K-STATE NEW EMPLOYEE WELCOME
WE'RE GLAD YOU ARE HERE!

Kansas State University | Human Capital Services
"We look forward to working with you, welcome to the K-State Family."

"The one thing about K-State and our family is that we don't rest on our laurels and we don't shy away from challenges and hard work."

RICHARD B. MYERS, PRESIDENT

KANSAS STATE UNIVERSITY MISSION

The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

TEACHING. RESEARCH. PUBLIC SERVICE.

A special thanks to our program sponsors

ROCKHILL real estate group

THE ALMS GROUP
real estate • philanthropy

Commerce Bank

REALESTATE EXECUTIVES

kstate credit union

VOYA FINANCIAL™

Ascension Via Christi
TODAY'S AGENDA
K-State Alumni Center, Tadtman Boardroom

8-8:30 a.m. - Registration, Welcome and Housekeeping
8:30-9 a.m. - Discover K-State: History and Traditions
9-9:30 a.m. - Discover K-State: Future Focused
9:30-9:45 a.m. - BREAK
9:45-10:15 a.m. - People, Culture, Principles of Community
10:15-11:15 a.m. - Benefits Overview & Employee Perks
11:15-11:25 a.m. - BREAK
11:25 a.m.-12:15 p.m. - Key Resources
12:15-12:40 p.m. - K-State Anti Discrimination Policy
12:40-1:15 p.m. - Lunch
1:15-2:15 p.m. - Campus Tour

A special thanks to our program sponsors
BENEFITS OVERVIEW
& EMPLOYEE PERKS

A special thanks to our program sponsors
Welcome to Kansas State University! When you join the K-State family, you gain access to a variety of benefits that make your life a little better. We truly believe that our employees are the university’s greatest assets, and we take pride in ensuring you work in a positive, responsive environment that prioritizes your needs. Benefit-eligible employees are employees in a non-temporary position hired for 0.5 FTE or greater.

YOUR HEALTH

Health insurance — You can select from a variety of medical insurance plans, including prescription, dental, vision, and voluntary supplemental plans. Coverage begins on the first of the month following 30 days of employment.*

Flexible spending accounts, FSA — You may select pretax payroll deductions for qualified health expenses for you and your dependents. Dependent care FSA for qualified dependents is also available.*

Health savings accounts (HSA) — Savings account available to employees enrolled in a medical insurance plan considered a High Deductible Health Plan (HDHP). You may contribute pre-tax payroll deductions to this account to be used for qualified health expenses for you and your dependents.

Health and wellness — HealthQuest, a state of Kansas program, provides health and wellness services, some of which may lower employee health insurance premiums.

Live Your Best Wellness — K-State’s wellness program assisting and encouraging employees to “Live Your Best” in a holistic sense. Join the movement: #PurpleIsProgress.

YOUR BENEFITS & DISCOUNTS

Workers compensation — You are covered at any location at which you are working for the university.

Long-term disability — You are covered by long-term disability insurance as of the first day of hire.

Short-term disability — Voluntary short-term disability benefit that provides a weekly benefit amount if you cannot work because of a disabling illness or injury.

AFLAC policies — Optional insurance policies are available to you through a partnership with AFLAC and the K-State Credit Union.

Optional long-term care — You have options for long-term care insurance.

Employee assistance program — You have access to a variety of resources to help you and your family members through life events.

Employee perks — Various university departments provide employee perks. These include, but are not limited to, K-State Athletics, McCain Auditorium, Recreational Services and Colbert Hills Golf Course.

State Thanks and Recognition, STARS — This program is sponsored by the state of Kansas and provides a variety of discounts to employees.

*See footnote on back page
EMPLOYEE BENEFITS CONTINUED

YOUR TIME

Vacation leave — You will accrue eight hours of vacation time per pay period, with adjustments for part-time employment, not to exceed 176 hours per year and to a maximum accrual of 304 hours. Faculty on nine-month contracts do not earn vacation leave.

Sick leave — You will earn 3.7 hours of sick leave per pay period. Leave is adjusted based on the number of hours worked in a pay period.

Holidays — You receive paid holidays, as designated by the state of Kansas.

Special leave — Other leave options are available for qualified events, including funeral/bereavement leave, military leave or Family and Medical Leave entitlements.

YOUR FUTURE

Kansas Board of Regents Mandatory Retirement Plan (Unclassified/Faculty) — You may choose between two providers, VOYA Financial and TIAA. After a one-year waiting period, you contribute 5.5 percent of your pretax salary to your retirement account, with an additional 8.5 percent of your salary contributed by the university.* †

Kansas Public Employees Retirement System (University Support Staff) — In this mandatory retirement program, you contribute 6 percent of your pretax pay. Coverage begins at your date of hire. *

Voluntary 403(b) plans — Choose from multiple providers and make employee-only contributions through a pretax and/or after-tax payroll deduction.

Deferred compensation, 457 — A supplemental retirement savings option where you may make contributions on a pre-tax or after-tax basis.

Basic life insurance — The university provides an amount equal to 150 percent of your annual compensation. You may name the beneficiary of this benefit.

KPERS optional life insurance — You are eligible for a guaranteed issue if enrolled within 30 days of hire and may purchase coverage at any time for you or your spouse, subject to underwriting approval. Coverage for dependents is also available. *

Teachers and Employees Assistance, or TEA, optional life insurance — This plan provides a guaranteed issue if enrolled within 30 days of hire. Coverage is available at anytime to purchase for you or your spouse, subject to underwriting approval. Coverage for dependents and will preparation is also available.*

Learning Quest Education Savings Program, 529 — An excellent way to save for education expenses, the plan allows earnings to accumulate on a tax-deferred basis and distributions are tax- and penalty-free when used for qualified education expenses.

† Some employees may be eligible for a waiver of the waiting period. See k-state.edu/hcs/benefits for more information.

*Many benefits have deadlines for enrollment for new employees. Please see the HCS Benefits website, k-state.edu/hcs/benefits, for more information regarding deadlines and enrollment FAQs.

Learn more:
Human Capital Services
785-532-6277
benefits@k-state.edu
Health Insurance

K-State employees are also state of Kansas employees. Your health benefits as a K-State employee come directly from the State Employee Health Plan, or SEHP. The SEHP has a mandatory 30+ day waiting period for all coverages. Coverage begins on the first day of the month following the waiting period. You must enroll within 31 days after your official hire date to have coverage.

Enrollment

New employees receive an email from sehps@kdheks.gov. The subject is: State Employee Health Plan New Enrollment. This email indicates you are now able to enroll in coverage through the Membership Application Portal.

To Enroll:

- Log in to HRIS using your eID and password.
- Click on: Employee Self Service; Benefits; Health Insurance Enrollment.
- Using the drop down box, select: Kansas State University. You may need to enter your eID and password again.
- Click on: Enrollments and Events; Launch Enrollment. Enroll in the coverage you desire. If you are adding dependents, be sure to scan and upload the appropriate documentation into MAP. For a listing of acceptable documents, see Dependent Documentation on the website above.

Resources

The State Employee Health Plan's website provides a great resource to obtain additional information. It also includes a health insurance enrollment tool, Alex, which can help employees make an informed health insurance decision.

http://www.kdheks.gov/hcf/sehp/
Insurance Frequently Asked Questions

- **What is MAP?** MAP stands for Membership Administrative Portal, this is the State Employee Health Plan (SEHP) State of Kansas site in which you will enroll in coverage.

- **When can I enroll in coverage?** You will receive an email from KSU Benefits (RJ Steelsmith) indicating when your coverage will begin and what to look for from the State of Kansas. The State of Kansas will open your State of Kansas Membership Administrative Portal (MAP) once you have been hired into K-State HRIS. Be sure to check your junk file, the email may go to it. If after working for three weeks, you've not received the above email, please contact rjs@ksu.edu

- **When does my insurance coverage begin?** All coverages (medical, prescription, dental and vision) flexible spending and health savings accounts begin on the first day of the month following a 30 day waiting period.

- **When will I receive my insurance cards?** All carriers send out cards and it usually takes about two weeks from the time you complete the online enrollment to receive the cards.

- **Do I need to provide dependent documents if I’m adding my family members?** Yes, the State of Kansas requires dependent documentation for all family members you elect to cover. Please see the website for a listing of acceptable documents.

- **Am I prepaying for insurance?** No, the first check of each month, pays for the first half of that month. The second paycheck of the month, pays for the second half of that month. Anytime there is a third paycheck in the month, deductions aren't taken

- **Can I change my Health Savings Account (HSA) contribution throughout the year?** Yes, you may change your contribution throughout the year. This requires a mid-year change request be completed in MAP.

Optional Life Insurance Plans for K-State Benefit Eligible Employees

http://www.k-state.edu/hcs/benefits/life/

Both voluntary life insurance plans have a guarantee issue (GI) amount if applying within 30 days after official hire date.

Guarantee issue (GI) means you won’t need to answer medical questions.
You may apply at any time for any amount, but must complete Evidence of Insurability.

<table>
<thead>
<tr>
<th>Teachers and Employees Association (TEA)</th>
<th>Optional Group Life (OGL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underwritten by The Hartford-online enrollment</td>
<td>Underwritten by the Standard-paper enrollment form</td>
</tr>
<tr>
<td>See the website above to enroll</td>
<td>See the website above to enroll</td>
</tr>
<tr>
<td>$150,000 for employee-GI</td>
<td>$250,000 for employee-GI</td>
</tr>
<tr>
<td>$50,000 for spouse-GI</td>
<td>$25,000 for spouse-GI</td>
</tr>
<tr>
<td>Additional available coverage information:</td>
<td>Additional available coverage information:</td>
</tr>
<tr>
<td>$10,000 up to $500,000 or max of 5x annual salary</td>
<td>$5,000 up to $401,000</td>
</tr>
<tr>
<td>Dependent child coverage available</td>
<td>Dependent child coverage available</td>
</tr>
</tbody>
</table>

Short Term Disability and AD&D plans available

Questions regarding optional life insurance plans may be directed to benefits@ksu.edu
TO ENROLL FOR HEALTH INSURANCE

For new hires or employees recently eligible for health insurance.

• Log into HRIS as you do to review your paycheck.
  
  [https://hris.k-state.edu/]

• Go to Employee Self Service.

• Click on Benefits.

• Click on Health Insurance Enrollment.

• You may need to re-enter your elD and password to login to the MAP Portal.

• Once you are in the MAP Portal, click on Enrollments & Events; Launch Enrollment.

  • Make your selections for coverage as the program prompts.

  • Click on the “I have read and agree...”

  • Click Continue.

  • Do a screen print (Ctrl + P) for your records.

  • Log out of the Member Portal.

If you are adding dependents, you will need to add them to your MAP Portal first. For instructions on how to do this, see ADDING A DEPENDENT.

• If you are adding a dependent, a listing of dependent documentation can be found at
Dear New Member,

Welcome. Are you ready to embark on a path to better health? You will reap the rewards when you give yourself a healthy start by participating in the activities below.

Complete biometric screening option*

Enroll in the Naturally Slim Program** for nutrition and weight management

Work with a Health Coach, Dietitian, or Athletic Trainer to improve your health

Complete the Tobacco Cessation Program and build a personalized, lasting plan with your Health Coach

Participate in personalized wellness challenges, educational webinars, and learning modules

Create Your Account to Get Started

1. Visit your HealthQuest Wellness Portal at https://KansasHealthQuest.CernerWellness.com and click “Sign up”

2. Enter your email address and click “Submit”

3. Enter the activation code sent to the email address you provided and click “Submit”

4. Confirm the information on the screen and click “Continue”

5. Answer all registration questions and use the following “Member Number” criteria:
   - Employees: Enter 11-digit Employee ID followed by EE
   - Spouses (enrolled in the SEHP): Enter the employee’s 11 digit Employee ID followed by SP

6. Start on your path to wellness:
   - Earn 10 HealthQuest points by completing your Wellness Assessment
   - Schedule your Biometric Screening
   - Schedule a Health Coaching appointment

*You may only participate in one biometric screening option during the 2020 program year

**Sign-ups for the Naturally Slim Program begin January 6 - 17 (qualifying restrictions may apply)

Questions? Contact HealthQuest at 1.888.275.1205, option 3, or HealthQuest@Cerner.com.
2020 HealthQuest Rewards Program Details

You have 12 months from the date that your benefits become effective to earn 40 total credits and receive the premium incentive discount. After you meet the program requirements, you will see the discount moving forward.

Please note: As a new member, if you have not met your goal of 40 total credits, the credits that you have earned will carry over to the next program year.

After your first 12 months, you will follow the same guidelines as all employees. This means you will have until December 31 each year to earn the premium incentive discount for the following calendar year.

All Plans:
Employee (and Spouse if covered under the health plan) must earn 40 credits to receive a reduction of $480 in premiums for 2021.

The deadline for earning your credits for your premium incentive reduction is December 31, 2020.

Plan C, Q, N, J:
Employee and Employee/Children Coverage: In addition to the opportunity to receive a premium reduction in 2021, employee will also earn $10 in an HRA/HSA account for each credit earned up to $500.

Employee/Spouse and Employee/Family: Employee and Spouse must EACH earn 40 credits to receive a reduction of $480 in premiums for 2021. Employee and Spouse will also earn $10 in an HRA/HSA account for each credit earned up to $500 each ($1,000 total).

The deadline to earn your HRA/HSA incentive dollars for Plan C, Q, N, J is November 18, 2020.

HealthQuest Member Testimonials

“The coaches are supportive and give good ideas and goals. I have been able to commit to my health. I am grateful for their help in my journey.”

“I feel this is a personal choice that each person has to make. I’ve done the coaching sessions before just to get the points needed to save money on my insurance. I am taking a different mindset this year, I am going to use the information I am learning to change my lifestyle for the better.”

Questions? Contact HealthQuest at 1.888.275.1205, option 3, or HealthQuest@Cerner.com.
Costs to consider when using a Network or Non network provider.

- Network Providers agree to accept the plan allowance as payment in full, using Network Providers saves you money!
- Non network Providers have not agreed to accept the plan allowance, so in addition to your required out-of-pocket cost, any amount above the plan allowance will be your responsibility.
- Out-of-Pocket Maximums accumulate separately for Network and Non network providers.

### Network Providers

<table>
<thead>
<tr>
<th>Network Providers</th>
<th>Plan A</th>
<th>Plan C</th>
<th>Plan J</th>
<th>Plan N</th>
<th>Plan Q</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>Single: $1,000 E + 1: $2,000 E +2+: $3,000</td>
<td>Single: $2,750* Family: $5,500</td>
<td>Single: $500 Family: $1,000</td>
<td>Single: $2,750* Family: $5,500</td>
<td>Single: $500 Family: $1,000</td>
</tr>
<tr>
<td><strong>Annual Coinsurance</strong></td>
<td>20%</td>
<td>10%</td>
<td>25%</td>
<td>35%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Lifetime Maximum</strong></td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>HRA or HSA Dollars</strong></td>
<td>Not Applicable</td>
<td>HRA or HSA</td>
<td>HRA</td>
<td>HRA or HSA</td>
<td>HRA</td>
</tr>
</tbody>
</table>

### Non network Providers

<table>
<thead>
<tr>
<th>Non network Providers</th>
<th>Plan A</th>
<th>Plan C</th>
<th>Plan J</th>
<th>Plan N</th>
<th>Plan Q</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>Single: $1,200 E + 1: $2,400 E + 2+: $3,600</td>
<td>Single: $2,750* Family: $5,500</td>
<td>Single: $1,000 Family: $2,000</td>
<td>Single: $2,750* Family: $5,500</td>
<td>Single: $700 Family: $1,400</td>
</tr>
<tr>
<td><strong>Annual Coinsurance</strong></td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Out-of-Pocket Maximum</strong></td>
<td>Single: $6,250 Family: $12,500</td>
<td>Single: $5,500 Family: $11,000</td>
<td>Single: $10,000 Family: $20,000</td>
<td>Single: $6,650 Family: $13,300</td>
<td>Single: $6,650 Family: $13,300</td>
</tr>
<tr>
<td><strong>Lifetime Maximum</strong></td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>HRA or HSA Dollars</strong></td>
<td>Not Applicable</td>
<td>HRA or HSA</td>
<td>HRA</td>
<td>HRA or HSA</td>
<td>HRA</td>
</tr>
</tbody>
</table>

*Plan C and N: The deductible for all “non-single policies (employee/spouse; employee/children; employee/family) will be $2,800 for an individual within the family. However, the overall family deductible for these policies will remain at $5,500.*
## Medical Benefits Summary

### (general comparison chart)

<table>
<thead>
<tr>
<th>Medical Services</th>
<th>Plan A Network Provider</th>
<th>Plan A Non network Provider</th>
<th>Plans C, J, N, Q Network Provider</th>
<th>Plans C, J, N, Q Non network Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autism Services</strong></td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>(Subject to limitations and pre-approval)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bariatric Surgery</strong></td>
<td>Deductible plus Coinsurance</td>
<td>Not Covered</td>
<td>Deductible plus Coinsurance</td>
<td>Not Covered</td>
</tr>
<tr>
<td>(Subject to limitations and pre-approval)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inpatient Services</strong></td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td><strong>Emergency Room Visit</strong></td>
<td>$100 Copay, Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>(Copay waived if admitted within 24 hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mental Health</strong></td>
<td>Same coverage as medical services</td>
<td>Same coverage as medical services</td>
<td>Same coverage as medical services</td>
<td>Same coverage as medical services</td>
</tr>
<tr>
<td>(Mental illness, alcoholism, drug abuse and substance abuse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physician Care Visits</strong></td>
<td>Plan A Network Provider</td>
<td>Plan A Non network Provider</td>
<td>Plans C, J, N, Q Network Provider</td>
<td>Plans C, J, N, Q Non network Provider</td>
</tr>
<tr>
<td>PCP office visit</td>
<td>$40 Copayment</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Specialist</td>
<td>$60 Copayment</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Urgent Care</td>
<td>$50 Copayment</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Telehealth</td>
<td>$10 Copayment</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td><strong>Preventive Care</strong></td>
<td>Plan A Network Provider</td>
<td>Plan A Non network Provider</td>
<td>Plans C, J, N, Q Network Provider</td>
<td>Plans C, J, N, Q Non network Provider</td>
</tr>
<tr>
<td>Well Woman Exam</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Well Man Exam</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Well Baby and Child</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Vision Exam</td>
<td>1st exam of year Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Routine Hearing Exam</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Colonoscopy</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Mammogram</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Preventive Lab</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
<td>Covered in Full</td>
<td>Deductible plus Coinsurance</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Covered in Full</td>
<td>Covered in Full to age six, otherwise deductible plus coinsurance</td>
<td>Covered in Full to age six, otherwise deductible plus coinsurance</td>
<td>Covered in Full to age six, otherwise deductible plus coinsurance</td>
</tr>
</tbody>
</table>

General comparison chart for benefits and limitations, for a complete Benefit Description, please visit the SEHP website: [http://www.kdheks.gov/hcf/sehp/default.htm](http://www.kdheks.gov/hcf/sehp/default.htm).
## Plan Year 2020 Semi-Monthly Rates for State of Kansas Active Employees

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Plan A</th>
<th>Plan C</th>
<th>Plan J</th>
<th>Plan N</th>
<th>Plan Q</th>
<th>Dental</th>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aetna/BCBS</td>
<td>Aetna/BCBS</td>
<td>Aetna/BCBS</td>
<td>Aetna/BCBS</td>
<td>Aetna/BCBS</td>
<td>2020 Basic</td>
<td>2020 Enhanced</td>
</tr>
<tr>
<td><strong>Full-Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$39.90</td>
<td>$35.20</td>
<td>$52.56</td>
<td>$23.25</td>
<td>$26.35</td>
<td>$6.26</td>
<td>$1.84</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$247.05</td>
<td>$128.79</td>
<td>$159.70</td>
<td>$87.78</td>
<td>$98.47</td>
<td>$15.30</td>
<td>$3.61</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$126.56</td>
<td>$65.02</td>
<td>$91.27</td>
<td>$43.92</td>
<td>$48.91</td>
<td>$13.49</td>
<td>$3.26</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>$432.53</td>
<td>$216.92</td>
<td>$273.62</td>
<td>$156.36</td>
<td>$186.22</td>
<td>$22.56</td>
<td>$5.03</td>
</tr>
<tr>
<td><strong>All Part-Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$115.68</td>
<td>$52.62</td>
<td>$65.60</td>
<td>$34.76</td>
<td>$39.39</td>
<td>$11.30</td>
<td>$3.62</td>
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<tr>
<td>Employee + Spouse</td>
<td>$368.55</td>
<td>$164.72</td>
<td>$187.17</td>
<td>$112.28</td>
<td>$125.95</td>
<td>$22.70</td>
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<tr>
<td>Employee + Children</td>
<td>$200.22</td>
<td>$88.32</td>
<td>$108.80</td>
<td>$59.65</td>
<td>$66.43</td>
<td>$20.41</td>
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<tr>
<td>Employee + Family</td>
<td>$584.83</td>
<td>$261.60</td>
<td>$311.96</td>
<td>$188.55</td>
<td>$224.57</td>
<td>$31.89</td>
<td>$5.03</td>
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<tr>
<td><strong>HealthyKIDS</strong></td>
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<tr>
<td>Employee + Children</td>
<td>$82.82</td>
<td>$49.37</td>
<td>$79.52</td>
<td>$33.36</td>
<td>$37.14</td>
<td>$7.87</td>
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<tr>
<td>Employee + Family</td>
<td>$323.36</td>
<td>$198.40</td>
<td>$257.72</td>
<td>$143.00</td>
<td>$170.32</td>
<td>$16.91</td>
<td>$5.03</td>
</tr>
</tbody>
</table>

**If you have qualified for the HealthQuest Rewards Program Premium Incentive Discount, subtract $20 per pay period from the rates above to determine the amount of your discounted semi-monthly premium.**

**Non State Group Employees should check with their HR office for premium rates.**
**CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Link</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aetna</strong> Customer Service</td>
<td><a href="http://www.aetnastateofkansas.com">www.aetnastateofkansas.com</a></td>
<td>All Areas (Toll Free): 866-851-0754</td>
</tr>
<tr>
<td>Behavioral Health (Aetna BH)</td>
<td></td>
<td>All Areas (Toll Free): 866-851-0754</td>
</tr>
<tr>
<td><strong>Blue Cross Blue Shield of Kansas</strong></td>
<td><a href="http://www.bcbsks.com/CustomerService/Members/State/">www.bcbsks.com/CustomerService/Members/State/</a></td>
<td>All Areas (Toll Free): 800-332-0307</td>
</tr>
<tr>
<td>New Directions - Behavior Health</td>
<td>All Areas (Toll Free): 800-952-5906</td>
<td>All Areas (Toll Free): 877-563-9347 Opt.2</td>
</tr>
<tr>
<td><strong>Caremark</strong> Customer Service</td>
<td><a href="http://www.caremark.com">www.caremark.com</a></td>
<td>All Areas (Toll Free): 800-294-6324</td>
</tr>
<tr>
<td>Caremark Connect Specialty Pharmacy</td>
<td>TDD (Toll Free): 800-863-5488</td>
<td>All Areas (Toll Free): 800-237-2767</td>
</tr>
<tr>
<td><strong>Delta Dental of Kansas, Inc.</strong></td>
<td><a href="http://www.deltadentalks.com/">www.deltadentalks.com/</a></td>
<td>All Areas (Toll Free): 800-234-3375</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Wichita: 316-264-4511</td>
<td>All Areas (Toll Free): 800-332-0307</td>
</tr>
<tr>
<td><strong>HealthQuest</strong> <a href="mailto:HealthQuest@cerner.com">HealthQuest@cerner.com</a></td>
<td><a href="http://www.kansashealthquest.cernerwellness.com">www.kansashealthquest.cernerwellness.com</a></td>
<td>All Areas (Toll Free): 888-275-1205</td>
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<tr>
<td><strong>MetLife</strong> Customer Service</td>
<td><a href="http://www.metlife.com/stateofks">www.metlife.com/stateofks</a></td>
<td>All Areas (Toll Free): 800-438-6388</td>
</tr>
<tr>
<td></td>
<td>Fax (Toll Free): 855-890-7238</td>
<td>All Areas (Toll Free): 877-563-9347 Opt.2</td>
</tr>
<tr>
<td><strong>Preferred Lab Benefit Program</strong></td>
<td><a href="http://www.labcard.com">www.labcard.com</a></td>
<td>All Areas (Toll Free): 800-646-7788</td>
</tr>
<tr>
<td>• Quest Diagnostics Lab Card Program</td>
<td><a href="http://www.labcard.com/collection.html">www.labcard.com/collection.html</a></td>
<td>All Areas (Toll Free): 800-637-4716</td>
</tr>
<tr>
<td>Collection Site Listings</td>
<td></td>
<td>All Areas (Toll Free): 800-332-0307</td>
</tr>
<tr>
<td>• Stormont Vail Regional Lab Program</td>
<td></td>
<td>Topeka: 785-291-4185</td>
</tr>
<tr>
<td>Patient Financial Services</td>
<td></td>
<td>Topeka: 785-233-1165</td>
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<tr>
<td>Benefit Information and Collection Site</td>
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<td>All Areas (Toll Free): 877-563-9347 Opt.2</td>
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<tr>
<td>Listings</td>
<td></td>
<td>All Areas (Toll Free): 800-332-0307</td>
</tr>
<tr>
<td><strong>TASC - COBRA Administration</strong></td>
<td><a href="http://www.tasconline.com">www.tasconline.com</a></td>
<td>All Areas (Toll Free): 844-285-9985</td>
</tr>
<tr>
<td>Customer Service</td>
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<td>All Areas (Toll Free): 866-818-8805</td>
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<td></td>
<td>Wichita: 316-462-3316</td>
<td>All Areas (Toll Free): 800-237-2767</td>
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<tr>
<td></td>
<td>All Areas (Toll Free): 877-563-9347 Opt.2</td>
<td>All Areas (Toll Free): 800-332-0307</td>
</tr>
</tbody>
</table>
KEY RESOURCES

A special thanks to our program sponsors
OVERVIEW OF LEGAL ISSUES AND RESOURCES FOR NEW EMPLOYEES

Prepared by Kansas State University
Office of General Counsel

The KSU Office of General Counsel serves as in-house counsel for employees making decisions on behalf of the University. Please contact us with legal questions, issues, or when in need of a legal review at attys@ksu.edu or 532-5730.

01 Records, Subpoenas, Agency Investigations, and Audits
If you receive a subpoena, court order, contact from a government agency investigator, or search warrant pertaining to the University, do not contact or discuss it with the issuing party. Contact the OGC immediately. If you receive a records request or have questions, please review the Open Records Act policy located in KSU’s Policy and Procedures Manual (PPM) under Chapter 3060.

02 Contracts
University contracts include all binding agreements between the University and one or more other parties, regardless of the name of the agreement (e.g., MOU, letter agreement, terms and conditions, etc.). These always should be in writing. Review the University Contracts policy at PPM Chapter 3070 when considering a contract. A checklist and detailed instructions for contracts submissions to OGC are also provided under the Chapter. Contract templates also are available upon request.

03 Free Speech
All outdoor areas of KSU’s campus are free-speech zones. The University can and does have content-neutral time, place, and manner restrictions. The right of all persons to engage in expression is valued. For more information, read the “Statement on Free Speech and Expression” at https://www.k-state.edu/about/values/free-speech/, or visit the OGC Educational Programs website (https://www.k-state.edu/generalcounsel/education/).

04 Anti-Discrimination
The University prohibits discrimination (including harassment) based on protected categories, which include color, national origin, race, ethnicity, sex, religion, gender identity, sexual orientation, ancestry, veteran status, age, genetic information, military status, and disability. All employees and students are encouraged to report discrimination. Administrators and supervisory personnel are responsible employees and must report, even if the disclosing person asks to keep it confidential. Find out more information on the Office of Institutional Equity website (https://www.k-state.edu/oie/). You may also report through KSU’s ReportIt page (https://www.k-state.edu/reportit).

05 Threatening or Violent Behavior
Immediately report emergencies to KSU Police/911. As an employee you must report violence or threats to physical safety to the Director of Labor Relations, disclose if you have a protection order against you, and report any sexual abuse of minor children in University programs. (PPM 3015)

06 Clery Act Reporting
Are you a “Campus Security Authority”? Campus Security Authorities (CSAs) must complete required annual trainings and report “Clery crimes” within “Clery geography”. The University’s PPM Chapter 3110 Clery Act Designation and Reporting policy includes information on CSAs, reporting, and types of Clery crimes. You may also report through the KSU ReportIt site (https://www.k-state.edu/reportit). If you have further questions about the Clery Act Designation and Reporting Policy, contact the Clery Act Federal Compliance Coordinator at ksuclery@ksu.edu.
OVERVIEW OF LEGAL ISSUES AND RESOURCES FOR NEW EMPLOYEES

07 Americans with Disabilities Act (ADA)
The University provides reasonable accommodations to qualified individuals to enable them to perform essential job functions or participate in a University program. Student accommodation requests should be submitted to the Student Access Center (https://www.k-state.edu/accesscenter/), and employee accommodation requests may be directed to Charlotte Self, ADA Coordinator (https://www.k-state.edu/hcs/diversity-inclusion/ada/). For more information about recognizing an accommodation request, attend the training “The Americans with Disabilities Act (ADAAA) How to Manage Accommodation Requests”. This course is hosted by Human Capital Services (HCS), whose office can also answer any additional questions you may have.

08 Privacy
The University posts privacy notices for employees, which is accessible on the HCS webpage at https://www.k-state.edu/hcs/policies/employee-privacy.html. The privacy notice posted for students can be viewed on the Office of the Registrar’s webpage at https://www.k-state.edu/registrar/students/gdpr/index.html. The main privacy law for students is the Family Education Rights & Privacy Act of 1974 (FERPA). To view FERPA guidelines for faculty and staff, visit the Registrar’s webpage under the FERPA tab at https://www.k-state.edu/registrar/students/ferpa/. A student has the right to access his/her records, prevent their disclosure to others, with a number of exceptions, and challenge their accuracy, as further described in the University’s Student Records Policy, also on the Registrar’s webpage at https://www.k-state.edu/registrar/students/academicpolicy/. “Records” include all records maintained by K-State about an enrolled student. Personal observations are NOT records.

09 Field Trips with Students
If you plan to lead students or otherwise facilitate an off-campus student event, please review the Student Trip Guidelines on the Office of General Counsel’s website (https://www.k-state.edu/generalcounsel/documents/OGC_Letterhead-2.pdf). Please also contact the Associate Vice President for Risk and Compliance, the Education Abroad Office (for any international travel involving students), and your department chair or dean for risk management practices.

10 Internships and Volunteers
Internships can be University-operated, University-sponsored, or independent—and there are different legal implications for each. Please visit the Office of General Counsel website, and view the February 2018 Newsletter (https://www.k-state.edu/generalcounsel/newsletter/pdfs/OGC-February-2018-Newsletter.pdf) for a discussion about internships. Volunteers should be engaged by written agreement. Contact the Office of General Counsel at attys@ksu.edu for applicable agreements if you are facilitating student internships or engaging volunteers.

11 Conflicts of Interest
Employees must disclose potential conflicts of interest (financial and commitment) to their department head or dean. For more information on this topic, visit https://www.k-state.edu/conflict/ and the linked policies, as well as the OGC Educational Programs website at https://www.k-state.edu/generalcounsel/education/.

12 Nepotism; Consensual Romantic Relationships Involving Students
Do you want your family member to work for the University? Please keep in mind that employees CANNOT: (1) advocate for KSU employment or advancement of a “household member” or “family” (but can advocate for themselves); (2) be involved in contracts where an immediate family member has substantial interest; or (3) supervise a family member without an adequate management plan. More information on Nepotism and Employee Relationships is in PPM Chapter 4095. Consensual relationships are prohibited between student and employee when it involves direct evaluative or supervisory authority over the student. Details about Consensual Romantic Relationship Involving Students are in PPM Chapter 4094.

You can also find answers to commonly asked questions and topics on the Office of General Counsel webpage: (1) FAQs page; (2) Educational programs and PowerPoints; and (3) Newsletter articles and legal briefings on topics of interest and practical tips.

DISCLAIMER: The materials presented here are for general informational purposes only. Nothing contained within this site and related links may be construed as legal advice from the K-State Office of General Counsel. Laws, regulations and policies change frequently. Legal advice can be provided only in the course of an attorney-client relationship with reference to all facts of a specific situation. This information, therefore, must not be relied on as a substitute for obtaining legal advice from a licensed attorney. If you have legal questions or need legal advice pertaining to University matters, please contact the Office of General Counsel directly.
Wildcat ID

The K-State ID Center is located on the K-State Union’s ground floor.

All students, faculty and staff get their Wildcat Cards at the K-State ID Center. Your Wildcat Card is your official university ID and can be used as a:

- Photo ID
- Access/Entry Card
- Computer Lab Printing Card
- Library Card
- Cat Cash on-Campus Debit Account
- Meal Plan Debit Card

Cat Cash

Cat Cash is ideal for anyone who carries a Wildcat ID Card and spends time on campus. A prepaid, declining balance debit account to use for purchases on the K-State campus, Cat Cash is easy to set up, easy to use and easy to maintain online.

- Card holders may open or add to a Cat Cash account at the K-State ID Center
- Cat Cash users are eligible for a 5% discount at Union food service operations and Cats’ Den Convenience Store. Users also receive 5% off any regular priced K-State apparel or gift items at the K-State Campus Store

http://union.k-state.edu/shopping-services/id-center
The Wildcat Card is the official Kansas State University identification card to be used while attending or employed by the university. The card is valid for students while enrolled at K-State and for current, retired and emeritus employees of the university. It must be carried at all times while on campus. It bears the holder’s name, Wildcat ID (WID) and account numbers, photo and signature. The WID number is a nine-digit number permanently assigned by the university to uniquely identify each member of the K-State community.

The card serves not only as general identification but identification for course exams, use of K-State Libraries, access to recreational facilities, access to dining services, security access to residence halls, obtaining medical records and use of Lafene Health Center. Other uses for the card include purchasing functions, use of K-State Student Union services and admission to selected K-State athletic events. The card is for the holder’s personal use only. Services covered by this card are not transferable to other individuals. The card must be presented to any officer or employee of the university when asked for identification.

To obtain a Wildcat Card, proof of identity must be demonstrated by showing a government issued photo ID such as a state issued driver’s license, state issued ID card, military ID card or passport. New students will be charged $18 for the card.

Preferred Name Use of preferred name is allowed on the card. Visit http://www.k-state.edu/registrar/students/nameinformationfaqs/ for more information and to request a preferred name. IDs with a preferred name will be issued 24 hours after the online request form is completed and received.

Safeguard of Wildcat Cards • Protect cards from damage caused by rubbing or scratching. • Do not punch holes in the card. • Keep the magnetic strip unobstructed and use the card only for its intended functions. • Protect the card from access by others at all times. • Defective or damaged cards will be replaced at the ID Center in the Union. The ID Center staff determines defective and/or damaged cards.

Lost/Stolen Wildcat Cards • Lost or stolen cards should be reported immediately to the ID Center in the Union. ID Center hours are 8 p.m.-5 p.m. Monday - Friday. The ID Center phone number is 785-532-6399. Messages can be left after hours or on weekends. • A $20 non-refundable replacement fee applies for replacement cards issued. • All transactions performed prior to report of loss/theft are the responsibility of the cardholder. All transactions that occur when a card is lost/stolen are subject to verification by the ID Center. • Individual departments and agencies of K-State may institute specific policies for lost/stolen cards. • Cards that have been replaced due to loss or theft are de-activated and cannot be re-activated. The replacement card may access balances remaining on a Cat Cash account. Misuse of Wildcat Cards • Those persons misusing the Wildcat Card by loaning (considered theft of services), falsifying, altering or using a card without authorization are subject to disciplinary action and/or prosecution and will be assessed a misuse fee. • A $20 misuse fee will be assessed to any cardholder whose card has been confiscated due to misuse. Upon payment of the misuse fee, the Wildcat Card will be returned to the cardholder.

Cat Cash Debit Account • Cat Cash is a prepaid debit account that is utilized for purchases throughout the Union and multiple on-campus locations. • Cardholders may open or add to a Cat Cash account at the ID Center. • All remaining balances are 100% refundable during the last two weeks of the spring semester or with verification of departure from K-State. • A $10 fee will be assessed for all other fund withdrawals.

Conference Services • The ID Center may issue special use cards for conference utilizing the K-state campus and/or Union facilities. • Request meal cards with the Conference Meal Card Request form.

Global Campus Wildcat card • To apply for a Wildcat card, the following criteria must be meet: o Be enrolled in “for credit” classes through K-State Global Campus. o Live more than 50 miles from the Kansas State University Manhattan campus. o Valid United States address as verified in KSIS. • The card will be mailed to the permanent address o Digital electronic color copy of your government-issued photo identification (ID) • Valid or expired, undamaged U.S. passport book or passport card • In-state, fully valid driver's license or enhanced driver's license with photo • In-state, fully valid learner's permit with photo • In-state, fully valid non-driver ID with photo • Temporary driver’s license with photo • Certificate of Naturalization • Certificate of Citizenship • Government employee ID (city, county, state, or federal) • U.S. military or military dependent ID • Current (valid) foreign passport • U.S. Permanent Resident Card (Green Card) • Enhanced Tribal Cards and Native American tribal photo ID o Digital picture to be used on the Wildcat card o Payment of the card and postage fees • $18 for new card + $1.50 postage • $20 for replacement card + $1.50 postage

http://union.k-state.edu/shopping-services/id-center
IMPORTANT KANSAS STATE UNIVERSITY WEBSITES

2025
Academic Achievement Center
Academic Advising
Affinity Groups

Alumni Association
Athletics
Board of Regents
Career Center
Cats' Cupboard
Center for Advocacy, Response and Education
Construction/Traffic Updates
Course Catalogs
Department/Unit Head Manual
Directory
Dispute Resolution
Diversity of Multicultural Student Affairs
Education Abroad
Environmental Health and Safety
Faculty Senate
Global Campus
Graduate School
Graduate School Handbook
Honor and Integrity System
Human Capital Services
Information Technology Services
Institute for Commercialization
Intellectual Property Information Center
Institutional Animal Care and Use Committee
K-State First
K-State Today (university news)
LGBT Resource Center
Libraries
McCain Auditorium
Office of the Advancement of Women in Science and Engineering
Office of Assessment
Office of Institutional Equity
Office of International Programs

k-state.edu/2025
k-state.edu/aac
k-state.edu/advising
k-state.edu/diversity-inclusion/resources/affinity.html
www.k-state.com
kstatesports.com
kansasregents.org
k-state.edu/careercenter
k-state.edu/cats-cupboard
k-state.edu/care
k-state.edu/construction
courses.k-state.edu
k-state.edu/provost/resources/dhmanual
k-state.edu/directories
k-state.edu/disputeresolution
k-state.edu/diversity
k-state.edu/abroad
k-state.edu/safety
k-state.edu/facsen
global.k-state.edu
k-state.edu/grad
k-state.edu/grad/graduate-handbook
k-state.edu/honor
k-state.edu/hcs
k-state.edu/its
k-state.edu/ksuic
k-state.edu/copyright
k-state.edu/comply/iacuc
k-state.edu/first
k-state.edu/today
k-state.edu/lgbt
lib.k-state.edu
k-state.edu/mccain
k-state.edu/kawse
k-state.edu/assessment
k-state.edu/affact
k-state.edu/oip
IMPORTANT KANSAS STATE UNIVERSITY WEBSITES

Office of the President      k-state.edu/president
Office of the Provost       k-state.edu/provost
Office of the Registrar     k-state.edu/registrar
Office of Research Development     k-state.edu/research/leadership/ord
Office of Student Life       k-state.edu/studentlife
Office of the Vice President for Research k-state.edu/research
PreAward Services
k-state.edu/research/leadership/preaward
Recreational Services recservices.k-state.edu
Research Foundation       k-state.edu/research/leadership/ksurf
Social Club                k-state.edu/socialclub
Student Access Center       k-state.edu/accesscenter
Teaching and Learning Center     k-state.edu/tlc
Undergraduate Admissions   k-state.edu/admissions
University Calendars       k-state.edu/calendar
University Committee Handbook     k-state.edu/provost/committeehb
University General Education: K-State 8 k-state.edu/kstate8
University Handbook       k-state.edu/provost/universityhb
University Honors Program k-state.edu/ksuhonors
University Research Compliance Office k-state.edu/comply
University Success Center  k-state.edu/successcenter
University Support Staff Senate     k-state.edu/class-senate
Women of K-State           k-state.edu/women
1. A complete copy of parking regulations may be obtained from Parking Services located in KSU Parking Garage.
2. Please do not park in stalls marked and designated as “Reserved.”
3. All meters must be paid.
4. Obey all speed limit and parking signs.
5. Residence hall parking lots are for residents only.
6. Jardine Terrace parking lots are for Jardine Terrace residents only.
5. Parking permits are not required for all motorized bicycles and MOPEDS (50cc and less) capable of being pedaled may utilize bicycle parking with a bicycle permit. All other motorcycles, motor bikes, scooters and MOPEDS may park only in designated motorcycle stalls or a motorcycle permit.

6. Motorized bicycles and MOPEDS (50cc and less) capable of being pedaled may utilize bicycle parking with a bicycle permit. All other motorcycles, motor bikes, scooters and MOPEDS may park only in designated motorcycle stalls or a motorcycle permit.

7. Vehicles shall be oriented in parallel parking spaces and angled parking spaces and they may be subject to fine and/or impoundment where there is interference with pedestrian and vehicular traffic.

8. No vehicle shall be parked longer than 48 hours in parking areas other than residence hall lots (A10, B-18, C4-18, D1-5) or, nor shall any trailer or commercial vehicle without a current license plate be parked or stored on University property unless prior authorization is obtained from KSU Parking Services. It may be subject to impoundment and fines.

9. Only current resident hall occupants may park their vehicles in resident hall lots from the end of Spring semester to the beginning of Fall semester.

10. During special events Parking Services has the right to close certain lots for public parking safety.

11. All drive routes are subject to fine and/or towing for violation of these parking regulations.

12. During special events Parking Services has the right to close certain lots for public parking safety.

13. All state Driving Mobile Device (OPDMDC) for mobility disabilities) shall not be operated on the grass, sidewalks, or pedestrian walkways of the campus.

14. Snow Emergency Routes. All campus streets and drives are designated as snow emergency routes when so declared by the President of the University or the designated representative. Vehicles blocking these routes are subject to fines and/or towing charges.

F. PARKING GARAGE

1. Noise in parking only. Don't pull through.

2. 10 MPH posted speed limit.

3. One-way traffic, follow arrows and signs.

4. No tailgating in or out of garage gates.

5. No bicycles or skateboards in garage.

6. Do not block doors.

7. Help buttons are located on columns and paystations.

G. OTHER INFORMATION

KSU Parking Services provides a Customer Assistance Program (CAP) to help motorists on campus who may be experiencing minor problems with their vehicles. The CAP system provides assistance for motorists having one or more of the following problems:

1. Keys locked in vehicle-contact University Police at 2-6412. They will call a locksmith for you.

2. Flat Tire—contact Parking Services at 2-PARK. They have an "air bubble" and if the leak is slow enough, they will fill it so you can get to a gas station.

3. Out of gas—contact Parking Services at 2-PARK. They have several gas cans that may help you if your vehicle runs out of gas on campus.

4. Dead Battery—contact Parking Services at 2-7275. Parking Services has jumper cables to help you when your battery is not fully charged.

A vehicle or customer parked on University property having five (5) or more unpaid citations and a balance of $200 or more is deemed an "Excessive Violator" and is subject to impoundment. Any vehicle impounded under this section may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the satisfaction of Parking Services and/or the designated towing service company.

32300-6/19-6M
Ride Free with Your K-State ID

K-State students, faculty, and staff can ride any fixed route throughout the City of Manhattan for free!

Simply show the bus driver your valid Wildcat ID upon boarding.

Reading a Loop-Style Timetable

K-State routes will only operate during the fall and spring semester*

Transfer routes

Direction of stop pick-up

Bus passes sold here

*Please visit our website for the K18 Connector and Saturday timetables

Locating a Bus Stop

Passengers may board or exit a bus at any marked bus stop. All stops are identified with signs.

Days of Operation

K-State
Monday - Friday

Hours*

SafeRide
Thursday, Friday, and Saturday nights
11pm - 3am

There will be no service on:
• New Year’s Day
• Thanksgiving
• Christmas Day

*Jardine operates seven days a week
*Other closures and/or delays due to road work, accidents, or inclement weather, will be posted online and on each bus.

K-State and SafeRide
Public Transit

Bus Tracking App

Search “Ride aTa Bus”
Available on:

Plan Your Trip

Use Google Transit online or through your Google Maps App to plan your next aTa Bus trip

www.maps.google.com/transit

General Information

Fully accessible to persons with disabilities

Bike racks available on all buses

Carseats are made available upon request

Passengers 60+, disabled, or low income may apply for a half-fare discount card

Please no food on the buses

K-State and SafeRide
Public Transit

(785) 537-6345
www.FlintHillsaTaBus.com
August 2019

@FlintHillsaTaBus  @FlintHillsaTa
Resources and support services for discrimination and harassment at Kansas State University

Policy and Procedures Manual (PPM 3010)

PPM 3010 is Kansas State University’s policy prohibiting discrimination, harassment, sexual violence, dating and domestic violence, and stalking. The university encourages all members of the community to report conduct prohibited by PPM 3010. Consistent with PPM 3010, the university always evaluates and processes all reports of prohibited conduct concerning a member of the K-State community to determine whether a full investigation is necessary. Regardless of whether a reported victim chooses to participate in the PPM 3010 process, K-State will suggest and offer applicable support and assistance services. The university will make every effort to protect the privacy of those involved in the process and will only disclose information to those with a legitimate administrative or legal need to know.

The university will attempt to resolve a complaint filed under PPM 3010 within 60 days of receipt, although some cases may take longer depending on the circumstances. Complainants should report any incidents of suspected retaliation to the Office of Institutional Equity.

The university’s PPM 3010 response is an internal university process that is separate from the criminal justice process. Any questions about the process can be directed to the Office of Institutional Equity at 785-532-6220, equity@k-state.edu, or 103 Edwards Hall, 1810 Kerr Drive, Manhattan, Kansas.

Options

- Complainants will not be forced to participate in an investigation.
- If there is an investigation, the complainant will be informed of the outcome of the investigation and have the right to appeal the outcome on specified grounds.

- Reasonable assistance or reasonable changes in circumstances, — such as no-contact orders, access to counseling services, academic accommodations, change in on-campus housing, class assignments or office location, change in work schedule, job assignments or supervisor(s), and/or public safety escort services, and/or visa immigration assistance — may be given to the parties. The Office of Institutional Equity will work with the appropriate campus office(s) to provide reasonable changes.

- An advisor or support person — including an attorney hired at one’s own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

Definitions under PPM 3010

**Discrimination:** In the policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of the above-listed protected categories without a valid business or academic reason.

**Harassment:** In the policy, the term “harassment” has two different definitions, the application of which depends on where the alleged conduct takes place and its context. Harassment meeting either of the definitions is discrimination.
How Kansas State University responds to discrimination, harassment, sexual violence and stalking.

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Complainant options

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- If there is an investigation, the complainant will be informed of the outcome of the investigation and have the right to appeal the outcome on specified grounds.

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Steps for reported victims of sexual violence, dating or domestic violence, or stalking in addition to a PPM 3010 report

Services are available to reported victims through Kansas State University and in the community for counseling, physical and mental health.

Advised steps include:

- Seeking medical attention, both to promote well-being and to preserve evidence.

- Notifying law enforcement that a crime has been committed. Kansas State University’s Center for Advocacy, Response and Education (CARE) can assist with contacting campus police or the local police department.

An additional option is seeking a court order for protection from abuse or stalking. The CARE office can assist with this. K-State Police enforce court orders in areas where they have authority to exercise their police power, including on K-State property.

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