



K-STATE NEW EMPLOYEE WELCOME

WE'RE GLAD
YOU ARE HERE!

KANSAS STATE
UNIVERSITY

Human Capital Services

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K-State New Employee Welcome



"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.



KSNEW-X PROGRAM

via Zoom and On-Demand Materials

Zoom Sessions

10:00-10:30 a.m. – People, Culture, Principles of Community

10:30-11:30 a.m. – Understanding Your Benefits

Learning Modules - KSNEW-X On Demand

Introduction to Kansas State University

K-State Key Resources

K-State Anti-Discrimination Policy (PPM 3010)

Come Back 'Cats – Reopening K-State

Videos - KSNEW-X On Demand

Discover K-State: History and Traditions

Welcome to K-State

Don't Make the World Wait

Principles of Community

Kansas State University is a land-grant, public research University committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. We believe our collective mission is best accomplished when every member of the University community acknowledges and practices the following principles:

- **We** affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- **We** affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
- **We** affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect. For more information, please see the University's Statement on Free Speech and Expression and the University's Statement on Academic Freedom.
- **We** affirm the value of honesty and integrity, and will act accordingly in all professional endeavors and expect the same from our colleagues.
- **We** acknowledge that we are a part of multiple communities, and we have a responsibility to be engaged in a positive way with our civic partners.
- **We** recognize our individual responsibilities to the University community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

These principles have been endorsed by the following University governance bodies:

Student Governing Association
Graduate Student Council
Graduate Council
Faculty Senate
University Support Staff Senate
President's Cabinet



Principles of Community

Thoughtful Reflection

- *What K-State Principles of Community stands out to you the most?*

- *Which principle(s) can you commit to demonstrating on a regular basis?*

- *What energizes you regarding these principles?*



DISCOVER THE
K-STATE FAMILY'S
**PRINCIPLES OF
COMMUNITY**



UNDERSTANDING YOUR BENEFITS

KANSAS STATE UNIVERSITY

EMPLOYEE BENEFITS

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.

If you have any questions about the benefits listed below, please contact Human Capital Services for more information.
k-state.edu/hcs/benefits

YOUR HEALTH

Health insurance — You can select from a variety of medical insurance plans, including prescription, dental, vision, and voluntary supplemental plans. Coverage begins after a 30 day wait (on the 31st day 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 or 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.

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 is available for qualified events, including funeral/bereavement leave, parental leave, military leave, or Family 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.

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.

YOUR EDUCATION

Employee tuition assistance — The university provides tuition assistance for one undergraduate or graduate course of up to three hours of credit during each fall, spring and summer semester. Additional criteria applies. Please see the student financial assistance website for more information.

Dependent/spouse tuition assistance — Full-time students may receive a tuition grant for up to seven undergraduate credit hours or three graduate credit hours per fall and/or spring semester. This assistance is available for full-time (0.9 FTE or above), benefits eligible, regular (non-term) appointments. Please see the student financial assistance website for more information.

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 anytime to purchase for you or your spouse, subject to underwriting approval. Coverage for dependents and will preparation is also available.*

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 31st day of employment. Employees must enroll within 30 days of hire.

Enrollment

New employees receive an email from sehp@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.

Kansas
Department of Administration
State Employee Health Benefits Program

Search

Home [State Employee Health Plan](#) [Workers' Compensation \(SSIF\)](#)

Kansas
Department of Administration
State Employee Health Plan

STATE EMPLOYEE HEALTH PLAN (SEHP)

<p>Email the SEHP at:</p> <ul style="list-style-type: none">• Health Plan Operations – SEHPBenefits@ks.gov• Claims Issues, Coverage, Copays, Deductibles• Membership – SEHPMembership@ks.gov• Eligibility, Enrollment, Mid-Year Changes <p>State Employee Health Plan FAX: 785-368-7180</p> <p>SEHP Contact Info</p>	<p>News & Announcements</p> <ul style="list-style-type: none">• SEHP Benefits for COVID-19• SEHP Diagnostic Testing for COVID-19• HealthQuest Health Center - COVID-19 PCR Testing• HSA/HRA/FSA COVID-19 Updates
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HealthQuest Health & Wellness Program
Membership Administration Portal (MAP)
HealthQuest Health Center

- If you are employed at ESU, KSU, KU, KUMC or PSU: Use this link to access MAP – [SEHP Membership Administration Portal \(MAP\)](#) – Select your Regent University and you will be taken to your login screen.
- [MAP Technical Support](#)

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 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 benefits@ksu.edu
- **When does my insurance coverage begin?** All coverages (medical, prescription, dental and vision) flexible spending and health savings accounts begin after a 30 day wait (on the 31st date of employment)
- **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 out.
- **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.

Teachers and Employees Association (TEA)	Optional Group Life (OGL)
Underwritten by The Hartford-online enrollment	Underwritten by the Standard-paper enrollment form
<i>See the website above to enroll</i>	<i>See the website above to enroll</i>
\$150,000 for employee-GI	\$250,000 for employee-GI
\$50,000 for spouse-GI	\$25,000 for spouse-GI
Additional available coverage information:	Additional available coverage information:
\$10,000 up to \$500,000 or max of 5x annual salary	\$5,000 up to \$400,000
Dependent child coverage available	Dependent child coverage available
Short Term Disability and AD&D plans available	

Questions regarding optional life insurance plans may be directed to benefits@ksu.edu

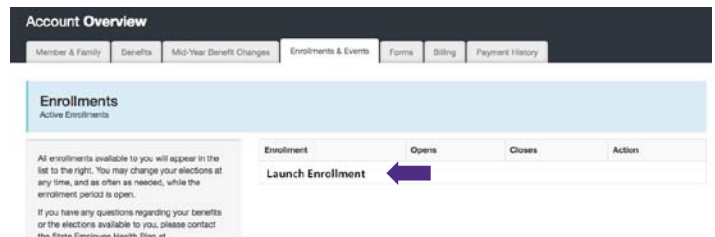
TO ENROLL FOR HEALTH INSURANCE

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 **eID** 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

<https://healthbenefitsprogram.ks.gov/sehp/dependent-documentation-requirements>



Eligibility

ELIGIBLE EMPLOYEES

Newly Hired or Newly Eligible Employees have 31 days from their date of hire or becoming eligible to enroll in benefits.

- For Newly Hired individuals, coverage will be effective on the 31st day of employment.
- For Newly Eligible employees, coverage will continue to be effective the first day of the following month unless the change is on the first day of the month, then it is that day.

If you do not enroll by the deadline, you will not be eligible to enroll again until the next Open Enrollment period (unless you experience a qualifying event which allows you to enroll).

In addition to covering yourself, you may elect coverage for your eligible dependents. They include:

Your lawful spouse

Your child(ren) or stepchild(ren) under the age of 26.

Note: In the event of a divorce, coverage for your former spouse and/or stepchild(ren) will end on the last day of the month in which the divorce is finalized.

During enrollment, required documentation must be submitted online through the Membership Administration Portal (MAP) system <https://sehp.member.hrissuite.com> to cover eligible dependents.

WHAT HAPPENS IF YOU DON'T ENROLL

MEDICAL COVERAGE:	All active State of Kansas (SOK) employees and Non State Group (NSE) employees who are currently enrolled, MUST make selections for Plan Year 2021. If you are currently enrolled and do not re-enroll, then your medical coverage will be defaulted to Plan N with your current medical carrier and an HRA for the employer contributions.
DENTAL and/or VISION:	Members only enrolled in the dental and/or vision plan, will remain enrolled in those plans for 2021.
VOLUNTARY BENEFITS:	Members currently enrolled in the Voluntary Benefits MUST enroll to select the plans offered by The Hartford. IMPORTANT: If you do NOT enroll, you will no longer have these benefits.
WAIVED BENEFITS:	Members who have waived coverage will remain waived.

HEALTHYKIDS PROGRAM

The HealthyKIDS program is for eligible State Employees only and does not apply to enrolled Non State Employer Groups. This program helps cover the cost of the premiums for their children enrolled in the State Employee Health Plan (SEHP).

Eligibility for the HealthyKIDS program is based in part on family income. Children in households who would otherwise qualify for the Federal/State Medicaid program, may be eligible. The HealthyKIDS program is not Medicaid.

Review the income guideline chart link at <https://healthbenefitsprogram.ks.gov/sehp/HealthyKIDS> to see if you may qualify. Additional information on the SEHP site may help to determine your eligibility. If you believe you are eligible for HealthyKIDS, go to your member portal at <https://sehp.member.hrissuite.com>, or if you are employed at ESU, KSU, KU, KUMC or PSU, your member portal is https://sso.cobraguard.net/seer_login.php. Sign into your member portal, click on the Enrollments & Events tab and click on the HealthyKIDS link in the green box at the bottom of the page.

At the time of your application, you will be notified online if you qualify and are approved for the HealthyKIDS program. If approved, your premiums for coverage of your dependent children will be adjusted based upon the current HealthyKIDS contributions. The HealthyKIDS premiums are found at the bottom of the Semi-Monthly Rates for State of Kansas Active Employees.

Annual application is required. If you are applying mid-year due to a qualifying event, your application must be received no later than 31 days from the date of the qualifying event.

CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

CHIP coverage is available to the child(ren) of individuals who are eligible to enroll in the SEHP. For most employees, if your child(ren) qualify for HealthyKIDS, they may qualify for the KanCare CHIP program. This program has the potential savings of several thousand dollars if you were previously enrolled in HealthyKIDS.

Benefits under CHIP coverage include:

- No Deductibles.
- No Copays.
- No Coinsurance.
- Monthly household premiums from \$0 to \$50.
- Free annual checkups and screenings, including dental.
- Choice of three (3) medical carriers each offering different benefits.
- Coverage is accepted by most doctors.

Income household limits are similar to HealthyKIDS. To check your specific household income please use the Kancare Medical Assistance Standard chart, found here: <https://healthbenefitsprogram.ks.gov/docs/default-source/site-documents/sehp/hk/hkincome>.

State Employees can apply for CHIP for their child(ren) during Open Enrollment, either by filling out the paper application or online using the following link: <https://kancare.ks.gov/consumers/apply-for-kancare>.

If you are going to apply for CHIP, you should still enroll your children in the SEHP medical plans until approved for CHIP.

During Open Enrollment, if your child(ren) are eligible for CHIP after enrolling them in SEHP, the approval letter from KanCare will need to be uploaded in MAP when you submit the request to drop your SEHP coverage for your child(ren) for the next plan year.

You may call 800-792-4884 if you have questions.

Medical Benefits Summary (general comparison chart)

Medical Services	Plan A Network Provider	Plan A Non Network Provider	Plans C, J, N, Q Network Provider	Plans C, J, N, Q Non Network Provider
Autism Services (Subject to limitations and pre-approval)	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Bariatric Surgery (Subject to limitations and pre-approval)	Deductible plus Coinsurance	Not Covered	Deductible plus Coinsurance	Not Covered
Inpatient Services	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Emergency Room Visit	\$100 Copay, Deductible plus Coinsurance (Copay waived if admitted within 24 hours)	\$100 Copay, Network Deductible plus 20% Coinsurance (Copay waived if admitted within 24 hours)*	Network Deductible plus Coinsurance	Network Deductible plus Coinsurance*
Mental Health (Mental illness, alcoholism, drug abuse and substance abuse)	Same coverage as medical services	Same coverage as medical services	Same coverage as medical services	Same coverage as medical services
Physician Care Visits	Plan A Network Provider	Plan A Non Network Provider	Plans C, J, N, Q Network Provider	Plans C, J, N, Q Non Network Provider
PCP office visit	\$40 Copayment	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Specialist	\$60 Copayment	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Urgent Care	\$50 Copayment	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Telehealth	\$10 Copayment	Deductible plus Coinsurance	Deductible plus Coinsurance	Deductible plus Coinsurance
Preventive Care	Plan A Network Provider	Plan A Non Network Provider	Plans C, J, N, Q Network Provider	Plans C, J, N, Q Non Network Provider
Well Woman Exam	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Well Man Exam	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Well Baby and Child	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Vision Exam	1st exam of year Covered in Full	Deductible plus Coinsurance	1st exam of year Covered in Full	Deductible plus Coinsurance
Routine Hearing Exam	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Colonoscopy	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Mammogram	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Preventive Lab	Covered in Full	Deductible plus Coinsurance	Covered in Full	Deductible plus Coinsurance
Immunizations	Covered in Full	Covered in Full to age six, otherwise Deductible plus Coinsurance	Covered in Full	Covered in Full to age six, otherwise Deductible plus Coinsurance

* Must be a medical emergency.

General comparison chart for benefits and limitations, for a complete Benefit Description, please visit the SEHP website: <https://healthbenefitsprogram.ks.gov/sehp>.

Caremark Prescription Drug Benefits: Plan A

Preferred Drug List, Specialty Drug List and Discount Tier List available on the web at www.caremark.com

Tier	Type of Prescription Medication	Patient Responsibility You Pay
1	Generic Drugs	20% Coinsurance
2	Preferred Brand Name Drugs	40% Coinsurance
3	Special Case Medications	40% Coinsurance to a maximum of \$100 per standard unit of therapy / 30-day supply
4	Non Preferred Brand Name Drugs	65% Coinsurance
5	Discount Tier Medications	100% Coinsurance
6	Anticancer Oral Medications	20% Coinsurance to a maximum of \$100 per standard unit of therapy / 30-day supply
Value Based	Diabetes	Generic - 10% to a max of \$20/30-day supply Preferred brand - 20% to a max of \$40/30-day supply
Value Based	Asthma	Generic - 10% to a max of \$20/30-day supply Preferred brand - 20% to a max of \$40/30-day supply

Caremark Prescription Drug Benefits: Plan C, J, N and Q

Preferred Drug List, Specialty Drug List and Discount Tier List available on the web at www.caremark.com

Tier	Type of Prescription Medication	Patient Responsibility After Deductible is Satisfied, You Pay
1	Generic Drugs	20% Coinsurance
2	Preferred Brand Name Drugs	40% Coinsurance
3	Non Preferred Brand Name Drugs	65% Coinsurance
4	Discount Tier Medications	100% Coinsurance
5	Anticancer Oral Medications	20% Coinsurance

Dental Benefits Summary

January 1 – December 31, 2021

Your Dentist Network Options:	Delta Dental PPO™	Delta Dental Premier®	Non Network
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BENEFIT PAID (% PLAN PAYS)

ENHANCED BENEFIT			
Applies when you have had at least one routine cleaning and/or preventive oral exam in the past 12 months.			
Diagnostic & Preventive Services	100%	100%	100%*
Basic Restorative Services	80%	60%	60%*
Major Restorative Services	50%	50%	50%*
Implant Coverage	50%	50%	50%*
BASIC BENEFIT			
Applies when you have not had at least one routine cleaning and/or preventive oral exam in the past 12 months.			
Diagnostic & Preventive Services	100%	100%	100%*
Basic Restorative Services	50%	50%	50%*
Major Restorative Services	40%	30%	30%*
Implant Coverage	40%	30%	30%*

YOUR ANNUAL BENEFIT MAXIMUM

\$1,700 per member

YOUR DEDUCTIBLE

\$50 per person, per Plan Year
(Not to exceed a yearly family maximum of \$150)
Deductible does not apply to Diagnostic & Preventive Services

YOUR ORTHODONTIA LIFETIME BENEFIT MAXIMUM

50% Coinsurance up to \$1,000 per Member

*When dentists agree to become part of Delta Dental's PPO or Premier network, they agree to accept established fees for services, and cannot charge you the difference between the agreed-upon fee and their usual fee. Non Network dentists have not agreed to an established fee for service, therefore, any amounts in excess of Delta Dental's established fee for service is the member's responsibility when seeing a Non Network dentist.

This is a summary of benefits only and does not bind Delta Dental of Kansas to any coverage. Please refer to your Benefit Booklet for complete coverage information, including exclusions and limitations. Coverage as described in the employer group's agreement to provide dental benefits (contract) is binding on all parties and supersedes all other written or oral communications.

Plan Year 2021 Dental Semi-Monthly Rates for State of Kansas Active Employees			
Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Full-Time			
(A complete rate chart for full- and part-time employees and HealthyKIDS is located on page 26)			
\$6.47	\$15.81	\$13.94	\$23.31

2021 SURENCY VISION BENEFITS

Service or Item	Basic Plan: Network	Enhanced Plan: Network	Non Network
Eye Exams: Subject to \$50 Copayment			
Eye Exam, M.D. or O.D.	Covered in Full After Copayment	Covered in Full After Copayment	Up to \$38*
Eyeglasses: Subject to \$25 Materials Copayment			
Frame	Up to \$100 retail*	Up to \$150 retail*	Basic: Up to \$45* Enhanced: Up to \$78*
Single Vision Lenses, pair	Covered in Full After Copayment	Covered in Full After Copayment	Up to \$31*
Bifocal Lenses, pair	Covered in Full After Copayment	Covered in Full After Copayment	Up to \$51*
Trifocal Lenses, pair	Covered in Full After Copayment	Covered in Full After Copayment	Up to \$64*
Lenticular Lenses, pair	Covered in Full After Copayment	Covered in Full After Copayment	Up to \$80*
Progressive Lenses, pair	Not Covered	Covered up to \$165*	Not Covered
High Index Lenses, pair	Not Covered	Up to \$116 retail*	Not Covered
Polycarbonate Lenses, pair	Member pays up to \$40*	Covered in Full	Not Covered
Scratch Coat	Member pays up to \$15*	Covered in Full	Not Covered
UV Coat	Member pays up to \$15*	Covered in Full	Not Covered
Contact Lenses: Not Subject to Materials Copayment			
Elective/Cosmetic Retail	Up to \$150 retail*	Up to \$150 retail*	Up to \$105*
When Medically Necessary	Covered in Full	Covered in Full	Up to \$105*
Contact Lens Exam Fitting Fee: \$35 Copayment			
Standard Contacts**	Covered in Full after Copayment	Covered in Full after Copayment	Not Covered
Specialty Contacts***	10% off Retail Price, minus \$55 allowance	10% off Retail Price, minus \$55 allowance	Not Covered
Frequencies			
Eye Exam	Covered once every calendar year.		
Frames	Covered once every calendar year.		
Frame Lenses	Covered once every calendar year unless contact lenses has been elected.		
Contact Lenses	Covered once every calendar year unless frame lenses has been elected.		

* You are responsible for any charges above the allowance.

** Standard contact lens fit and up to two follow up visits covered once a comprehensive eye exam has been completed. Typical standard lens wearers include disposable, daily wear or extended wear lenses.

*** Specialty contact lens fit and up to two follow up visits covered once a comprehensive eye exam has been completed. Typical specialty lens wearers include toric, gas permeable and multi-focal lenses.

Plan Year 2021 Vision Semi-Monthly Rates for Employees

Employee Only	Employee + Spouse	Employee + Child(ren)	Employee + Family
Basic: \$1.84 Enhanced: \$3.62	Basic: \$3.61 Enhanced: \$7.15	Basic: \$3.26 Enhanced: \$6.45	Basic: \$5.03 Enhanced: \$10.00

EMPLOYEE ASSISTANCE PROGRAM |

The Employee Assistance Program (EAP) is a confidential, special service provided for State of Kansas benefits eligible employees and their dependents at no charge. The EAP provides information, short-term counseling, advice and referrals from licensed professionals.

Who is Eligible?

- The EAP is available to all active, benefits eligible employees of the State of Kansas and Non State employer groups, their family members living in the same household or dependent children.
- Benefits eligible employees who have been laid off or terminated are eligible to use the EAP for six months after layoff.
- Retirees and COBRA participants are not eligible to participate.

Support on the GO

GuidanceResources Online is your 24/7 link to vital information, tools, on-demand trainings and support. Log on or download the GuidanceResources app for articles, podcasts, trainings and slide shows.

Did You Know?

The EAP offers someone to talk to and resources to consult whenever you need them. Trained clinicians listen to your concerns and help with any issues, including: anxiety, depression, grief, stress and relationship/marital conflicts. However, the EAP is not just counseling. You have unlimited telephonic access to staff attorneys or staff financial experts for practical assistance with pressing legal and financial issues. Work-Life Solutions specialists also provide qualified referrals and resources for just about anything on your to-do list, such as finding child and elder care, hiring movers or home repair contractors, planning events or even locating pet care.

EAP Contact Information:

- Call: 888-275-1205 Option 1
- TTY: 800-697-0353
- Online: guidanceresources.com
- App: GuidanceNow
- Web ID: SOKEAP

HEALTHQUEST HEALTH CENTER |

Employees, spouses and dependent children over age two covered by SEHP medical insurance can visit the HealthQuest Health Center in Topeka for preventive and sick care as well as health coaching, chronic condition coaching and counseling.

What does it cost?

Contracted through Marathon Health, all preventive visits are free regardless of health plan enrollment. Healthcare and lab services will be provided at no cost for Plan A. Medical visits will require a \$40 fee for those members with Plans C, J, N, and Q until the Deductible is met, inclusive of labs drawn in the health center. Once met, medical visits will be provided at no cost.

To schedule an appointment, call the center or log in to the Marathon eHealth Portal <https://my.marathon-health.com/>. You will need your medical insurance card to prove eligibility for service.

Health Center Information

- 901 S. Kansas Ave., in Topeka
- CALL: 785-783-4080
- HOURS: Mon.-Fri. 8 a.m. - 5 p.m.
- www.my.marathon-health.com



Rates

Plan Year 2021 Semi-Monthly Rates for State of Kansas Active Employees								
Employee Category	Plan A	Plan C	Plan J	Plan N	Plan Q	Dental	Vision	
	Aetna/BCBS	Aetna/BCBS	Aetna/BCBS	Aetna/BCBS	Aetna/BCBS	Delta	2021 Basic	2021 Enhanced
Full-Time								
Employee Only	\$39.90	\$35.20	\$52.56	\$23.25	\$26.35	\$6.47	\$1.84	\$3.62
Employee + Spouse	\$242.11	\$126.21	\$156.51	\$86.02	\$96.50	\$15.81	\$3.61	\$7.15
Employee + Children	\$126.56	\$65.02	\$91.27	\$43.92	\$48.91	\$13.94	\$3.26	\$6.45
Employee + Family	\$423.88	\$212.58	\$268.15	\$153.23	\$182.50	\$23.31	\$5.03	\$10.00
All Part-Time								
Employee Only	\$115.68	\$52.62	\$65.60	\$34.76	\$39.39	\$11.68	\$1.84	\$3.62
Employee + Spouse	\$361.18	\$161.43	\$183.43	\$110.03	\$123.43	\$23.46	\$3.61	\$7.15
Employee + Children	\$200.22	\$88.32	\$108.80	\$59.65	\$66.43	\$21.09	\$3.26	\$6.45
Employee + Family	\$573.13	\$256.37	\$305.72	\$184.78	\$220.08	\$32.95	\$5.03	\$10.00
HealthyKIDS								
Employee + Children	\$82.82	\$49.37	\$79.52	\$33.36	\$37.14	\$8.13	\$3.26	\$6.45
Employee + Family	\$316.89	\$194.43	\$252.57	\$140.14	\$166.91	\$17.47	\$5.03	\$10.00

**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

Aetna Customer Service Behavioral Health (Aetna BH)	www.aetnastateofkansas.com All Areas (Toll Free): 866-851-0754 All Areas (Toll Free): 866-851-0754
Blue Cross Blue Shield of Kansas	www.bcbsks.com/CustomerService/Members/State/ All Areas (Toll Free): 800-332-0307 Topeka: 785-291-4185 New Directions - Behavioral Health All Areas (Toll Free): 800-952-5906 New Directions - Autism Topeka: 785-233-1165 All Areas (Toll Free): 877-563-9347 Opt.2
Caremark Customer Service Caremark Connect Specialty Pharmacy	www.caremark.com All Areas (Toll Free): 800-294-6324 TDD (Toll Free): 800-863-5488 All Areas (Toll Free): 800-237-2767
Delta Dental of Kansas, Inc. Customer Service	www.deltadentalks.com/ All Areas (Toll Free): 800-234-3375 Wichita: 316-264-4511
Employee Assistance Program (EAP) ComPsych Company ID: SOKEAP	www.guidanceresources.com All Areas: (Toll Free) 888-275-1205 (option 1)
The Hartford Customer Service	https://healthbenefitsprogram.ks.gov/sehp/vendors/The_Hartford All Areas: (Toll Free) 866-547-4205
HealthQuest HealthQuest@cerner.com	https://healthquest.phsstofks.wellness.us.healtheintent.com/onboarding All Areas (Toll Free): 888-275-1205 Option 3
NueSynergy Customer Service	www.MyKansasCDH.com All Areas (Toll Free): 855-750-9440 Fax (Toll Free): 855-890-7238
Preferred Lab Benefit Program <ul style="list-style-type: none"> • Quest Diagnostics Lab Card Program Customer Service Collection Site Listings • Stormont Vail Health Patient Financial Services Benefit Information and Collection Site Listings • The University of Kansas Health System (TUKHS) Customer Service 	www.labcard.com All Areas (Toll Free): 800-646-7788 www.labcard.com/collection.html www.stormontvail.org/state-employees-lab All Areas (Toll Free): 800-637-4716 Topeka: 785-354-1150 www.kansashealthsystem.com/lab All Areas (Toll Free): 866-358-5227
Rx Savings Solutions	https://portal.rxsavingsolutions.com All Areas: (Toll Free) 800-268-4476 info@rxsavingsolutions.com
Surency Vision Customer Service	www.surency.com/stateofkansas All Areas (Toll Free): 866-818-8805 Wichita: 316-462-3316
TASC - COBRA Administration Customer Service	www.tasconline.com All Areas (Toll Free): 844-285-9985

KEY RESOURCES



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/report/>).

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/report/>). 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 (time), including without limitation consulting engagements, 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.

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

ID Center Policy

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.-5p.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 met: • Be enrolled in "for credit" classes through K-State Global Campus. • Live more than 50 miles from the Kansas State University Manhattan campus. • Valid United States address as verified in KSIS. • The card will be mailed to the permanent address • 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 • Digital picture to be used on the Wildcat card • Payment of the card and postage fees • \$18 for new card + \$1.50 postage • \$20 for replacement card + \$1.50 postage

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
Office of the Provost
Office of the Registrar
Office of Research Development
Office of Student Life
Office of the Vice President for Research
PreAward Services

Recreational Services
Research Foundation
Social Club
Student Access Center
Teaching and Learning Center
Undergraduate Admissions
University Calendars
University Committee Handbook
University General Education: K-State 8
University Handbook
University Honors Program
University Research Compliance Office
University Success Center
University Support Staff Senate
Women of K-State

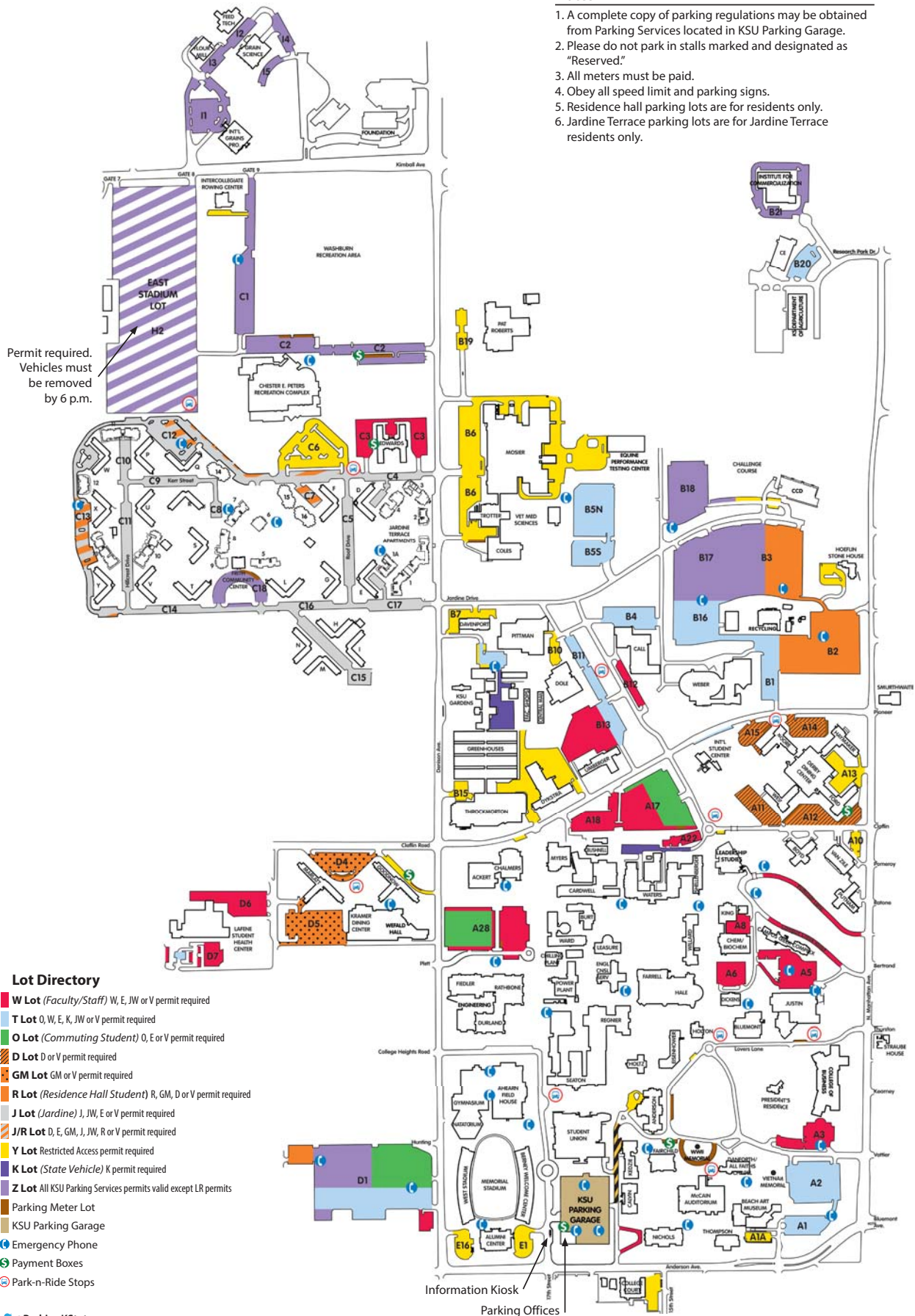
k-state.edu/president
k-state.edu/provost
k-state.edu/registrar
k-state.edu/research/leadership/ord
k-state.edu/studentlife
k-state.edu/research
k-state.edu/research/leadership/preaward
recservices.k-state.edu
k-state.edu/research/leadership/ksurf
k-state.edu/socialclub
k-state.edu/accesscenter
k-state.edu/tlc
k-state.edu/admissions
k-state.edu/calendar
k-state.edu/provost/committeehb
k-state.edu/kstate8
k-state.edu/provost/universityhb
k-state.edu/ksuhonors
k-state.edu/comply
k-state.edu/successcenter
k-state.edu/class-senate
k-state.edu/women

KANSAS STATE UNIVERSITY

Campus Map 2019–2020

Notes

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.



CONDENSED PARKING REGULATIONS

Parking Mission Statement

To provide reliable and informative customer service in a courteous and timely manner, while providing as positive a parking experience as possible given the limitations of space, finances, rules and regulations under which we are required to operate.

OFFICES:

KSU PARKING SERVICES
1 KSU PARKING GARAGE
706 N. 17TH ST.
MONDAY THRU FRIDAY
785-532-PARK(7275)
www.k-state.edu/parking
parking@k-state.edu
@ParkingKState

INFORMATION KIOSK
17TH STREET
HOURS: 7:30 AM–4:30 PM
MONDAY THRU FRIDAY
785-532-6452

KSU POLICE DEPARTMENT
108 EDWARDS HALL
1810 KERR DRIVE
24 HRS. 7 DAYS A WEEK
785-532-6412

A. REQUIREMENTS

- All motor vehicles, including trailers and MOPEDS (See #6 below), parked on University property must be identified with a properly displayed University parking permit at the following scheduled times:
 - Faculty/Staff and Commuting Student lots
7am–5pm Monday thru Friday.
 - Residence Hall & Jardine lots
24 hours, 7 days a week.
 - Recreation Complex
7am–4pm Monday thru Friday.
 - All restricted lots/disabled/reserved/loading/timed stalls
24 hours, 7 days a week unless otherwise stated on sign.
 - Parking Garage operates
24 hours, 7 days a week.
- Parking is permitted only in designated areas (See #3 below for exception). Posted signs will designate the type of permit required to park in each lot, area and/or restricted location.

O Lots—Designated for Commuting Students.

W Lots—Designated for Faculty/Staff.

T Lots—Designated for Faculty/Staff and Commuting Students.

R Lots—Designated for Residence Halls (Including GM and D).

J Lots—Designated for Jardine Terrace.

K Lots—Designated for Government/State Vehicles.

Z Lots—Designated all current KSU Parking Services permits valid. Except LR Permits

Y Lots—Designated as Restricted (See posted sign for type of permit or designator needed).

A permit does not guarantee a parking space at any particular time. Permits, applications, and related information may be obtained at KSU Parking Services.

- Faculty, staff, and students are allowed to park only in the type of lot specified by their permits during the Fall and Spring Semester. Between Fall and Spring semesters and during the Summer semester, parking is allowed outside the areas specified by the permit. Reserved and restricted zones are still enforced.
- Parking Permits are not required on University holidays (university offices closed). Meters and reserved stalls are not enforced. All other regulations are enforced.
- Parking permits are not required for cars parked in metered parking stalls. Maximum time limits and enforcement hours are designated on the meter. All meter malfunctions must be reported immediately to KSU Parking Services. Citations may be excused only if the malfunction is verified by Parking Services.

- 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 with a motorcycle permit.
- Vehicles shall be oriented in parallel parking spaces and angled parking spaces such that they are directed with the flow of traffic when leaving. Vehicles must be parked within painted lines and without obstructing parking in adjacent spaces.
- Parking is prohibited on University streets or drives except where designated by official signs.
- All traffic control signs and devices are in effect 24 hours, 7 days a week, unless otherwise stated.
- If an individual's vehicle becomes disabled (inoperable) on campus, the KSU Police and/or KSU Parking Services shall be notified immediately. If vehicle is not removed or repaired within 24 hours, it may be subject to impoundment and fines unless prior authorization is obtained.
- No vehicle shall be stored longer than 24 hours in parking areas other than residence hall lots (A10-15, B2-3, B17-18, C4-18, D1-5), nor shall any trailer or 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.
 - Only current resident hall occupants may store their vehicles in resident hall lots from the end of Spring semester to the beginning of Fall semester.
- During special events Parking Services has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.
- Car pools are encouraged.
- Life and Rec permits are valid in the C1 lot (Recreation Center North), C2 lot (Recreation Center South), and the D1 lot (West Stadium) as designated by permit. All other current KSU parking permits are valid in the "Z" lots, C1, C2, B17 lot (n. of Weber), the B18 lot (n. of B17), and H14 (Foundation).
- State/Government vehicles are not allowed to park in O and W lots for longer than 48 hours unless the vehicle is parked in a reserved stall purchased for such vehicle. State/ Government vehicles must pay parking meters.

B. VISITORS

Defined as—any person who is not a KSU faculty/staff/student or vendor/contractor.

- All visitor vehicles, except in metered spaces, must display a visible, current permit.
- Visitors are required to pay parking meters. Visitors may purchase permits at the Information Kiosk on 17th Street by the parking garage or online at k-state.edu/parking.
- Visitors are allowed to park in O, W, J, R, T and Z lots only and must obey all traffic and parking regulations.
- Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls after obtaining a permit.
- Contact Parking Services to apply for other parking needs.
- Board of Regents members' parking identifications will be honored for parking in any O, W, T or Z parking lots or metered parking stalls.
- Visitors are allowed to send in citations for "No Valid Permit/Authorization": with the cost of a daily permit and have the citation excused twice

per calendar year. Complete the information on the back of citation, circle "Visitors See Reverse Side" on front of citation and send to Parking Services within 14 days from the date of the citation with the daily permit charge.

C. AUTHORITY

- Parking privileges may be modified or preempted by authority of the President of the University.
- The Vice President for Administration and Finance and/or the Director of KSU Parking Services may alter, suspend, or modify parking fees and/or regulations as necessary to promote public safety or provide for the enhancement of the University, subject to review by the University Council on Parking Operations.

D. UNIVERSITY LIABILITY

The University assumes no duty for the care or protection of vehicles or their contents while the vehicle is on property owned, leased, or otherwise controlled by the University.

E. DRIVING REGULATIONS

- All state driving laws are in effect on campus. Tickets issued for moving violations are processed by the Riley County District Court.
- Motorized vehicles driven on the campus must be operated with caution, compatible with existing weather, pedestrian and vehicular traffic conditions, and at no time in excess of 20 miles per hour or posted speed limit. Speeds may be checked by radar.
- Personal use motorized vehicles (except wheelchairs and Other Power-Driven Mobility Device (OPDMD) for mobility disabilities) shall not be operated on the grass, sidewalks or pedestrian walkways of the campus.
- 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 fine and/or towing charges.

F. PARKING GARAGE

- Nose in parking only. Don't pull through.
- 10 MPH posted speed limit.
- One-way traffic, follow arrows and signs.
- No tailgating in or out of garage gates.
- No bicycles or skateboards in garage.
- Enforced 24/7.
- Help buttons are located on columns and paystations.

G. OTHER INFORMATION

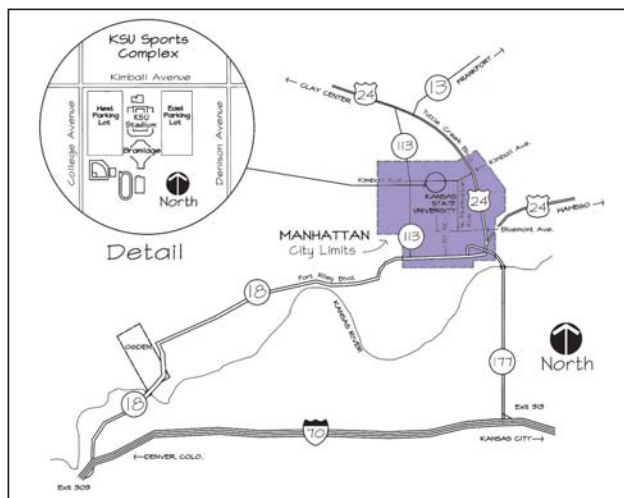
KSU Parking Services provides a Customer Assistance Program (CAP) to help motorists on campus who may be experiencing minor problems with their vehicles. The CAP system provides assistance for motorists having one or more of the following problems:


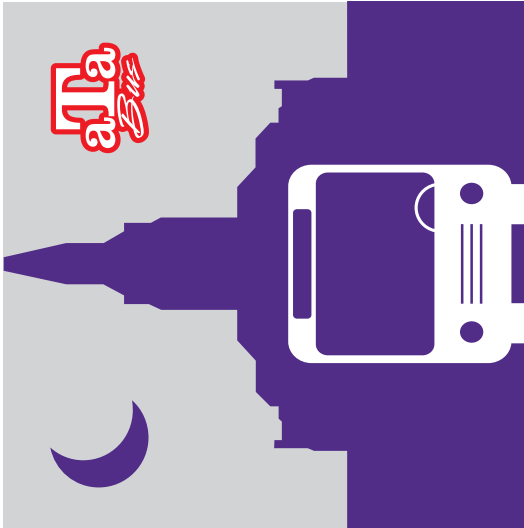
- Keys locked in vehicle—contact University Police at 2-6412. They will call a locksmith for you.
- Flat Tire—contact Parking Services at 2-PARK. They have an "air bubble" and if the leak is slow enough, they will fill it so you can get to a gas station.
- Out of gas—contact Parking Services at 2-PARK. They have several gas cans that may help you if your vehicle runs out of gas on campus.
- 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.


23300-6/19-6M

WELCOME TO K-STATE AND HAVE A PLEASANT VISIT





K-State and SafeRide Public Transit




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

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.



Days of Operation

K-State

Monday - Friday
Hours*

SafeRide

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

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

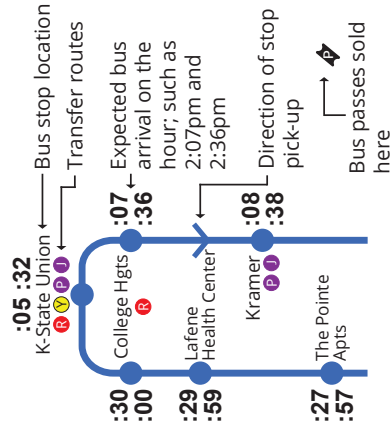
There will be no service on:

- 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.*

Reading a Loop-Style Timetable



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

General Information



Fully accessible to persons with disabilities



Bike racks available on all buses



Carseats are made available upon request



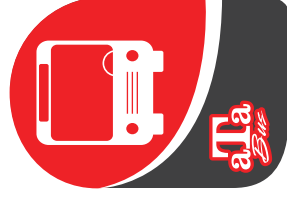
Passengers 60+, disabled, or low income may apply for a half-fare discount card



Please no food on the buses

Locating a Bus Stop

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



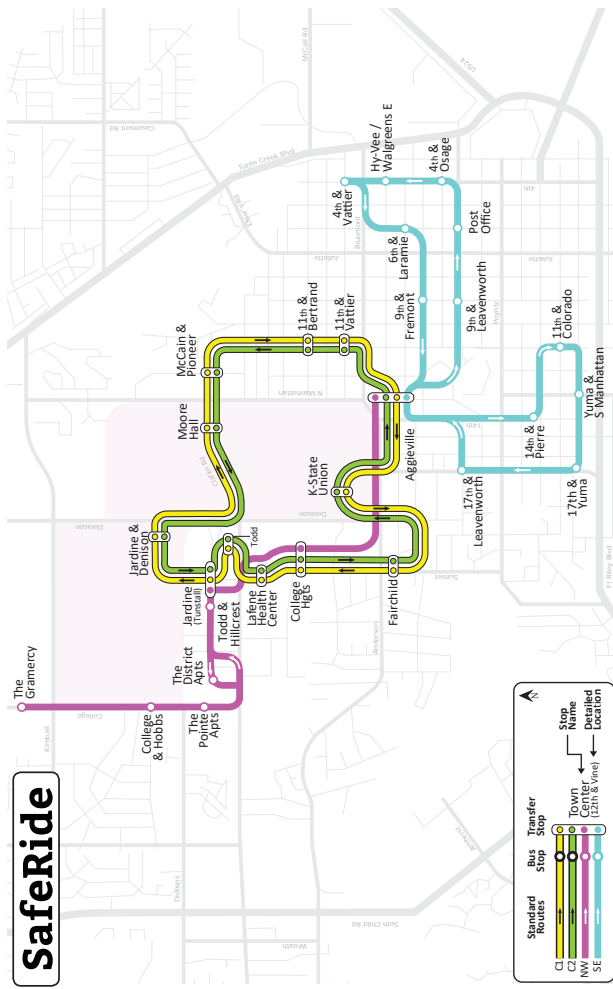
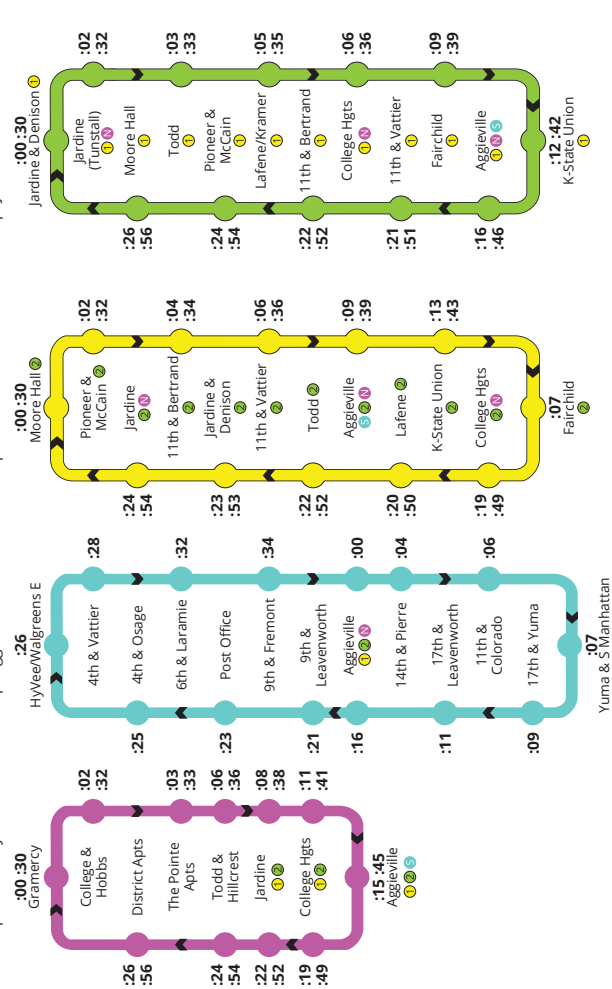
(785) 537-6345

www.FlintHillsaTaBus.com

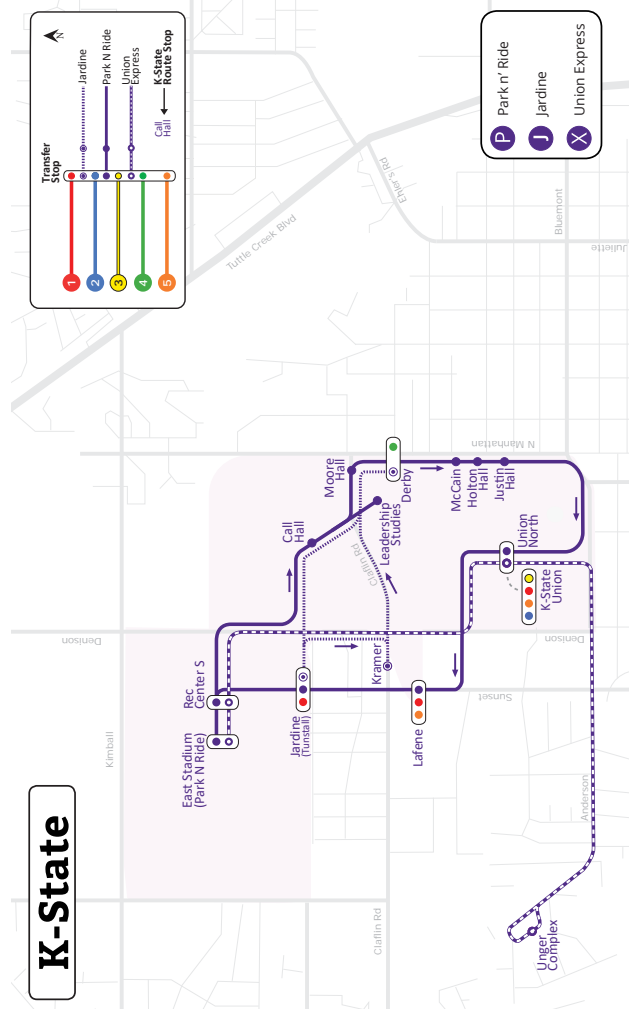
August 2019

f @FlintHillsaTaBus @FlintHillsaTa

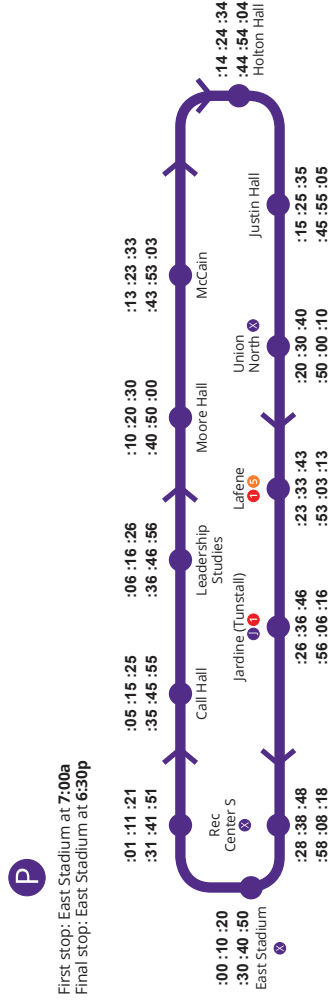
SafeRide

[illegible]

K-State

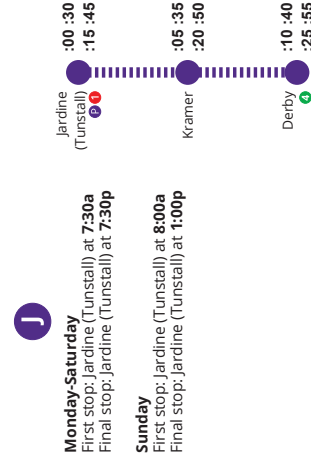


First stop: East Stadium at 7:00a
Final stop: East Stadium at 6:30p

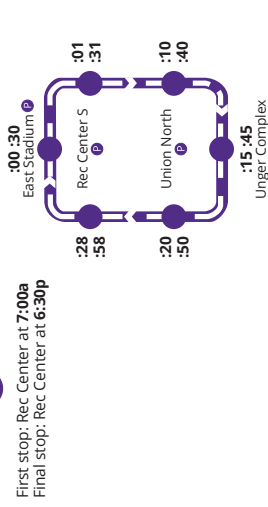


Monday-Saturday
First stop: Jardine (Tunstall) at **7:30a**
Final stop: Jardine (Tunstall) at **7:30p**

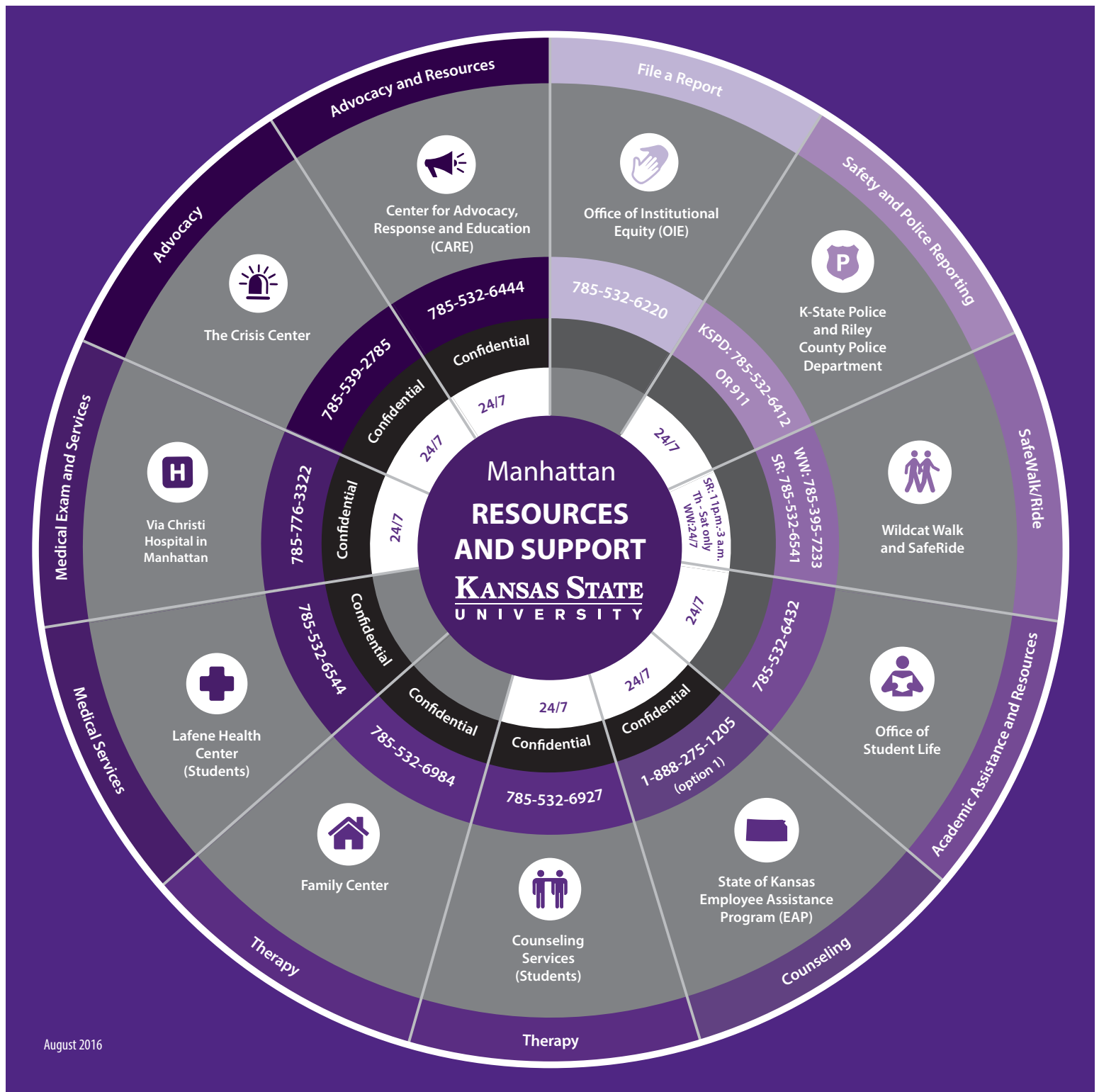
Sunday
First stop: Jardine (Tunstall) at 8:00a
Final stop: Jardine (Tunstall) at 1:00p



First stop: Rec Center at 7:00a
Final stop: Rec Center at 6:30p







NOTES

K-State
New Employee
Welcome