



Kansas State University

Division of Human Resources

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To: President, Provost, Vice Presidents, Deans, Directors and Department Heads
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From: Gary Leitnaker
Assistant Vice President
Division of Human Resources

Date: April 23, 2009

Subject: Extending Probationary Status

Due to the impending layoff of one classified employee at the Harvey County Experiment Field in Hesston, in the College of Agriculture, Research and Extension, Department of Agronomy, no current new hires or rehires on probation in positions with a pay grade of 16 or below will be granted permanent status until further notice pursuant to K.A.R. 1-14-8(e). Those within the clerical classes are excluded.

Classified employees subject to layoff are eligible to 'bump' any probationary employee at KSU as long as the position they would 'bump' into is in a pay grade equal to or less than theirs and they are minimally qualified for the position. While the risk of being bumped is minimal, probationary periods will be extended for the affected employees until it is certain that the permanent employee whose position is to be vacated by this layoff that otherwise would be laid off through the exercise of bumping rights, is not claiming the probationary position.