

EXHIBIT J

PPM 4410.070

Kansas State University

Policies and Procedures Manual

4410.070 Special Considerations in Recruiting

Kansas Employee Preference Program

An employee who has been laid off by a State agency may be eligible for Kansas Employee Preference if they meet the minimum requirements for the position. If a department's pool of applicants includes one of these employees, mandatory restrictions apply. Employment Services Staff will contact departments in these instances.

Veterans' Preference

Candidates who qualify for Veterans' Preference and meet the minimum requirements and who receive a rating greater than zero in each of the preferred selection criteria must be offered an interview and considered for the position, regardless of their total score or their average score.

Drug Screening, Alcohol, and Controlled Substance Testing for Commercial Drivers and Safety Sensitive Positions

Commercial Driver Positions

All announcements for positions requiring a commercial driver's license (CDL) will contain a statement that alcohol and controlled substance testing is required as a condition of employment.

Safety Sensitive Positions

All announcements to recruit applicants for designated safety sensitive positions, as law enforcement officers authorized to carry firearms, will contain a statement that drug screening is required at the time an offer of employment is made. Offers of employment are contingent upon successful passing of the relevant substance testing.