

Welcome to Kansas State University

**A Guide to the New
Division of Facilities Employee**

WELCOME TO FACILITIES!

Kansas State University is a beautiful campus of 92 buildings on 651 acres of landscaped land located in Manhattan, Kansas. I wish to take this opportunity to welcome you to KSU, the Division of Facilities. As you walk around campus and in the buildings, you will notice how well maintained everything is. We have a great deal of pride in our facilities and it shows in the appearance and function of this campus. You are now a part of that and we hope you will take as much pride as we do in what we accomplish.



There are approximately 350 positions in the Division of Facilities, and each one is an important part of the team effort that it takes to make this campus what it is. The Division of Facilities is a very important part of the University and we are proud of everyone associated with us and the effort that they put into making the Division of Facilities a successful team.

Congratulations on becoming a member of the Division of Facilities!

Edward Rice

Ed Rice

Associate Vice President

THE UNIVERSITY

Kansas State University (K-State) was founded February 16, 1863, established under the Morrill Act, by which land-grant colleges came into being.

At first the University was located on the grounds of the old Bluemont Central College, chartered in 1858, but in 1875 most of the work of the University was moved to the present site.

The campus consists of roughly 651 acres, and 92 buildings (totaling just under 6,000,000 square feet), as well as a number of other structures.

K-State is a dynamic campus with enrollment of over 22,500 students from all 50 states and 70 countries. More than 2,000 faculty members are involved in instruction, research and extension. And, over 1,900 full-time staff employees support the institution through a variety of specializations and hard work.

The Division of Facilities is a diverse organization consisting of approximately 350 employees. A brief description of our work units and responsibilities follow in this booklet.

MISSION STATEMENT:

As a service organization our motto is...

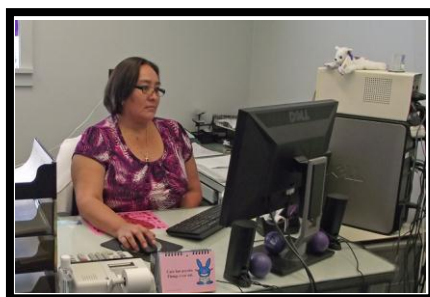
WE CAN DO IT!

DIVISION OF FACILITIES

ADMINISTRATION & SUPPORT SERVICES

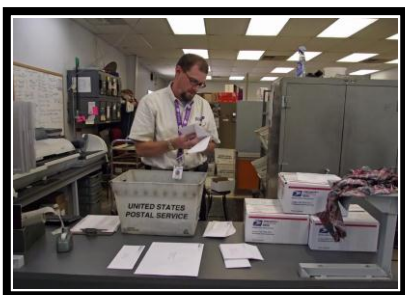
ACCOUNTING

The Accounting Section is made up of four areas: (1) Accounts Payable (2) Accounts Receivable (3) Budgets and (4) Property Inventory. Each area is an integral part in the expenditure, billing and receipt of work done for campus departments.



CENTRAL MAIL SERVICES

Central Mail Services is responsible for providing year round mail service for all departments at Kansas State University.



Services include: pickup and delivery service for all interdepartmental mail, UPS service, and a Federal Contract Post Office for use by all faculty, staff, and students.

CLERICAL SUPPORT

The Clerical Section employees are a key element in all department activities. They provide support services to Facilities staff, which includes answering the phone, copying, sorting and delivering the mail, typing letters, memos, evaluations and expectations, and doing other clerical work.

GARAGE

Vehicle Maintenance is responsible for the service and maintenance of the vehicles and equipment assigned to the Division of Facilities. Service and maintenance of vehicles and equipment is also available to other departments and state agencies upon request.



Emphasis is placed on regular services (oil changes) and preventive maintenance. Maintenance can vary from minor tire repairs to major repairs or overhauls of cars, trucks, or industrial equipment.

KEY CONTROL

Another "key" element of Facilities, the Key Control and Distribution section, is responsible for the more than 33,000 keys used by University staff, faculty, and students. A part of Support Services, the mission of Key Control is to accurately maintain all key records and to control the issuing of all University keys in such a manner as to protect the security of University property.



Working with the Lock Shop and departments throughout the University, Key Control verifies all key requests, issues the keys, maintains computer and card files on each key, and assists with lock changes and special requests.

Since the key window is one of the first and last stops for most University personnel, public relations play a big part in the success of the operation.

MOTOR POOL

The Motor Pool provides vehicles for lease by University departments for transportation of employees and students. At the present time there are a total of 87 vehicles in the Motor Pool, consisting of sedans, trail blazers, suburbans, pickups and vans. The shuttle van for Services for Physically Limited is also a part of the Motor Pool.

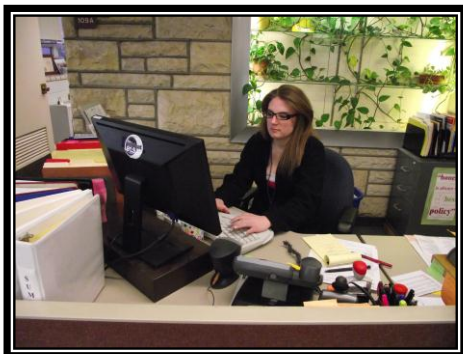
The staff consists of two full time classified employees and several students. They are responsible for the scheduling, dispersal, cleaning and maintenance of the vehicles.

The Garage does the maintenance upon request from the Motor Pool. Individual records are kept for each vehicle and monthly/annual income and usage data compiled. License tags for all 950 University vehicles are ordered through the Motor Pool.

It is important to note that the University has a 15 passenger van policy that requires all operators to attend a 2-hour safety course before driving.

ROOM SCHEDULING

The Room Scheduling position is responsible for verifying, scheduling, and processing all requests for 128 general-use classrooms, All Faiths and Danforth Chapels, campus grounds, Weber Arena, and Ahearn Sports Complex. Room Scheduling receives requests from the maintenance shops inquiring when they can get into general-use classrooms to make minor and major repairs. Custodial Services rely on a computer print-out from Room Scheduling to plan regular and special cleaning schedules.



SPECIAL EVENTS

Activities that are not academically oriented that occur either on campus grounds or in buildings are considered "special" and must be coordinated through the Facilities Special Event Coordinator. This employee is responsible for evaluating each request, determining the various entities that will be affected by the activity and getting feedback and or approval from each one, interpreting agency policy and procedures for requestors, approving requests, and following up on each activity. The primary objective is to help requestors have a successful event that is safe for participants and protects University property.

STOREROOM

The Storeroom is a support service operation for all of Facilities and other Kansas State University Departments requiring materials, tools and supplies. The storeroom and employees play an important role in purchasing materials for stock or special jobs, customer sales and services, freight receiving. The storeroom has 17,000 items in stock for maintenance repair, remodeling, custodial, and several other areas. Custom awards and engraving services are also done in the storeroom. Special programming also enables the department to create ADA compliant building signs.



DIVISION OF FACILITIES

Facilities Resources

TRAINING, SAFETY AND EMPLOYEE RELATIONS

The Training, Safety, and Employee Relations office is responsible for keeping you informed of educational opportunities in both position-related and personal development areas, for helping assure safe working conditions and practices for all, and helping to work through employee concerns.

This position serves as a departmental trainer and coordinates individual participation in training that must be done outside the department.

This position serves as the departmental Safety Manager, doing on-site observations, reviewing accident reports, making recommendations for work changes where safety hazards are identified and assuring departmental compliance with Federal and state regulations.



This position also acts as advisor to the Health and Safety Committee encouraging employee participation and input in our work practices and procedures.

CAMPUS PLANNING & FACILITIES MANAGEMENT

This office and its staff of architects, planners and engineers reviews proposals for new construction, renovations and landscaping; prepares programs, specifications, and drawings; and provides construction administration. Other activities include facilities analysis, long-range planning and the maintenance of archival information about building, grounds and utilities. The Director of Campus Planning and Facilities Management answers directly to the Vice President of Administration and Finance. However, they work very closely with the Division of Facilities.

DIVISION OF FACILITIES

Utility Systems

UTILITY SERVICES

This unit operates the Power Plant and is responsible for some of the generation, the distribution and the monitoring of the utilities provided to the campus. This includes electricity, gas, steam, and domestic water.



DIVISION OF FACILITIES MAINTENANCE SECTION

Facilities Maintenance is composed of many functions, which include:

Craft shops

Work management

Vet Med Complex

Utilities

Salina Campus

CRAFT SHOPS

Craft shop employees provide the needed skills of the trade to provide services and repairs for maintenance of campus buildings, sidewalk repair, street maintenance, in-house construction, utility distribution services and services for departments upon request.



Due to the changing needs of the University, craft employees in these shops are kept busy with a wide variety of jobs. The Craft Shops include:

Electric
Heat and Air Conditioning
Electronics
Construction
Moving & Hauling
Roofing
Lock
Energy Conservation

Special Projects
Carpentry
Plumbing
Painting
Metals/Welding
Utilities

VET MED COMPLEX

The Vet Med Complex (VMC) consists of these functions:
Building Maintenance and Custodial



There are twenty seven workers assigned to VMC permanently. They provide full service as needed for the School of Veterinary Medicine. This includes a range of work from cleaning surgery rooms and teaching labs to repairing large air conditioners.

Although VMC is funded separately from the Facilities Maintenance operation, the buildings are under the management of the Division of Facilities and Facilities, therefore, oversees the operation of the complex.

WORK MANAGEMENT

Work Management is responsible for all the administration of the shops functions. It acts in a supportive role and yet provides direction. It also provides coordination between shops and campus departments with building maintenance requests.



All craft employees are required to record their daily activities to a job number, which is developed in the work management center. As work orders are developed the jobs are scheduled through the FAMIS computer system.

Other functions of work management include Quality Control of jobs completed, providing estimates of projects from paper drawings, maintain building maintenance deferred maintenance log, maintain special maintenance requests, and minor/emergency repair requests.

The Minor/Emergency Repair Center is probably the most important office for the Facilities Maintenance section. All minor/emergency maintenance requests from the campus go through this office.

DIVISION OF FACILITIES

FACILITIES SERVICES

CUSTODIAL SERVICES

The mission of Custodial Services is to provide a safe, sanitary and functional interior environment for the staff, students and faculty of Kansas State University. Custodial Services attends to the interior quality of the approximately seventy-five academic buildings on campus. These buildings contain almost 2.5 million square feet of floor space which is made up of classrooms, offices, laboratories, arenas, restrooms, libraries, corridors, theaters, service and delivery areas and mechanical spaces.



Custodial Services has over 100 permanent employees on staff. Additionally, numerous student and temporary employees are retained during the year. Custodial Services also has responsibility for solid waste collection and disposal, pest control, recycling, support to special events and maintenance in the Peters Recreation Complex, Ahearn Recreational Complex and Natatorium.

GROUNDS MAINTENANCE

The role of the Grounds Maintenance Department is to provide a safe, functional and aesthetically pleasing exterior environment for the students, faculty and staff of Kansas State University. The main campus of Kansas State University consists of 250 acres of intensely landscaped area. The Grounds Maintenance



Department is responsible for the maintenance and installation of all turf grass, shrubs, trees and annual flower beds on campus.

To accomplish their mission the Grounds Maintenance Department has thirty-five employees throughout the year. In addition to the normal grounds and landscape maintenance activities, Grounds Maintenance is responsible for litter pickup on campus, snow removal on sidewalks, street and parking lot cleaning, underground irrigation systems, Athletic Grounds maintenance, support to special events and the operation of the Facilities Management tree nursery.

K-State - Salina Campus

College of Technology and Aviation

On May 2, 1991, Kansas Governor Joan Finney signed into law a bill merging Kansas College of Technology with Kansas State University, making the College the ninth College in the K-State System. The name is Kansas State University-Salina, College of Technology and Aviation.

Located on 149 acres, the campus is adjacent to the Salina Municipal Airport in southwest Salina. Highlights of the College's 20 building campus include the Technology Center, Aeronautics Center, the College Center, several residence halls and the new Student Life Center.



The College Center houses the Student Government Office, the Campus Bookstore, a 300 seat conference hall, administrative offices and the Dining Facility.

The Division of Facilities has 19 full time employees at the Salina campus, working in carpentry, electric, HVAC, custodial, plumbing, grounds, and administrative areas.

We are proud to be teamed with these employees 70 miles to our west.

WORKING FOR THE DIVISION OF FACILITIES

SUPERVISION

You will be assigned to a supervisor who will be responsible for your work performance. He or she will help orient you to your new work environment, assign your duties and provide any training needed.

Your supervisor is responsible for your orientation, training, duty assignments, work schedules, evaluations and requests for time off. Making sure that work is done effectively, efficiently and safely is your supervisor's most important job. Supervisors see to it that the employees in their sections contribute to the overall goals of the Division of Facilities and Kansas State University.

WORK RULES

All Division of Facilities employees are governed by K-State and Facilities Policies and Procedures. During your first few days on the job, your supervisor and other administrators will review specific rules that will affect you in your position (i.e. shop/work unit rules).

You will be notified of the next Division of Human Resources' New Employee Orientation where the University's general benefits and work practices will be presented.

You will also receive a welcome packer, with information about insurance, holidays, credit union, recreational, and educational opportunities, etc. If you have additional questions, please see your supervisor or other departmental administrator.

ATTENDANCE

Your presence at work has a direct impact on our ability to provide intended services in support of the mission of the university. Attendance is one consideration when selecting employees for hire, regular status, transfer and promotion. Misuse of leave privileges, excessive leave use, unexcused absences or a pattern of failure to report for or remain at work may be grounds for positive disciplinary action.

University policies acknowledge that circumstances may necessitate recommendations for varying levels of corrective action. The Division of Facilities does follow the guidelines set by the university and issued in June 1996. These guidelines are provided in your orientation packet. Please read over these guidelines. They spell out very clearly the terms associated with attendance and the consequences of failure to maintain a good record.

BREAKS

Breaks generally occur in the middle of each four hour work period and last no longer than fifteen minutes. Breaks are designed to allow every employee an opportunity to rest and recuperate. Breaks may be taken at the work site or any other approved location. Travel time to and from the break location must be included in the allotted time. State vehicles are not to be used for travel to and from the break site. Break times are to be used during the appropriate part of the work day, as a genuine break from the routine of the job. They may not be accumulated or used to adjust the work day or schedule.

UNIFORMS AND OTHER DRESS REQUIREMENTS

The work uniform will be determined by what is provided by the work unit. Some units within Facilities will provide shirts and/or smocks. All Facilities employees (classified, unclassified, student, and temporary) will be provided a photo identification badge as a part of their uniform. For some employees, the Division identification badge will be the only provided uniform item.

T-shirts are acceptable in areas where a specific uniform shirt has not been provided. Messages and graphics should be appropriate for the workplace, refraining from messages advocating violence, promoting alcohol, drugs, or illegal substances, or containing profanity, or any other graphic or words that demean or ridicule others.

Enclosed shoes, sleeved shirts, and skirts or long pants are the general guideline for most work areas. Shirts may be worn with long or short sleeves (except in special situations where long sleeves may be required). Sleeves may not be removed or rolled up over the shoulders. Employees are responsible for learning and complying with appropriate rules.

Other specifics related to your particular work section should be discussed with your supervisor or manager.

Summer schedule allows for a bit of relaxation in our dress code. Supervisors may determine if shorts are safe to be worn, based upon the type of work being done. Long pants should be available where shorts are allowed, in case the work changes during a shift.

Purple Pride Day

Fridays have been established as a day for employees to show their patriotism and K-State pride by wearing shirts and/or sweatshirts that reflect patriotism or Wildcat spirit! Shirts with K-State logo and/or patriotic colors are quite acceptable.

ID BADGES

Every Division of Facilities employee will be issued a photo identification badge as a part of their initial sign-on procedures. This ID badge must be worn during working hours. It must be displayed above the waist and in an area that is readily visible to our customers. Supervisors will request replacement ID's whenever appropriate.

PERFORMANCE MANAGEMENT PROCESS (PMP)

The PMP includes four parts for reviewing performance: Part one: Performance Planning, Part two: Mid-Year Discussion, Part three: Essential Requirements, Part four A: Annual Performance Review-Competencies, and Part four B: Annual Performance Review-Summary Discussion Points.

PERFORMANCE EVALUATIONS

At least once a year (midyear), your supervisor will provide feedback to you that will become a part of your overall performance review. At least once each year, you and your supervisor will meet to more formally review the quality of your work and performance. Evaluations are completed for all permanent employees and become a part of your permanent personnel record. Overall ratings consist of Exceptional, Exceeds Expectations, Meets Expectations, Below Expectations, and Unsatisfactory

You may receive an evaluation more often than once a year, for example, if you change jobs or if your work falls below standards and you are placed on a performance improvement program.

Performance review is a constructive process to acknowledge your performance. The review process shall be sufficiently specific to inform and guide you in the future performance of your duties.

PAYCHECKS

Your paycheck is based on time in pay status (i.e. hours worked on your regular schedule, overtime, holidays, and any paid leave taken). The pay period will begin on a Sunday and end two weeks later on Saturday. Paychecks will be issued two weeks later on Friday. If Friday (payday) is a holiday, paychecks will be issued on the closest preceding work day. This will create 26 pay cycles in a year.

You may arrange to have certain voluntary deductions or payments taken from your check by contacting your personnel representative.

Employee Self Service allows K-State employees to view their paycheck data, leave balances, compensation, benefit and training summaries. Employees may update their direct deposit data, W-4 and/or K-4 tax information, and personal data.

<https://www.as.ksu.edu/psp/HRIS/?cmd=login>

VACATION AND SICK LEAVE

Each permanent, probationary, and conditional employee in the classified service, excluding those who are on temporary appointments, shall be entitled to vacation with pay which shall be earned and accumulated as shown in the chart below. The maximum vacation credits earned each payroll period and the maximum amount of vacation credits that may be accumulated follows:

Vacation Leave Earnings Schedule for Employees Paid Bi-Weekly		
Length of Service	Maximum Monthly Vacation Credits	Maximum Accumulation
Less than 5 years	3.7 hours per Payroll period*	304 hours (38 working days)
5 years and Less than 10 years	5.5 hours per Payroll period*	304 hours (38 working days)
10 years and Less than 15 years	6.7 hours per Payroll period*	304 hours (38 working days)

*An employee working less than full-time shall receive proportional credit. Overtime worked shall not be counted in determining vacation leave earned.

Employees who resign receive a leave payout of 176 hours. At retirement the leave payout is 240 hours.

Vacation time must be scheduled (at least 24 hours in advance) and approved by your supervisor and is subject to Division of Facilities Personnel Policy 1.301-Administering Use of Leave.

An employee should not assume that requests for scheduled leave, including leave without pay, will be approved when submitted. Emergencies or unavoidable commitments are considered. Any employee who fails to report to work as scheduled, if leave has not been approved in advance by the supervisor, may be required to furnish written documentation verifying the cause of absence and/or may be subject to disciplinary action and use of unauthorized leave.

Sick Leave

Each permanent, probationary, and conditional employee in the classified service, excluding those who are on temporary or emergency appointments, shall be credited and accumulate sick leave at the rate of three and seven-tenths hours for a bi-weekly basis. Employees working a fraction of full time shall be credited sick leave in accordance with the time they do work.

All use of sick leave must be approved by your supervisor, who may require a medical statement verifying your reason for using sick leave. And, the department head may request a written release by a physician before you return to work after having been on sick leave. Written releases to work are required after any work injury and after any hospitalization. Any limitation shall be clearly stated and will be considered carefully before employee can return to work.

All employees are encouraged to accumulate and maintain sufficient leave balances to protect themselves if unexpected illnesses or personal situations arise that require them to be away from work. Sick leave may be taken as soon as it is earned (the first day of the next payroll period), but is granted

only for the following reasons:

- 1) Appointments with a physician, dentist or other recognized health practitioner;
- 2) Illness or disability of the employee or their immediate family members;
- 3) Pregnancy, childbirth, miscarriage, abortion, and recovery therefrom;
- 4) Legal quarantine of the employee.

For purposes of use of sick leave "family member" shall be limited to:

- a) Persons related to the employee by blood, marriage or adoption; and
- b) Minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

All use of sick leave must be approved by your supervisor, who may require a medical statement verifying your reason for using sick leave. And, your department head may request a written release by a physician before you return to work after having been on sick leave.

Leave Without Pay

Leave without pay is *not an employee benefit*. It is considered for extreme situations only and must be approved in advance. Written documentation must be presented showing justification for such need.

Such requests should be given to Director of your work area. Any LWOP used during a probationary term will be reviewed carefully when determining permanency.

Funeral Leave

An employee in the classified service, excluding an employee on an emergency appointment, may be granted leave with pay, up to three (3) working days, to make arrangements for and to attend the funeral of a close relative. Up to three (3) additional days may be requested. The employee's relationship to the deceased and necessary travel time shall be among the factors considered in determining whether to grant funeral or death leave, and, if so, the amount of leave to be granted. Funeral leave shall not exceed six (6) working days in any one instance. Immediate family are defined as spouse, child, mother, father, brother, sister, foster parents, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and grandparents-in-law, or any relative or legal guardian residing in the household. Request for funeral leave (DF-24) must be completed and approved by the Director of the area in which you work.

Jury Duty

Each permanent, probationary, or conditional employee in the classified service, excluding temporary or emergency appointments, shall be granted leave of absence with pay for required jury duty, or in order to comply with a subpoena as a witness before the Civil Service Board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee shall not be entitled to leave of absence with pay

in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party. A copy of the jury duty summons or subpoena must be submitted in advance of the required date with a written verification of attendance submitted before final approval is given.

Jury duty is permitted only for actual time required by the court plus reasonable travel time. This time must be documented by the court clerk, stating the hours one is required. Beyond this, the remainder of your shift must be worked or you may submit request for personal leave.

This section has only briefly described vacation and sick leave. Please see your supervisor or Division of Facilities Personnel office for further information.

EMPLOYEE CONCERNS

Always feel free to talk with your supervisor about any problems you may be having with your work or other staff members. Your supervisor is there to listen and should be the first one you contact with any work-related concerns. Often, he or she can help you resolve the problem in the shortest possible time.

If the problem is not resolved by talking to your supervisor, and you still have concerns and would like to discuss it with a neutral party, you may call Human Resources at 532-6277.

TRAINING/EDUCATIONAL OPPORTUNITIES

The Division of Facilities is very interested in developing all employees to their fullest potential. A variety of opportunities are available to a K-State and Facilities employee. Much of the training that you receive will be directly related to your job and may be accomplished through the guidance of your supervisor. The division has a training office and a variety of topics are presented throughout the year. These sessions include such topics as Asbestos Awareness, Bloodborne Pathogens, Sexual Harassment Prevention, Fork Lift Safety Training, Back Safety Training, Standard First Aid and CPR, Supervisor Topics, etc. Approximately once a year a guest speaker is invited in to present a topic of general interest. All employees are invited to attend this session.

In addition to this in-house training, employees are occasionally given opportunities to attend conferences or professional meetings. These requests are handled through your supervisor and the training office. The university offers a variety of voluntary training opportunities, sponsored by the Division of Human Resources. These topics are advertised on the internet and flyers mailed during the year. To enroll, you complete a training request found at:

<http://www.k-state.edu/facilities/forms/trainingDev.html>.

College courses may also be taken. Employees are encouraged to get involved in these classes. To receive tuition assistance, university employees must be full-time, benefits eligible. An application for Tuition Assistance (<http://www.k-state.edu/hr/benefits/tuition.htm>) must be submitted to the Office of Student Financial Assistance before the start of each semester. Payment of tuition for one undergraduate or graduate course, up to three hours, is permitted for each Fall, Spring and Summer semesters. The application requires the employee's and department head's signatures. Classes may be

taken through the Manhattan or Salina campus. Work release is not part of the program; time away from work for classes is up to agreements made with the supervisor and department head.

SAFETY

Safety is very important to the Division of Facilities. We have an ongoing program to find and correct safety problems. We strive to find the safest work procedures, equipment and materials possible to protect you. But, your help is important too. You must use accepted safety practices at all times while you are working, and take part in safety training and activities that take place in your section.

If you see unsafe conditions on campus, try to correct it right away. If you cannot, direct people away from the unsafe area and call your supervisor or our Safety Manager (2-1715) to get help. They will inform the appropriate personnel to take care of whatever action is necessary.

If you have any questions about safety, or want to suggest an improvement, talk with your supervisor or safety representative.

INJURIES ON THE JOB

If you are injured while working, contact your supervisor immediately. If you cannot reach your supervisor due to the nature of the injury, ask a co-worker to do so for you. Your supervisor will help you get First Aid care and help complete the necessary injury reports afterward.

Kansas State University has a designated worker's compensation medical provider. Since 1995, it is Mercy Health Center. Employees should seek transfer to and/or treatment at this facility in the event of an injury or work related illness.

MEDICAL EMERGENCY INFORMATION CARDS

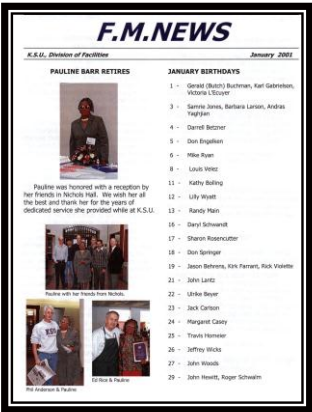
In order to help the Division of Facilities provide quick information to assist any employee who becomes sick or injured while on the job, each employee is asked to complete a Medical Emergency Information Card which contains such information as: Doctor, Emergency contact, Current medications, and Allergies. This information is placed in a booklet and kept near the phone in the work area assigned to the employee. Please keep your information updated.

<u>Last Name:</u>	<u>First:</u>	<u>Initial:</u>
<u>Home Phone:</u>	<u>M F</u>	<u>DOB:</u>
<u>Address:</u>		
<u> </u>		

In Case of Emergency Contact

<u>Name:</u>	<u>Home Phone:</u>
<u>Work Phone:</u>	<u>Cell Phone:</u>
<u>Name:</u>	<u>Home Phone:</u>
<u>Work Phone:</u>	<u>Cell Phone:</u>

EMPLOYEE NEWSLETTER



The *F. M. News* is the Division of Facilities' monthly newsletter. This newsletter was created to report employee achievements, useful work and safety tips, and other information about programs and activities of interest to our employees.

The *F. M. News* is distributed to all current Division of Facilities employees. All employees are invited to submit articles, photographs or

illustrations through the Office of Training & Safety (117A Dykstra Hall).

BENEFITS AND SERVICES

There are numerous benefits, services and programs available to all Kansas State University employees. Please take the time to become acquainted with them and take advantage of those that interest you.

Library, credit union, recreational facilities, music, sports, and cultural events are some of the areas that may appeal to you.

HOLIDAYS

The following is a list of holidays for State employees for the 2013 - 2014 calendar years.

2013

New Year's Day.....	January 1, 2013
Martin Luther King Day.....	January 21, 2013
Memorial Day.....	May 27, 2013
Independence Day.....	July 4, 2013
Labor Day.....	September 2, 2013
Veterans Day.....	November 11, 2013
Thanksgiving	November 28, 2013
	November 29, 2013
Christmas Day.....	December 25, 2013

2014

New Year's Day.....	January 1, 2014
Martin Luther King Day.....	January 20, 2014
Memorial Day.....	May 26, 2014
Independence Day.....	July 4, 2014
Labor Day.....	September 1, 2014
Veterans Day.....	November 11, 2014
Thanksgiving.....	November 27, 2014
	November 28, 2014
Christmas.....	December 24, 2014(Half-Day)
	December 25, 2014(Full)
	December 26, 2014(Full)

In addition to the above holidays, the Governor has again authorized a discretionary day for both classified and twelve-month unclassified employees. To be eligible for a discretionary day, an employee must be in a benefit-eligible position and be employed by the State of Kansas for six months. The discretionary day must be taken with prior approval of the employee's supervisor or department head.

Revised: June 2013