Affairs | 71.00 | 142,852 | 6,639 | 2,781 | 4,611 | 2,926 | 390 | 224 | 47 |
| Total | 44,267.33 | 89,065,868 | 4,913,084 | 1,289,671 | 4,139,411 | 2,051,652 | 91,268 | 65,552 | 47,254 |

NOTE: This data was submitted by each agency.
${ }^{1}$ FTEs $\times 40$ hrs per week $\times 50.3$ weeks (excluding holidays)

## Health Benefit Enrollment by Type of Plan As of June 30, 2010

| Health Plans | Employees | Retirees | Total |
| :--- | :---: | :---: | :---: |
| PPO - Contracts | 35,157 | 26,082 | 61,239 |
| \% of total enrollment in PPOs | $50.3 \%$ | $68.1 \%$ | $56.6 \%$ |
| POS - Contracts | 22,804 | 8,939 | 31,743 |
| \% of total enrollment in POSs | $32.6 \%$ | $23.3 \%$ | $29.3 \%$ |
| EPO - Contracts * | 11,947 | 3,268 | 15,215 |
| \% of total enrollment in EPOs | $17.1 \%$ | $8.5 \%$ | $14.1 \%$ |
|  |  |  |  |
| Total - Contracts ** | 69,908 | 38,289 | 108,197 |

*Effective July 2009 the State changed from a fully-insured HMO product to a self-insured EPO product
**Excludes Satellite Accounts and Direct Pay Enrollees

# Health Benefit Enrollment for Active State Employees As of June 30, 2010 

| 2008 | 2009 | 2010 |
| :---: | :---: | :---: |
| Actual | Actual | Actual |

Health Plans

| PPO | 31,557 | 33,684 | 35,157 |
| :---: | :---: | :---: | :---: |
| POS | 24,227 | 23,748 | 22,804 |
| HMO / EPO * | 14,189 | 13,760 | 11,947 |
| Total | 69,973 | 71,192 | 69,908 |
| Prescription | 65,770 | 66,811 | 65,496 |
| Spending Accounts |  |  |  |
| Health Care | 6,473 | 7,493 | 7,447 |
| Dependent Care | 1.359 | 1,550 | 1,473 |
| Total | 7,832 | 9,043 | 8,920 |
| Dental Plans |  |  |  |
| Dental - DHMO | 29,244 | 27,380 | 20,385 |
| Dental - PPO | 33,363 | 37,561 | 43,002 |
| Total | 62,607 | 64,941 | 63,387 |
| Term Life | 44,338 | 46,575 | 46,796 |
| Accidental Death \& Injury | 37,340 | 39,137 | 39,309 |

*Effective July 2009 the State changed from a fully-insured HMO product to a self-insured EPO product

# Health Benefit Enrollment for Retirees As of June 30, 2010 

|  | $\begin{gathered} 2008 \\ \text { Actual } \end{gathered}$ | $\begin{gathered} 2009 \\ \text { Actual } \end{gathered}$ | $2010$ Actual |
| :---: | :---: | :---: | :---: |
| Health Plans |  |  |  |
| PPO | 24,119 | 24,960 | 26,082 |
| POS | 8,591 | 8,726 | 8,939 |
| HMO / EPO * | 3,574 | 3,652 | 3,268 |
| Total | 36,284 | 37,338 | 38,289 |
| Prescription | 35,691 | 36,739 | 37,758 |
| Spending Accounts |  |  |  |
| Health Care | N/A | N/A | N/A |
| Dependent Care | N/A | N/A | N/A |
| Total | N/A | N/A | N/A |
| Dental Plans |  |  |  |
| Dental - DHMO | 10,245 | 10,257 | 8,389 |
| Dental - PPO | 11,521 | 13,266 | 16,266 |
| Total | 21,766 | 23,523 | 24,655 |
| Term Life | 7,330 | 8,134 | 9,060 |
| Accidental Death \& Injury | N/A | N/A | N/A |

*Effective July 2009 the State changed from a fully-insured HMO product to a self-insured EPO product

## Health Benefit Enrollment for Satellite Agencies As of June 30, 2010

|  | $\begin{gathered} 2008 \\ \text { Actual } \end{gathered}$ | 2009 <br> Actual | $\begin{gathered} 2010 \\ \text { Actual } \end{gathered}$ |
| :---: | :---: | :---: | :---: |
| Health Plans |  |  |  |
| PPO | 910 | 1,057 | 1,129 |
| POS | 878 | 934 | 1,048 |
| HMO / EPO * | 563 | 535 | 479 |
| Total | 2,351 | 2,526 | 2,656 |
| Prescription | 1,883 | 2,005 | 2,119 |
| Spending Accounts |  |  |  |
| Health Care | 109 | 125 | 140 |
| Dependent Care | $\underline{25}$ | $\underline{27}$ | $\underline{24}$ |
| Total | 134 | 152 | 164 |
| Dental Plans |  |  |  |
| Dental - DHMO | 862 | 839 | 661 |
| Dental - PPO | 1.147 | 1,364 | 1,703 |
| Total | 2,009 | 2,203 | 2,364 |
| Term Life | 1,427 | 1,536 | 1,580 |
| Accidental Death \& Injury | 1,182 | 1,278 | 1,305 |

*Effective July 2009 the State changed from a fully-insured HMO product to a self-insured EPO product

# Account Balance for Health Insurance 

As of June 30, 2010 (\$\$ in Millions)

|  | FY 2008 <br> Actual | FY 2009 <br> Actual** | FY 2010 <br> Actual*** |
| :--- | :---: | :---: | :---: |
| Beginning Balance | $\$ 309.9$ | $\$ 245.7$ | $\$ 137.9$ |
| Receipts |  |  |  |

[^0]** FY 2010 balance based on R*STARS report balance as of August 24, 2010

# Account Balance for Spending Accounts As of June 30, 2010 (\$\$ in Millions) 

|  | FY 2008 <br> Actual | FY 2009 <br> Actual | FY 2010 <br> Actual |
| :--- | :---: | :---: | :---: |
| Beginning Balance $\$ 3.5$ $\$ 3.8$ $\$ 3.4$ <br> Receipts    <br> Employee    | $\$ 12.5$ | $\$ 14.5$ | $\$ 14.6$ |
| Satellite Employee | $\$ 0.2$ | $\$ 0.2$ | $\$ 0.2$ |
| Sub Total | $\$ 16.2$ | $\$ 18.5$ | $\$ 18.2$ |
| Less: <br> Reimbursements <br> to Employees | $\$ 12.4$ | $\$ 13.9$ | $\$ 15.0$ |
| Unused Balances <br> transferred to <br> General Fund | $\$ 0.0$ | $\$ 1.2$ | $\$ 0.5$ |
| Reserve for Future <br> Employee <br> Reimbursements | $\$ 3.8$ | $\$ 3.4$ | $\$ 2.7$ |

# Account Balance for Term Life, Accidental Death and Injury, Long Term Care and Dental Insurance As of June 30, 2010 (\$\$ in Millions) 

|  | FY 2008 <br> Actual | FY 2009 <br> Actual | FY 2010 Actual |
| :---: | :---: | :---: | :---: |
| Beginning Balance | \$0.7 | \$0.8 | \$0.4 |
| Receipts |  |  |  |
| State Agencies - Dental Subsidy | \$18.5 | \$20.5 | \$19.7 |
| Employee | \$28.4 | \$27.1 | \$28.1 |
| Retiree | \$6.8 | \$6.7 | \$7.4 |
| Other | \$1.6 | \$1.8 | \$1.8 |
| Sub Total | \$56.0 | \$56.9 | \$57.4 |
| Less: Payments to Providers | \$55.2 | \$56.5 | \$57.0 |
| Reserve for Future Provider |  |  |  |
| Fund Transfers | \$0.0 | \$0.0 | \$0.0 |
| Reserve for Future Provider |  |  |  |
| Payments | \$0.8 | \$0.4 | \$0.4 |


[^0]:    * State Agency Receipts include end of year transfers from agencies \& interest earned in the Employee/Retiree Health \& Welfare Program
    **Employee \& Retiree FY 2009 Receipts reflect $\mathbf{1 / 2}$ month premium holiday

