

# Kansas State University University Support Staff Handbook

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## Preface

Kansas State University, established as Kansas State Agricultural College on February 16, 1863, under the terms of the Morrill Act of 1862, is the nation's first land-grant university. The college accepted the land, buildings, and library of a private school, Bluemont College, and opened its doors in the fall of 1863. One hundred and six students enrolled in its first year of operation.

Kansas State University has evolved and now includes multiple campuses, colleges, divisions, and departments to carry out increasingly complex functions of higher education. Kansas State Polytechnic Campus of Salina is home to the College of Technology and Aviation, and Kansas State University Olathe is the academic research presence within the Kansas Bioscience Park.

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.

Kansas State University is governed by the Kansas Board of Regents:

<http://www.kansasregents.org/>.

This handbook for university support staff provides general information about University policies, procedures, benefits, and services and is not an all-inclusive policy manual. The University, as the employer, has the right to expand upon, alter, amend or delete any provisions contained herein as necessary or appropriate. Accordingly, the policies described in this handbook do not constitute a contract between Kansas State University and its employees. In all cases the Kansas State University Policy and Procedures Manual (PPM) takes precedence over all provisions contained herein. The most recent versions of University policies applicable to USS are available at <http://www.k-state.edu/policies/ppm/>. For specific situations not covered in the Policies and Procedures Manual, please check with your supervisor, human capital services liaison, or contact the appropriate University administrative office.

If an employee belongs to a certified bargaining unit that has a Memorandum of Agreement, that Memorandum will affect application of information in this handbook. Changes in statutes and policies will override information in this handbook.

Current State statutes are available on the Kansas legislative website:

<http://www.kslegislature.org/li/>.

## Diversity and Equal Opportunity

Kansas State University has a longstanding policy of non-discrimination in matters of employment. The policy of Kansas State University is to assure equal opportunity to qualified individuals regardless of their race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, and to promote the full realization of equal employment opportunity for minorities and women through a comprehensive affirmative action program. In addition, the University will assure equal

opportunity for persons with disabilities, disabled veterans, and Vietnam Era veterans regarding positions for which they are qualified.

The University's commitment to equal opportunity covers all aspects of the employment relationship - including recruitment, hiring, assignment of duties, promotion, tenure, compensation, selection for training, and termination. The policy applies to all units and governs employment of all employees, including student employees, of Kansas State University.

Diversity has a value to be weighed in the hiring process. It is not enough for us to say that we will not discriminate. It is our legal and moral obligation to take positive action to ensure the full realization of equal opportunity for all who work or seek to work for Kansas State University. Employment decisions will be based only on the candidates' qualifications to carry out the responsibilities of the positions and the University's affirmative action goals.

For more information: <http://www.k-state.edu/policies/ppm/3000/3010.html>

## **Policy Prohibiting Discrimination, Harassment, Sexual Violence and Stalking**

Kansas State University will maintain a work environment that is free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred. The policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

For more information: <http://www.k-state.edu/policies/ppm/3000/3010.html>

## **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. 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 for community.

*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.

*We* affirm the value of honesty and integrity. We will operate with honesty in all professional

endeavors and expect the same from our colleagues.

*We* acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.

*We* recognize our individual obligations 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.

## Conditions of Employment

### **Initial Employment**

Initial employment in a university support staff position will generally be with probationary status. When the initial probationary period (normally 6 months) is completed with a performance review rating of “meets expectations” or higher, permanent status is attained. Permanent status implies certain rights and privileges: reinstatement, leave of absence for up to one year when in the best interest of the University, layoff rights, and appeals to an appeals hearing board. Continued employment is still dependent on meeting performance and conduct expectations.

### **Job Vacancies**

University support staff position vacancies are accessible at: <http://careers.k-state.edu/cw/en-us/listing/>.

### **Layoff**

A layoff is a reduction in work force usually necessitated by a shortage of work or funds, reinstatement of an employee from leave, the abolition of a position or unit, or other material change in duties or reorganization. A layoff can be designated university-wide, by organizational unit, geographic area, by full-time or less than full-time positions, or by a combination of any of the above as determined by the Vice President, Human Capital Services (VPHCS). Layoffs result in permanent loss of the positions held by laid off employees.

Layoff scores are used to determine the order in which employees are laid off. The employee with the lowest layoff score in the particular category identified in the layoff notice will be the first person to be laid off. Layoff scores will be calculated for every employee potentially affected by the layoff based on the class, classes or class series identified in the layoff notice. Layoff scores are calculated using number of years of service multiplied by a point value derived from averaging the five most recent employee performance reviews. Written notice of layoff will be made to every affected employee at least 30 days prior to layoff date. Whenever possible, Human Capital Services works with employees and departments to place affected employees in other positions within the University, for which the laid off employee meets minimum requirements. There is no appeal of a layoff.

### **Furlough**

In times of extraordinary budget reduction it may become necessary to implement a short-term employee furlough in order to preserve the financial well-being of Kansas State University. The University’s complete Employee Furlough policy is located at:

<http://www.k-state.edu/policies/ppm/4000/4085.html>

## **Mandated Placement of University Support Staff**

Mandated placement of university support staff are those non-competitive and non-disciplinary placements directed by the VPHCS for various reasons as defined in the Mandated Placement Policy: <http://www.k-state.edu/policies/ppm/4000/4040.html>

## **Benefits**

Most employee benefits are available to regular (non-temporary) university support staff hired at least 50% time. See the [Benefit Eligibility section](#) in the Insurance Programs chapter of the KSU PPM for more information.

### **Health Insurance**

The health insurance plan includes medical, dental and prescription drug coverage with optional vision coverage. The Coverage is provided through the State Employee Health Plan. Additional information is available at: <http://www.kdheks.gov/hcf/sehp/default.htm>.

**Health Insurance Eligibility** - An employee may participate in the health after 30 days of employment, provided enrollment in the plan is completed no later than 31 days after initial date of hire in a benefits-eligible position.

**Dependent Coverage** - Employees who participate in the health insurance program are also eligible to elect dependent coverage for their spouse and/or children up to age 26. Disabled children 26 and over may also qualify for coverage.

**HealthyKIDS Program** - This program helps eligible employees cover the cost of premium for their children enrolled in the State Employee Health Plan. Eligibility for the HealthyKIDS program is based in part on family income. For more information: <http://www.kdheks.gov/hcf/sehp/HealthyKIDS.htm>.

**Flexible Spending Accounts (FSA)** - Allows employees the option of paying for health insurance premiums, dependent care expenses and unreimbursed health care expenses with pre-tax dollars. Participation in this program will reduce the amount of gross income for federal and state income tax and Social Security and Medicare. Participation does not affect gross income for other benefits. Employees may enroll within the first 31 days of eligible employment or during the annual Open Enrollment period. For more information: <http://www.kdheks.gov/hcf/sehp/FSA.htm>.

**Open Enrollment** - Each year during the fall open enrollment period, employees may elect to change health insurance plans and/or coverage and/or Flexible Spending Account participation. Changes become effective January 1 of the following year.

**HealthQuest** - The mission of the State of Kansas HealthQuest program is to partner with employees to improve their health and well-being and to better manage health care costs. For more information: <http://www.kdheks.gov/hcf/healthquest/default.htm>.

**Employee Assistance Program** - The Employee Assistance Program (EAP) is a 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 understand the typical stresses we all face day in and day out. EAP counselors are available 24/7 at 1-888-275-1205 (option 7). TDD/TT 800-697-0353.

The program also offers services such as: Legal Advice and Discounts, Personal Money Management Assistance and Information, Work-Life Solutions and access to a database of expert information on thousands of topics that can help you manage your personal and work life.

For more information: <http://www.kdheks.gov/hcf/healthquest/eap.html>.

### **Life Insurances**

**Basic Life** - All benefits-eligible employees are automatically covered by group term life insurance upon employment through the Kansas Public Employees Retirement System and premiums are paid by the University. The coverage is equal to 150% of annual pay and is paid to the employee's designated beneficiaries upon death.

**Kansas Public Employees Retirement System Optional Life** - Term life insurance provides guaranteed issue of \$50,000 if purchased within 31 days of initial hire. Coverage is available from \$5,000 to \$300,000. Underwriting approval is required for any amounts above \$50,000 for applications after the first 31 days of eligibility. For more information: <http://www.kpers.org/optionallife/index.html>.

**Teachers and Employees Association (TEA) Optional Life** - Term life insurance provides guaranteed issue of \$100,000 if purchased with 30 days of initial hire. Coverage from \$10,000 to \$500,000, subject to underwriting approval, as well as dependent coverage and will preparation. <http://www.k-state.edu/hcs/benefits/life/tea.html>

### **Disability Insurances**

**Long-Term Disability** - Employees are covered by long-term disability insurance from the first day of employment and premiums are paid by the University through the Kansas Public Employees Retirement System (KPERs). This insurance provides a monthly benefit equal to 60% of annual pay reduced for any other employer-provided disability benefits. To qualify for benefits, the employee must be totally disabled for a minimum of 180 consecutive days and must make application to KPERs. For more information: <http://www.kpers.org/pdf/disabilityspd.pdf>.

### **Long Term Care Insurances**

Long-term care (LTC) insurance provides coverage for a variety of services that help meet both the medical and non-medical needs of people with a chronic illness or disability who cannot care for themselves for long periods of time. The University does not contribute towards long-term care insurance coverage; however, there are two optional programs offered to all employees.

**Long Term Care Insurance offered by State Employee Health Plan** - Benefits eligible employees, their spouses and other eligible family members may apply for coverage under the program at any time. For more information: <http://www.kdheks.gov/hcf/sehp/LTC.htm> or call 877-720-2165.

**Legacy Services**- Legacy Services is an independent broker that specializes in long-term care insurance and represents multiple major insurance carriers. To receive more information, contact

Legacy Services at 800-230-3398, ext. 101 or [custsvc@4groupitci.com](mailto:custsvc@4groupitci.com).

### **Retirement Programs**

**Kansas Public Employees Retirement System (KPERS)** - An employee hired into a KPERS-covered position will become a KPERS member and participate through payroll deduction from the first day of employment. Membership benefits are according to tiers with assignment to Tier I, Tier II or Tier III based on membership date and subsequent dates of covered employment:

#### Tier I

- Members who were hired before July 1, 2009, with no break in service
- Vested Tier I members who have returned to KPERS-covered employment

#### Tier II

- Members who were hired on or after July 1, 2009
- KPERS members who had withdrawn their contributions and then returned to KPERS-covered employment on or after July 1, 2009
- KPERS members who were not vested and not employed in KPERS-covered employment on July 1, 2009, but who returned to KPERS-covered employment on or after July 1, 2009

#### Tier III

- Members who were hired on or after January 1, 2015

**Kansas Police and Firemen's Retirement System (KP&F)** - Covers University Police Officers. Employees become eligible to participate in KP&F on the first day of employment in KP&F-covered positions.

For information about KPERS and KP&F: <https://www.kpers.org/active/kpf.html>.

### **Savings Plans**

**Kansas Board of Regents Voluntary 403(b) Savings Plan** - The Kansas Board of Regents (KBOR) has a voluntary retirement savings plan where pre-tax and/or after-tax employee contributions are made through payroll deduction to qualifying accounts. The University does not contribute to this plan. Immediately upon employment, any employee in a benefits-eligible position is eligible to contribute to this plan. A listing of approved vendors is available through the KBOR website: [http://www.kansasregents.org/about/regents\\_retirement\\_plans/voluntary\\_retirement\\_plan](http://www.kansasregents.org/about/regents_retirement_plans/voluntary_retirement_plan).

**Deferred Compensation 457 Plan** - All employees may contribute to a voluntary deferred compensation program through Tandem, the Kansas Public Employees Deferred Compensation Plan. For more information: <http://www.kpers457.org>.

### **Education Benefits**

**Tuition Assistance** - Full-time, benefits-eligible employees are eligible for tuition assistance upon employment. An Application for Tuition Assistance must be submitted to the [Office of Student Financial Assistance](#) before the start of each semester. Payment of tuition for one to three undergraduate or graduate course hours is permitted for each Fall, Spring and Summer sessions for courses taken at KSU only. Work release is not part of the program; time away from work for classes is up to agreements made with the supervisor and department head. For more information: <http://www.k-state.edu/policies/ppm/4800/4870.html>.

**Dependent/Spouse Grant** - Dependents and spouses of full-time benefits-eligible employees may be eligible for the K-State Dependent/Spouse Tuition Grant Program for courses taken at Kansas State University. For more information: <http://www.k-state.edu/sfa/ksuetb/dsg.html>

**Education Savings Program** - The Kansas Postsecondary Education Savings Program is a 529 savings program to pay for postsecondary education. Kansas offers three 529 plans: Learning Quest and Learning Quest Advisor which are managed by American Century Investments and the Schwab 529 Plan which is managed by American Century Investments and distributed by Charles Schwab & Co., Inc. This program offers tax-deferred earnings growth and potentially reduced taxes on withdrawals. Contributions are made on an after-tax basis for the benefit of named beneficiaries. For more information: [http://kansasstatetreasurer.com/prodweb/education\\_savings/save-for-education.php](http://kansasstatetreasurer.com/prodweb/education_savings/save-for-education.php).

## Compensation

The compensation system is determined by Human Capital Services. The compensation system includes position descriptions, job titles, pay ranges, performance reviews and policies for movement between and within pay ranges.

**Pay Increases and Longevity Bonuses** - Funds for all increases and bonuses for university support staff are allocated by the University. Increases may be in the form of a salary increase and/or a longevity bonus. The University allocates a salary increase pool to campus departments based on a percentage of the salaries allotted to filled positions. The increase may be across-the-board and/or an average percent increase may be allocated to campus departments for awarding salary increases based on job performance. An employee whose latest performance review was “meets expectations” or higher will be deemed to have performed at a level sufficient to receive a performance-based salary increase in any year when such are awarded.

Employees with 10 years or more of service qualify for a longevity bonus. Longevity pay is added to base salary when calculating percentage for salary increases and benefits, but is distributed as a lump sum during the pay period of the employee’s anniversary date.

## Pay

Pay is issued two weeks after the end of the pay period on every other Friday (or the last working day before a holiday). Pay is electronically transferred to the employee’s financial institution and may be deposited in one or more accounts and/or financial institutions. Employees may view pay and deduction details online in HRIS/Employee Self Service: <https://hris.k-state.edu>.

## Work Schedules

The standard *workday* for each full-time employee is eight hours, and the standard *workweek* is 40 hours during a seven-day period that begins on Sunday morning at 12:01 a.m. and ends Saturday night at 12:00 midnight. The University has established two day shifts: 6:00 a.m. to 6:00 p.m. and 7:00 a.m. to 7:00 p.m. Each department specifies only one of these 12-hour periods from which



normal day shifts may be designated. Normal day shifts must fall entirely within those specified hours. Department heads establish appropriate work schedules to maintain University services.

**The Fair Labor Standards Act (FLSA)** - A federal law that sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for employees. Each position is assigned to either overtime eligible or overtime exempt (i.e. FLSA non-exempt or FLSA exempt) status, based upon the nature of the position's duties and its level of responsibility. Only non-exempt employees are covered by the FLSA overtime regulations. A non-exempt employee earns overtime at a rate of one and one-half times for time worked in excess of 40 hours in a workweek. Exempt employees do not earn overtime.

Guidelines for calculating work time for FLSA non-exempt employees:

As a public agency, the University has adopted a special provision allowing compensatory time off in lieu of paid overtime at a rate of one and one-half hours of compensatory time for each hour of overtime worked. The University reserves the right to use compensatory time off in lieu of payment for overtime worked. When only compensatory time off is available or offered, the agreement to work overtime is voluntary.

*Work time* includes all the time an employee is required to be on duty. If a supervisor observes an employee working before or beyond the normal shift without prior authorization, he or she may deliver a verbal warning to the employee to cease working followed by a written reprimand for a second occurrence. Employees who disregard warnings to cease work activity may be subject to disciplinary action.

**Waiting Time** - If an employee is unable to use time effectively for personal purposes while waiting for work, instructions, or preparation of the work site, then the time is considered to be work time.

**Preparatory and Concluding Activities** - Time needed for preparatory and concluding activities that are an integral part of the employee's work is considered work time.

**Rest Periods and Meals** - Rest Periods or breaks must be counted as hours worked if they last 20 minutes or less. Whether breaks are granted, and the length of a break, such as 5 minutes or 15 minutes, is at the discretion of the individual unit director.

Meal periods are not work time and do not include coffee breaks or time for snacks; these are rest periods. During a meal period, the employee must be completely relieved from duty for the purposes of eating regular meals. The normal meal period is 30-60 minutes.

**On-Call and Stand-by Compensation** - A non-exempt employee who is required to remain *on call* on the employer's premises, or so close that the employee cannot use the time effectively for personal pursuits, is considered to be working while "on-call." An employee must be paid for this time at the regular rate of pay instead of receiving stand-by compensation.

Stand-by Compensation is paid if an employee is required to remain available to an employer *within a specified response time*, but is otherwise free to engage in personal pursuits. The requirement to be available by cell phone, paging device, or other electronic device, does not automatically make an employee eligible for the standby pay. Response time, number and frequency of calls, and the

department's policy will determine whether such an employee will receive the additional compensation.

The stand-by rate of compensation is \$2.00 for each hour the employee serves on stand-by status. If an employee is called in to work, the employee will be compensated for the actual hours worked, but will not also be paid stand-by compensation for those hours. Hours on stand-by pay are not considered when determining hours worked for overtime purposes.

**Call in/Call Back to Work** - Employees may be called in to work on a regular day off or may be called back to work after a regular work schedule. In these instances, non-exempt employees will be paid for the number of hours worked, but for a minimum of two hours except in the following circumstances:

1. The employee was on stand-by status when called in or called back; or
2. The employee was called in or called back during the two hour period immediately prior to the beginning of the employee's next regularly scheduled work shift. Only hours actually worked count towards determining eligibility for overtime compensation.

**De Minimis Rule** - Insubstantial or insignificant periods of time outside scheduled working hours may be disregarded in recording time. This rule applies to only those times where the work involved is limited to a few seconds or minutes. If an employee works greater than 7 minutes, it must be reported as time worked in quarter hour increments.

**Shift-Differential** - A shift differential is paid to non-exempt employees whose regularly established work shifts begin before or end after the designated 12-hour shift period. For example, an employee who is regularly scheduled for and works from 2:00 p.m. to 10:00 p.m. is paid shift differential for the entire work shift.

The shift differential rate is \$.40 per hour except for employees covered by a bargaining unit agreement with a different rate. Shift differential is not paid to an employee for any unscheduled hours that occur before or after a normal day shift, or when an employee is on any type of leave or holiday.

**Nursing Mother Break Time** - FLSA requires that a reasonable break time be allowed for non-exempt nursing mothers to express milk for their nursing child. The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Break times may include not only time in which to express milk but also time to sanitize and store the equipment at each break. If the department/unit is not able to provide a nursing mother with a space to express breast milk then adequate time to travel to and from another building where an appropriate space is located must be allowed. Nursing mothers are eligible for the break for up to one year after the child's birth.

**Flexible Workplace Alternatives** - When determined by the immediate supervisor and department head to be consistent with departmental needs, departments may institute a schedule of flexible working hours for university support staff. Flextime allows employees to maintain a work schedule other than normal university hours. Flextime does not alter the standard work week of 40 hours for full-time employees. Flextime schedules must be approved by the immediate supervisor and by the department head in advance. Abuse of flextime scheduling may result in loss of the privilege. Occasions may arise when flextime must be suspended temporarily because of departmental work

load, vacations, holidays or other reasons.

**Telecommuting** - Telecommuting is defined as working from outside the University by use of an electronic connection with the main office. Kansas State University recognizes that telecommuting may benefit the employee and the University when there is a good fit between the type of job and the skills and abilities of the employee.

Telecommuting is a prerogative of the University, not an entitlement of employees. It is approved on a case-by-case basis consistent with the mission of the University and the respective department or unit. An agreement will be implemented only when it is in the University's best interests. Not all employees or positions are suitable for telecommuting and is **limited to benefit eligible non-faculty positions** if the nature of the job does not require the employee's physical presence, or regular face-to-face interaction with students, faculty, staff, visitors or the general public in accordance with the [University Handbook, Appendix S, Section A.1.\(b\) Conflict of Time Commitment](#). Exceptions must be justified and shown to enhance the university's mission and must be approved in advance by the staff member's supervisor, department head, Dean and Vice President or Provost.

Telecommuters must comply with all policies, regulations and laws regarding their employment and generally have the same conditions for compensation, benefits, leave, privileges, rights and review procedures as non-telecommuting employees. Additional information is available at: <http://www.k-state.edu/policies/ppm/4000/4045.html>

## Leaves, Holidays and Other Release Time

All leave balances are reflected in [HRIS/Employee Self Service \(https://hris.k-state.edu\)](https://hris.k-state.edu) by selecting the Payroll and Compensation link, then select "View Leave Balance." Vacation and Sick leave hours earned during a pay period are available for use on the first day of the following pay period. An hourly (non-exempt) employee uses Vacation and Sick leave in quarter-hour increments. A salaried (exempt) employee records these leaves in one-half or full-day increments, but in no less than four-hour increments. Hours taken do not need to be taken consecutively during a day to total one-half day. A supervisor may deny the request of an exempt employee for time away from work for less than one-half day or may require the employee to use a half day or full day of vacation leave, if it is in the best interest of the department or for repeated absences of less than one-half day. Employees covered by a union memorandum of agreement may have different vacation leave benefits. These benefits are detailed in the union memorandum of agreement.

### Vacation

Vacations are granted subject to approval procedures established within the employee's department. Regular employees accrue vacation as noted below. The vacation leave accrual limit for all employees is 304 hours and once that limit is reached, no hours are accrued until the balance is reduced.

### Non-Exempt Employees Vacation Leave Accruals

Hours in Pay Status	Vacation Hours Earned
0-9	0
10-19	1.0
20-29	2.0
30-39	3.0
40-49	4.0
50-59	5.0
60-69	6.0
70-79	7.0
80	8.0

### Exempt Employees Vacation Leave Accruals

Appointment FTE	Vacation Hours Earned
<.25	2.0
.25-.49	4.0
.50-.74	6.0
.75-1.0	8.0

Persons who leave University service with a vacation leave balance will be paid for these hours in a lump sum. If the employee is resigning, the maximum is 176 hours; for retirement, the maximum is 240 hours. Additional information is available at:

<http://www.k-state.edu/policies/ppm/4800/4860.html#20b>

### Sick Leave

Sick leave may be used for the following reasons:

- Illness or disability of the employee and personal medical or dental appointments, including pregnancy and childbirth.
- Illness or disability of the employee's family member and for appointments with a family member if the employee's presence is necessary, such as for minor children.
- A family member is any person related to the employee by blood, marriage, or adoption and any minor residing in the employee's residence as a result of court proceedings.
- Legal quarantine of the employee.
- Adoption of a child by an employee or initial placement of a foster child in the home, when the initial placement reasonably requires the employee to be absent from work.

Regular employees accrue sick leave as shown in the following chart without limit.

<b>Non-Exempt (Hourly) Sick Leave Accrual</b>	
<b>Hours per Pay Period</b>	
<b>In Pay Status</b>	<b>Sick Leave Earned</b>
0-7	0.0
8-15	0.4
16-23	0.8
24-31	1.2
32-39	1.6
40-47	2.0
48-55	2.4
56-63	2.8
64-71	3.2
72-79	3.6
80	3.7
<b>Exempt (Salaried) Sick Leave Accrual</b>	
<b>% of time in pay status</b>	<b>Sick Leave Hours Earned</b>
>0%	3.7

If a department/unit head has evidence that an employee cannot perform the employee's regular duties because of illness or disability, the employee may be required to use sick leave. Upon exhaustion of sick leave, the employee may use vacation leave. If the employee has exhausted all sick and vacation leave, leave without pay may be granted at the discretion of the department head or director, but only if in the best interests of the University.

The employee may be required to provide medical certification before sick leave is approved and additionally required to provide a physician's release before returning to work.

Employees who have been sick three or more consecutive work days may be required to produce a medical certificate before being authorized to return to work per Family Medical Leave Act (FMLA). The employee shall pay the costs of such a certificate.

If an employee or family member becomes ill while on vacation such that they are deprived of a significant portion of their vacation, sick leave may be substituted for vacation leave during the

period of illness.

**Payment for Sick Leave** - Payment for unused sick leave occurs only at an employee's retirement based on years of service and amount accrued as indicated below.

<b>Sick Leave Payout upon Termination with Retirement Eligibility</b>		
<b>Years of State Service</b>	<b>Sick Leave Accumulation</b>	<b>Hours Paid</b>
8 or more	800 hours	240
15 or more	1000 hours	360
25 or more	1200 hours	480

### **Additional Medical Leaves**

**Family and Medical Leave Act (FMLA)** - FMLA is a federal law enacted to protect employees' benefits and to provide job protection for medical absences and other qualifying events. Regular employees are entitled to up to twelve workweeks of job-protected leave for the birth, adoption, or foster placement of a child; for a serious health condition of the employee; or for an employee to care for the employee's family member with a serious health condition. Regular employees may also be entitled to up to 26 weeks of job-protected leave to care for certain illnesses or injuries of a covered member of the Armed Forces.

Eligibility for leave under FMLA:

1. the employee has been employed by the University or another Kansas state agency for at least twelve months prior to commencement of leave; and
2. the employee has worked for the University or another Kansas state agency at least 1,250 hours during the twelve months immediately preceding the date leave begins. Only hours actually worked are counted toward the 1250 hours requirement. Leave of any kind, whether paid or unpaid, does not count toward the 1250 hours worked.

An employee paying for group health insurance prior to the FMLA leave may continue to pay the same premium for the group health insurance during FMLA leave, even if the FMLA leave is without pay.

Detailed information about FMLA is located at:

<http://www.k-state.edu/policies/ppm/4800/4860.html#40a>

**Advanced Leave (for medical absences only)** - Regular employees who have depleted all their own leave balances may be granted advanced leave for medical absences to a maximum of 80 hours. Future sick and vacation leave will be adjusted as earned against the amount of leave advanced until leave returned equals leave advanced. Complete information on the Advanced Leave Policy is available through Human Capital Services.

**Shared Leave** - Shared leave is an optional medical leave program for regular employees who are experiencing a physical or mental health condition that is serious, extreme, or life threatening and who have exhausted their leave balances. In some circumstances, leave may be requested to care for a family member experiencing a serious, extreme, or life-threatening health condition if that diagnosis and the inability to perform daily living activities unassisted are substantiated by a medical professional. For purposes of this program only, "family member" means a person related

to the employee by blood, marriage or adoption; and a minor residing in the employee's residence as a result of court proceedings.

The standard for determining conditions that are serious, extreme, or life threatening is stringent. Qualifying medical conditions do not include routine and planned surgeries, routine pregnancy and delivery, anxiety and depression (unless hospitalization is required in treatment), broken bones, or chronic diseases or conditions.

Additional criteria include the exhaustion of all accrued leave, an application and review process by a committee, satisfactory work performance and attendance. If approved, shared leave covers only the duration of the medical condition for which it was granted, up to a maximum of six months.

Detailed information about this program is available at:

<http://www.k-state.edu/policies/ppm/4800/4860.html#40c>

**Donor Leave** - Regular employees may receive paid leave for medically approved recovery time for donating their organs, tissue, and marrow, blood, or blood products for:

- Up to 30 working days of paid leave for recovery from an organ or tissue donation procedure
- Up to 7 working days of paid leave following donation of bone marrow
- Up to 1.5 hours of paid leave every four months for the donation of blood
- Up to 3 hours of paid leave every four months for the donation of blood platelets or other approved blood products.

Time spent in pre-donor activities (e.g. evaluation, diagnostic testing, travel etc.), counts towards these entitlements. Donor leave does not count against an employee's FMLA entitlement. Participation in State of Kansas and University sponsored blood drives is not considered donor leave as described in this section. An employee can participate in these sponsored blood drives without using the donor leave allowance or other personal leave.

### **Job Injury Leave (Not for Regular On-the-Job Accidents)**

While an employee is on an approved job injury leave, the University will continue to pay the employee's regular compensation. A qualifying job injury is one that meets these criteria:

1. Renders the employee unable to perform regular job duties; and
2. Arose out of and in the course of employment with the State of Kansas; and
3. Was sustained as the result of a shooting, stabbing, or aggravated battery by another person against the employee; or for law enforcement officers, was sustained while in pursuit of a person who has or is reasonably suspected of committing a crime

### **Paid Holidays**

The University recognizes these legal holidays designated by the State of Kansas:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day

- Christmas Day

The university is closed on all the above holidays except Veterans Day when classes are in session. Regular university support staff who are required to work on a holiday earn holiday compensatory time at the rate of time and one-half for each hour actually worked, regardless of overtime status.

**Discretionary Holiday** - The Governor may designate other days, like the discretionary holiday, as official state holidays. Employees are eligible for a discretionary holiday after 6 months of service in a 50% or greater regular position. Part-time employees receive a proportional number of hours for the discretionary holiday. The discretionary holiday may be scheduled like vacation but must be taken on a single workday. It cannot be carried from one calendar year to the next.

**Period of Reduced Activity** - For several years, in an effort to conserve energy, the University has declared a period of reduced activity between the Christmas and New Year's holiday periods. University staff in departments that reduce activities during this period may use holiday compensatory time, accrued overtime (for non-exempt employees), vacation leave, their discretionary day, or, if necessary, leave without pay to cover the days included in the period of reduced activity. If an employee is on leave without pay for the entire day preceding or following an official holiday, no holiday pay will be granted, unless approved by the department/unit manager.

### **Special Purpose Leaves**

Special purpose leaves include those situations which arise without anticipation or which cannot be planned/scheduled by an employee. Special purpose leaves are not accrued.

**Administrative Leave** - Administrative leave is leave with pay as authorized by the VPHCS, for situations that create dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building. The VPHCS also has the authority to impose administrative leave (with or without pay) for personnel issues when doing so is in the best interest of the University.

**Disaster Service Volunteer Leave** - Leave with pay may be authorized for any employee who is a certified disaster service volunteer when these conditions are met:

- The employee is requested in writing by the American Red Cross to provide disaster services.
- The disaster is designated by the American Red Cross to be Level II or greater.
- The disaster occurs in Kansas or in a state contiguous to Kansas.

Disaster volunteer leave is limited to 20 working days within a 12-month period that begins on the first day of disaster volunteer leave used.

**Funeral/Bereavement Leave** - Employees may be granted a maximum of six working days as paid leave for bereavement or to arrange for and to attend the funeral services of a close relative. The employee's relationship to the deceased and necessary travel time are all factors in determining whether or not to grant paid leave and the number of days if granted. For the definition of a close relative, see <http://www.k-state.edu/policies/ppm/4800/4860.html#50c>

**Inclement Weather Leave** - Inclement weather leave occurs only when declared by the University



President or designee. Weather conditions warranting this declaration are severe enough to close or substantially reduce the University schedule and operation. For more information: <http://www.k-state.edu/policies/ppm/3000/3035.html>.

**Jury Duty** - Each regular employee will be granted a leave of absence with pay for required jury duty, in order to comply with a subpoena as a witness before a court, legislative committee, or other public body, except for appearances which involve an employee, either as defendant or plaintiff, in a personal matter. In cases involving a personal matter, accrued leave or leave without pay may be used.

Each employee granted such leave who receives pay or fees for a required appearance, excluding jury duty, will turn over to the State of Kansas the pay or fees in excess of \$50. The employee may retain any amount paid to the employee for expenses in traveling to and from the place of the jury duty or required appearance except that when an employee travels in a state vehicle for a required appearance before a court, or a legislative committee, or other public body, the employee will turn over to the State of Kansas any mileage expense payments received.

**Leave Without Pay (LWOP)** - Authorized leave from regular University duties during which the employee receives no University compensation. With approval from the department/unit head, an employee on leave without pay may return to work earlier than originally scheduled. If ending a leave without pay is in the best interest of the University, the department/unit head may give two weeks written notice to the employee that the leave without pay will be terminated. An employee's failure to return to work at the end of an authorized leave without pay or upon notice of termination of the authorized leave will be considered a resignation of employment.

For information on group health insurance coverage while on leave without pay, see: <http://www.k-state.edu/policies/ppm/4800/4820.html>

### **Eligibility**

Any regular employee may be considered for LWOP. All accrued leave must be exhausted before LWOP can be approved. This leave may be for any of these purposes:

- Illness, disability, pregnancy, childbirth, miscarriage, abortion, and recovery;
- Adoption of a child by the employee;
- Initial placement of a foster child in the employee's home;
- Care for a family member with a serious health condition;
- Other good and sufficient reason deemed by the appointing authority to be in the best interest of the University.

Family members are persons related to the employee by blood, marriage, or adoption, and minors residing in the employee's home as a result of court proceedings.

The department/unit head may require a physician's statement to document illness or disability cited as the reason for leave without pay.

Any employee with permanent status may be granted leave of absence without pay from the employee's university support staff position to enable the employee to take an interim unclassified professional staff position if the granting of this leave is considered to be in the best interest of the University.

## **Length**

An employee with permanent status may be granted leave without pay for a period not to exceed one year. Normally an employee in a regular position but without permanent status may be granted leave without pay for no more than 60 days. A longer leave or extension of leave to a maximum of six months may be considered and approved by Human Capital Services.

An Employee taking an interim position in an unclassified professional staff position is limited to one year. However, Human Capital Services may grant one or more extensions of up to one additional year.

**Military Leave (for non-FMLA absences)** - University employees who are called to full-time active duty or who fulfill Reserve or National Guard training requirements are eligible for leave. The request for military leave should be made as soon as possible. Each employee in a regular position will be granted military leave without pay or, at the employee's request, granted accrued vacation leave for induction, entrance, or examination into a Reserve or National Guard unit.

**Full-Time Active Duty (for other than training purposes)** - Regular employees who enlist or are drafted into the Armed Forces of the United States or employees who are Reservists and members of the National Guard who are activated to duty will be granted military leave without pay upon the employee's notice of a military order requiring active duty for other than training purposes.

**Military Leave for Reserve Component and National Guard Duty** - Regular employees who are members of a Reserve or National Guard component of the military service of the United States are granted a maximum of 15 working days of military leave with pay for (active duty) annual training within each 12-month period beginning October 1 and ending September 30 of the following year.

**Military Leave for Kansas or State National Guard** - Each regular employee who is a member of the Kansas or State National Guard will be granted military leave with pay for the duration of any official call to state emergency duty. Military leave without pay or, at the employee's request, accrued vacation leave may be granted for the duration of any other type of state military duty performed. The employee is to provide a copy of the state military order.

## **Health and Safety**

Each employee is responsible to know, understand and follow the University health and safety standards and should be continually on guard to prevent unsafe work practices. Overall, the University has a responsibility to provide a safe workplace for its employees. Workers also have a responsibility to follow safe practices to protect themselves and others working around them.

The following Kansas State University rules or guidelines exist: Chemical Hygiene Program; Hazard Communication Program; Hazardous Waste Minimization Program; Hearing Conservation Program; Good Laboratory Safety Practices; Procedure for Handling Asbestos; Radiation Safety Manual; Respirator Program; Safety with Chemical Carcinogens in Research and Teaching; and Workplace Precautions for Blood borne Pathogens. Additional information about safety programs is available from the Department of Environmental Health and Safety, (785)532-5856, or the KSU PPM: <http://www.k-state.edu/policies/ppm/3700/3720.html>.

## **Workers' Compensation**

**Accident Reporting** - Work related accidents, injuries, or occupational diseases must be reported by employees injured on the job, regardless of where the situation occurs. All on-the-job accidents and injuries must be reported by the supervisor or other authorized person to Human Capital Services. Any supervisor who hears or knows of an accident should inquire directly of the employee and make the necessary report.

The State Self-Insurance Fund is the office that manages the workers' compensation claims for state employees. Failure to report work related accidents/injuries within the required time limit may result in denial of benefits.

**Medical attention** - The State Self-Insurance Fund (SSIF) has the right to select the doctor who will treat the injury. In some areas, the injured employee is directed to a contracted provider. For additional information and listing of contracted providers, consult:

<http://www.compalliance.com/kansas-self-insurance/>.

- **Emergency medical treatment:** The employee should seek treatment from the nearest emergency medical facility. The supervisor or HCS liaison should inform the SSIF at 785-296-2364 as soon as possible of the employee's injury and emergency medical treatment.
- **Non-Emergent Medical Treatment:** To seek non-emergent medical treatment for an employee injury there must be authorization from the SSIF for the treatment. Employees can call the SSIF at 785-296-2364 to receive authorization for medical treatment. The State Self Insurance Fund is legally authorized to choose the treating physician. If an employee self-selects a doctor and does not have prior authorization for treatment from SSIF the SSIF will only be responsible for the first \$500 in unauthorized medical bills from the self-selected physician (s) once the injury has been found compensable.

Additional information about Workers' Compensation benefits is available at:

<http://www.kdheks.gov/hcf/ssif/default.htm>.

## **Substance Abuse Policy**

It is the policy of the University to maintain a workforce free of substance abuse.

- A. Reporting to work or performing work while impaired by or under the influence of controlled substances or alcohol is prohibited.
- B. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, or while the employee is on duty or stand-by-duty.
- C. Violation of such prohibitions by an employee is considered conduct detrimental to state service and may result in a referral to the Employee Assistance Program and/or discipline.
- D. Employees are required by federal law to notify Human Capital Services in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. An employee who is convicted of violating any criminal drug statute in such workplace situations will be subject to discipline.

**Employee Assistance Program (EAP)** - Available to state employees and their families for substance abuse education, counseling or rehabilitation. The University encourages voluntary treatment for substance abuse. See: <http://www.kdheks.gov/hcf/healthquest/eap.html>.

**Controlled Substance Testing** - Some positions may require testing of controlled substances to

either obtain or retain employment. These positions perform law enforcement duties or duties requiring a commercial driver's license.

### **Smoking Policy**

Smoking is a public health and fire hazard. Locations where smoking is allowed are restricted in order to prevent infringements upon others and create and maintain an environment that is in the best interests of the safety, health, and well-being of all the users of University property.

Smoking is not permitted in any University building or vehicle. Smoking is prohibited within 30 feet of marked entrances to University buildings. Unlawful smoking is a misdemeanor and is punishable under state or local law.

### **Threat Management Policy**

The safety and security of University employees, students, and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the University's ability to execute its mission will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official university business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium. Violations or retaliation for reporting violations of this policy will lead to disciplinary action that may include suspension, dismissal, arrest, and prosecution.

Employees are responsible for notifying the Director of Labor Relations of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment. Employees are required to report to the campus police or other appropriate law enforcement agencies any incidents of child sexual abuse that relate to minors as victims, which they witness on the University's campus or at a University-sponsored event.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide the University with a copy of the order. For more information: <http://www.k-state.edu/policies/ppm/3000/3015.html>

## **Personnel Records**

### **Confidentiality and Access to Employee Files**

Employees' personnel files are considered confidential. Employees may request to view their electronic personnel file upon scheduling an appointment with a Human Capital Services staff member. Only an immediate supervisor and other University officials with an employment-related reason may review specific documents in an employee's personnel file without the employee's written authorization, unless review is compelled by a lawfully issued subpoena or other legal process.

A prospective external or internal employer, individual or firm may request to view an employee's personnel file. This request will only be granted if the request is submitted in writing to Human Capital Services and is accompanied by the written authorization of the current or former employee. Federal and State agencies having a proper interest and an established need may review an employee's personnel file without written authorization of the current or former employee.

### **Employment Verification**

Kansas State University contracts with a third party to provide automated employment and income verifications on our employees. This is an automated service that provides employees with the ability to quickly provide proof of their employment or income. Employees benefit from having control of the process, since they authorize access to their information. The provider is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of an employee's employment or income, and it is easy for them to use. For more information: <http://www.k-state.edu/hcs/work-life/pay/empver.html>.

## **Potential Employment Conflicts**

### **Substantial Interests**

Employees with purchasing authority are required to file an annual Statement of Substantial Interests Declaration with the Governmental Ethics Commission. For more information: <http://www.k-state.edu/hcs/policies/ppm/ssi.html>.

### **Intellectual Property Policy**

The Intellectual Property Policy fosters both the development and the dissemination of useful creations, products or processes. The creation of products and materials is encouraged by providing a mechanism for rewarding their creators. Dissemination of products and materials is encouraged by providing for their protection, thus making their commercial development and public application attractive with the intent of providing the most benefit for society.

All employees must agree to abide by the University Intellectual Property Policy: <http://www.k-state.edu/policies/ppm/7000/7095.html>.

### **Whistleblower Act**

The Whistleblower Act prohibits disciplinary action toward an employee for engaging in certain communications with a member of the legislature or for reporting a violation of state or federal laws, rules or regulations. For more information: <http://www.k-state.edu/policies/ppm/3200/3230.html>.

### **Nepotism**

A university support staff member shall not advocate, participate in or cause the appointment, promotion, transfer, demotion or discipline of a household or family member for whom the university support staff member is a supervisor or manager. A member of a household is considered to be a person having legal residence in and living in the staff member's residence. A family member is considered to be a person related by blood, marriage or adoption. For more information: <http://www.k-state.edu/policies/ppm/4000/4095.html>.

### **Conflict of Interest**

Faculty and Unclassified Staff are required to file an annual Conflict of Interest Disclosure. The policy specifies that faculty or unclassified staff may not involve University students or any other University employees in their external activities if such involvement is in any way coerced or in any way conflicts with the involved participants' required commitment of time to the University. For more information: <http://www.k-state.edu/academicpersonnel/fhbook/fhxs.html>

### **Acceptance of Meals, Gifts, Entertainment and Travel**

Kansas law prohibits University employees in their official capacity from accepting or requesting meals and travel from sources outside of state government, or gifts and entertainment from any source, with a few exceptions. Exceptions include:

- Meals may be accepted when the value is less than \$25
- Beverages and snack foods not part of a meal
- Gifts valued at less than \$40 given at ceremonies or public functions when accepting the gift as a University employee
- Prizes given in random drawings

For a complete listing of prohibitions and exceptions under this law see:

<https://ethics.kansas.gov/state-level-conflict-of-interest/guidelines-for-state-employees/>

## **Learning and Development Opportunities**

The University provides varied required and optional learning and development opportunities for staff. The Introduction to Supervision course series is required for all university support staff who supervise at least one non-student employee. Program information is available at: <http://www.k-state.edu/hcs/learning-development/>.

## **Attendance Guidelines**

An employee's work attendance has a direct effect on a unit's ability to provide intended services in support of the mission of the University. An employee's attendance record is a possible consideration which every supervisor may consider when selecting staff for initial hire, regular hire, transfer or promotion. Misuse of leave privileges, excessive leave use, unexcused absences or a pattern of failure to report for or remain at work may be grounds for positive disciplinary action. University policies acknowledge that circumstances may necessitate recommendations for varying levels of corrective action. University units also develop specific written procedures to implement these guidelines within the framework of their unit mission.

### **Purpose**

The following guidelines have been established to assure that:

- There is consistent attendance counseling and corrective action on a university-wide basis.
- There is appropriate corrective action at the lowest level which is sufficient to address attendance concerns.
- There are clear steps to follow so that supervisors and employees may discuss attendance problems affecting the work unit and its productivity and have adequate time for employees

to correct attendance deficiencies.

### **Work Practices**

As a condition of employment, employees are expected to report for duty at the assigned time and place and to remain on duty during scheduled work hours. Employees are also expected to accurately report hours worked and leave taken.

In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person prior to or at the start of the scheduled work shift. Except in the most unusual situations, the employee is expected to make the call personally, provide a projected length of absence, and explain reasons for the absence or lateness. When absence is necessary, the employee must contact the supervisor before each scheduled shift unless the absence is approved in advance by the supervisor. The employee must also obtain supervisory authorization to leave the work site during a scheduled shift.

Responsibility for excusing lateness or an unexpected absence rests with the immediate supervisor. In most situations, the supervisor will be expected to make the decision (whether lateness or an unexpected absence is excused) when the employee returns. Unexcused absence or lateness may be recorded as leave without pay at the discretion of the supervisor. In cases of absence or lateness for medical reasons, when circumstances warrant, the supervisor may request medical certification to justify excusing the absence or lateness, particularly if the employee has been absent three or more consecutive days.

Detailed information regarding attendance guidelines is available at:

<http://www.k-state.edu/policies/ppm/4000/4025.html>.

### **Performance Reviews**

The Performance Management Process is used to identify performance expectations and provide feedback to the employee. Ongoing communication throughout the entire review period between supervisors and the employees who report to them is essential. It is expected that all supervisors of University Support Staff attend training on the Performance Management Process.

The Performance Management Process includes the following four components:

- **Performance Planning:** A discussion at the beginning of the review period between the supervisor and employee to identify and clarify performance expectations for the review period.
- **Coaching and Feedback:** The daily process of communicating with employees; managing behavior and performance to help employees meet performance expectations.
- **Reviewing and Appraising Performance:** The process of evaluating performance against established performance expectations for a specific time period.
- **Recognizing and Rewarding Performance:** Provide monetary and non-monetary rewards for achieving and exceeding performance expectations. Recognition reinforces and rewards successful past performance and encourages continued successful performance in the future;

however, it must be timely, sincere, specific and earned.

For more information about the performance management process:

<http://www.k-state.edu/policies/ppm/4000/4080.html>.

### **Probationary Reviews**

The probationary period is a test of an employee's ability to meet expectations. One or more feedback sessions will be conducted during the probation period. Prior to the expiration of each employee's probationary period, a performance review will be completed and submitted to Human Capital Services. Failure to notify the employee of the performance rating or an approved extension by the end of any probationary period shall mean that the employee has been granted permanent status. A request for any extension must also be submitted to Human Capital Services prior to the end of the probationary period.

When a probationary employee is on leave, with or without pay, for 30 consecutive calendar days or more, the probationary period will be adjusted to the extent of the leave.

The following circumstances require a probationary period and review.

**New Hire** - This initial probationary period is six months, but it may be extended up to six additional months for valid reasons, such as completing specific training, attaining a specific skill level, or acquiring necessary credentials. An original probation period of up to 12 months may be established when specific training or certification requirements as documented in the position description cannot be completed within six months.

An extension of the probationary period requires prior approval by Human Capital Services. A rating of "Meets Expectations" or higher qualifies an employee on an original appointment for permanent status, unless the probationary period has been extended. A new employee who receives a rating that is less than "Meets Expectations" will not be granted permanent status.

**Promotion** - Employees who are promoted are subject to a probationary period of not less than three months or more than six months. However, a probationary period of up to 12 months may be established by Human Capital Services when specific training or certification requirements cannot be completed within six months. An established promotional probationary period cannot be extended.

**Reclassification** - A probationary period and review is not required for a reclassification. However, the supervisor has the option to designate a probationary period and review of not less than three months nor more than six months for a reclassification. Reclassification is change in an existing position from one job to another. When a position is reclassified, an employee may be granted permanent status or may be subject to a probationary period of not less than three months nor more than six months. A probationary period of up to 12 months may be established if approved by Human Capital Services when specific training or certification requirements as documented in the position description cannot be completed within six months.

**Reinstatement** - Reinstatement occurs when a permanent employee returns to the University within a year of separation. Reinstated employees are subject to a probationary period of not less than three months or more than six months.



**Transfer** - A probationary employee may transfer from one position in a job title to another position in the same job title or to another job title in the same pay grade; the transfer has no effect on the employee's probationary period. However, the initial probationary period may be extended, with the approval of Human Capital Services up to six additional months.

When a permanent employee transfers from one position in a job title to another position in the same job title or to another job title in the same pay grade, the transfer has no effect on the employee's permanent status; the employee does not serve another probationary period.

Employees who transfer, demote or promote from a temporary university support staff position or from any unclassified position to a regular university support staff position shall serve a standard six month probation.

**Probationary Police Officers** - All police officers are required to attend and successfully complete a course at the Law Enforcement Training Center before receiving permanent status.

**Probationary Supervisors** - All university support staff who supervise other university support staff are required to complete Introduction to Supervisory Training or its equivalent before receiving permanent status.

### **Annual Reviews**

Annual reviews are required for each regular university support staff and are due between November 1 and January 31.

### **Special Reviews**

A special review may be made at any time to gauge the level of performance or to improve that performance. A special review will not change the annual review due date.

### **Performance Review Appeals**

**Probationary Employees** - A probationary employee on an original appointment (i.e., a new hire) cannot appeal a review rating. However, an employee serving probation for any other reason shall have the same appeal rights as an employee with permanent status if the employee had permanent status in the prior position.

**Permanent Employees** - A permanent employee may, within 7 calendar days after having the opportunity to sign the Performance Management Process Form, appeal an overall rating other than "Exceptional." That appeal must be submitted in writing to Human Capital Services, who will mediate the issue if both the employee and the rater are willing. If mediation is refused or if it is unsuccessful, the appeal will be referred to the Peer Review Committee (PRC). That PRC is appointed by the Vice President of Human Capital Services to hear university support staff appeals. The PRC will consider evidence offered by the employee and the manager (supervisor), as well as any evidence the committee has requested. After deliberating, the PRC will assign a rating within 10 calendar days of the hearing date. The rating is final and not subject to further appeal.

For further information about the appeal process:

<http://www.k-state.edu/policies/ppm/4000/4030.html>.

## Peer Review Committee Hearing Process

The University believes that its employees are a valuable resource, and realizes that occasional employment conflicts are inevitable when people work together. In trying to resolve employment conflicts among employees as fairly as possible, the University provides a dispute resolution process for all permanent university support staff of the University culminating in a full opportunity for a hearing before an impartial panel of university support staff in unresolved matters involving:

- Performance reviews;
- Proposed suspension with pay (decision-making leaves), not involving discrimination under [PPM Chapter 3010](#); and
- Claims of unfair treatment not involving discrimination under [PPM Chapter 3010](#).

An advisory appeal process is available for complaints related to discrimination, as described in [PPM Chapter 3010](#). Consequently, any matter relating to PPM Chapter 3010 shall follow the appeal process described in PPM Chapter 3010, rather than this chapter.

For further information about the dispute resolution process: <http://www.k-state.edu/policies/ppm/4000/4030.html>.

## Disciplinary Actions

Kansas State University is committed to providing a positive, supportive, and harmonious work environment where university support staff can perform to their best ability. Kansas State recognizes also that there are times when disciplinary action is necessary. First, it is important that performance and discipline problems be settled at the earliest stage possible through timely and appropriate verbal/oral and written counseling by the employee's immediate supervisor. If, however, these departmental level actions do not correct the situation, the guidelines in our policy address formal disciplinary measures for employees who violate policies, fail to perform work satisfactorily or behave in a manner detrimental to the University.

### **Grounds for Disciplinary Actions**

1. *PERSONAL CONDUCT*. Grounds for a decision-making leave (suspension with pay), demotion, or dismissal of a permanent USS employee for personal conduct detrimental to university service include, but are not limited to, the following:
  - a. gross misconduct or conduct grossly unbecoming a university employee
  - b. conviction of a criminal act
  - c. immoral conduct
  - d. willful abuse or misappropriation of university funds, materials, property, or equipment
  - e. making a false statement of material fact in the employee's application for employment or position description
  - f. participation in any action that would in any way seriously disrupt or disturb the normal operation of the department, or university
  - g. trespassing on the property of any university official or employee for the purpose of harassing or forcing dialogue or discussion from the occupants or owners of such property

- h. willful damage to or destruction of university property
  - i. willful endangerment of the lives or property of others, or both
  - j. possession of unauthorized firearms or other lethal weapons while on the job
  - k. performing duties in a brutal manner, or mistreating, neglecting, or abusing a patient, resident, or other person in the employee's care
  - l. refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination)
  - m. being under the influence of alcohol or drugs while on the job
  - n. knowingly releasing confidential information from official records
  - o. use of the employee's university position, use of the employee's time on the job, or use of university property or facilities by the employee in connection with a political campaign
  - p. exhibiting other personal conduct detrimental to university service which could cause undue disruption of work or endanger the safety or property of others, as may be determined by the Director of Employee Relations
  - q. gross carelessness or gross negligence
  - r. grossly improper use of university property
  - s. sexual harassment arising out of or in connection with employment
2. *WORK PERFORMANCE*. Grounds for a decision-making leave (suspension with pay), dismissal or demotion, of a permanent employee for deficiencies in work performance include, but are not limited to, the following:
- 1. inefficiency or incompetence in the performance of duties or inability to perform the duties
  - 2. negligence in the performance of duties
  - 3. careless, negligent, or improper use of university property
  - 4. failure to maintain satisfactory and harmonious relationships with the public and fellow employees
  - 5. habitual or flagrantly improper use of leave privileges
  - 6. a habitual pattern of failure to report for duty at the assigned time and place or to remain on duty
  - 7. failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business, or practice a profession.

When addressing deficiencies in work performance, please refer to [PPM Chapter 4080 Performance Management Process](#).

### **Disciplinary Action Steps:**

#### **1. Oral Reminder (Department level)**

- 1. In preparation, the immediate supervisor should gather information, observe the situation first-hand when possible, and plan a meeting designed to help the employee recognize the problem.
- 2. During that private conference, the supervisor should avoid the role of adversary, trying instead to guide the employee as follows:

- State the problem clearly.
  - Identify the changes that are expected.
  - Ask for and listen to the employee's point of view.
  - Encourage the employee to offer solutions.
  - Reach agreement on actions that will be taken and a timetable for that action
3. Immediately after the meeting, the supervisor should document the discussion and the resulting agreement using the Employee Conference Form or in a memo to the employee, a copy of which may be retained in the supervisor's working file rather than a personnel file. The employee should be informed that such a notation is being made.

## **2. Written Reminder (Department level)**

1. If the problem continues, the supervisor should send the employee a copy of the above memo or form with a cover note stating that the problem has not been resolved and that a second conference is necessary.
2. During the second counseling session, the supervisor should continue to pursue a problem-solving approach, rather than a punitive one. The objective is to prevent recurring problems, not to punish for prior wrongdoing. A problem-solving approach, however, does not prevent a supervisor from expressing concern over an employee's continued unacceptable behavior. Each of the points to be included in the written notification, as outlined below in 2(c), should be covered orally during the meeting.
3. Following that meeting, the supervisor should provide the employee written notification that includes the following:
  - A statement that this is a written reminder
  - A clear, objective statement of the problem
  - The desired changes not made to date
  - An additional opportunity to correct the problem and the time period
  - An offer of assistance as their supervisor
  - Disciplinary consequences if the problem is not corrected.
4. The employee's signature is requested to acknowledge receipt, not necessarily agreement; one copy of the notification is given to the employee and one copy is placed in the department's personnel file.

## **3. Suspension with Pay (Decision-Making Leave)**

- The purpose of a decision-making leave day is to provide an employee with some critical thinking time. During this paid leave, an employee must decide whether he or she wishes to continue employment with K-State and, if so, what positive steps the employee will take to correct past deficiencies.

- A department requesting a decision-making leave day for an employee shall contact the Human Capital Services, Director of Employee Relations in writing, outlining a) previous counseling sessions, b) verbal and written reminders, and c) the problems that continue. If approved, the Human Capital Services, Director of Employee Relations will notify the employee in writing of the date for the decision-making leave as well as when, where, and to whom the employee should report upon return from leave.
- The employee may appeal the decision to the Human Capital Services, Director of Employee Relations to request an appeal hearing by the K-State University Support Staff Peer Review Committee (PRC). An employee seeking a meeting to discuss the disciplinary action may be accompanied by an advocate.
- Immediately upon return from a decision-making leave day, the employee must meet with the Human Capital Services, Director of Employee Relations (or his/her designee) to discuss the employee's decision. If the employee elects to remain at K-State, he or she will be advised as follows:
- Immediately correct the problem situation; maintain fully acceptable performance and conduct in every area of your job, whether immediately related to the current problem or not. Any further problems that require disciplinary action may result in your dismissal.

#### 4. Demotion or Dismissal

- Departments requesting demotion or dismissal of an employee must request the action in writing to the Human Capital Services, Director of Employee Relations. The letter should include why the action is being requested, what prior steps were taken to correct the situation, and any other pertinent documentation and information. The Human Capital Services, Director of Employee Relations will review the request and notify the department of the decision.
- Employees have full rights of appeal for demotion and dismissal actions. See [PPM, Chapter 4035, Disciplinary Action Appeals Board for University Support Staff](#).

Prior disciplinary actions of a year or more in the past for attendance related concerns will not ordinarily be considered in current requests for disciplinary procedures.

Nothing in these procedures prevents a department from at any time requesting a suspension with pay (decision-making leave), demotion, or dismissal of an employee for actions warranting such a measure. Dismissals will be for cause or as the result of a layoff.

## Appeals Board

The University Support Staff Appeals Board (referred to hereafter as the Appeals Board) hears appeals of disciplinary actions taken to suspend without pay, demote or dismiss a university

support staff member with permanent status. Procedures outlining the appeal process, composition and appointment of the Appeals Board and Appeals Board panels and procedures may be found at: <http://www.k-state.edu/policies/ppm/4000/4035.html>.

### **Appeal Process**

A university support staff not serving a probationary period may appeal a suspension without pay, demotion or dismissal to the Appeals Board up to 21 calendar days after the effective date of the disciplinary action. Appeals must be made in writing to the Vice President for Human Capital Services such that they are received by the VPHC office within 21 calendar days of the effective date of the disciplinary action.

### **Hearing Procedures**

Information about the Appeals Board and hearing procedures can be found at: <http://www.k-state.edu/policies/ppm/4000/4035.html>.

## Recognition Programs and Service Awards

An annual Employee Recognition Ceremony is held each spring to recognize both length and quality of service to the University. Additional information about the following award programs is available at: <http://www.k-state.edu/class-senate/awards/award.html>.

### **Employee of the Year Award**

The program provides an employee award designed to recognize an employee's contribution to the objectives of Kansas State University through excellence in performance and service.

Colleges and/or Administrative Units may select their Employee of the Year based on either:

- A notable event or achievement that is significant in scope, effort or impact on department operations or service to the campus community, or
- Execution of duties of the position far beyond the service level commonly expected by the employee's customers that is of great benefit to, or reflects highly on, the department and or the University.

The award should indicate achievement well beyond the norm. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the award loses significance by being easily attainable.

### **K-State University Support Staff Award of Excellence**

This university-wide award was established to recognize exemplary performance and contributions of university support staff members who consistently excel in their positions and demonstrate integrity and a strong commitment to the mission and values of Kansas State University. The purposes of this award include:

1. Publicizing the positive attributes and contributions made by university support staff;
2. Rewarding and recognizing individuals who achieve excellence; and
3. Encouraging a high degree of consciousness regarding excellence in the workplace for the

entire campus staff.

### **University Support Staff Opportunity Fund**

University Support Staff Opportunity Fund donations are made to help with academic achievement, work expense not funded by their department or to reward outstanding leadership.

### **Service Awards**

The University Support Staff Senate recognizes USS employees who have completed their 5, 15, 25, 35, or 45 years of service at the University at the annual recognition ceremony. In addition, the University awards State of Kansas pins for 10, 20, 30, 40, and 50 years of state service.

### **Employee Suggestion Program**

The Employee Suggestion Program mission is to encourage and reward employee ideas. Acceptable employee suggestions include those that will:

- a) reduce costs, duplication, time, wasting or accidents;
- b) increase productivity or job satisfaction;
- c) improve services, job performance, public relations, or employee morale;
- d) simplify procedures, methods, forms, tools or organizations; or
- e) conserve human resources, material, money, energy or natural resources.

For more information about this program: <http://www.k-state.edu/policies/ppm/4800/4890.html>

## **University Resources and Services**

### **University ID Card**

Each employee on the Manhattan campus (except those on temporary appointments) should report to the ID Center, K-State Student Union to have a photograph taken and an identification card prepared. The employee should bring a copy of his or her appointment paper as proof of employment. The University pays the cost of the initial card. For more information: <http://union.k-state.edu/services/id-center/>

### **The University eID**

Each employee creates an eID, the electronic identifier that when used in conjunction with a password enables authorized access to centrally-managed University IT resources. The eID is the K-State user name and becomes part of the K-State email, is used to view online pay, and much more. The eID is used to manage eProfile to change the password, turn email forwarding on, sign up for K-State Alerts emergency messages, phone calls, and more. It is the employee's responsibility to keep the password private and secure. K-State policy prohibits using someone else's eID or sharing passwords. The password must be changed at least every six months. The K-State email address is used for all official communications from the University administration. For more information: <http://www.k-state.edu/policies/ppm/3400/3450.html>.

### **K-State Today**

K-State Today is a daily email providing faculty and staff a single source of timely K-State announcements. All employees receive this daily email which is coordinated by the Division of Communications and Marketing: <http://www.k-state.edu/today/>.

### **Parking Information and Permits**

A parking permit is required for University parking lots. A Manhattan campus parking permit may be ordered online on the [Parking Services](#) website. Payment options include payroll deduct, credit card, check, or cash. A confirmation email is sent after the online process is completed. For more information: <http://www.k-state.edu/parking/>.

### **Childcare**

The Center for Child Development provides early childhood care and education programs for children of K-State students, faculty, staff, and community families. For more information: <http://www.k-state.edu/ccd/index.html>.

The Hoeflin Stone House Early Childhood Education Center is located on the north side of campus on North Manhattan Avenue. The facility serves as the clinical training site for students enrolled in the state approved and nationally accredited pre-service teacher education program in early childhood education. Both part-day and full-day programs are available for young children, including children with special needs. For more information: <http://www.he.k-state.edu/stonehouse/>.

### **University Libraries**

University staff may borrow materials from the Libraries by using their University ID card. For more information: <http://www.lib.k-state.edu/>.

### **Recreation Facilities**

Recreational Services offers numerous recreational sports and fitness programs to the University community. University staff may use the University recreation facilities by purchasing a membership. Payment of membership fees can be made by cash, personal check, or credit/debit card. A payroll deduction plan is available to benefit-eligible faculty/staff. For more information: <http://recservices.k-state.edu/membership/>.

### **L.I.F.E. Program Fitness Center**

The Department of Kinesiology offers a fee-based Lifestyle Improvement through Fitness Enhancement (L.I.F.E.) program for staff. The program is based in Ahearn. For more information: <http://www.k-state.edu/kines/life/index.html>.

### **McCain Auditorium Performances**

Kansas State University's McCain Auditorium is the campus cultural center for the live performing arts. McCain has a rich history of bringing world-class engaging experiences to the area. University staff members are eligible for discounted prices for the McCain Performance Series. For more information: <http://www.k-state.edu/mccain/>.

### **Athletic Events**

Season tickets to the Kansas State University athletics events are available to University staff at a reduced rate. For more information: <http://www.kstatesports.com/tickets/>.

### **Campus Departmental Sales**

The following departments in the college of Agriculture offer various items for sale on the Manhattan campus:



- Animal Sciences & Industry Dairy Bar, located in Call Hall: <http://www.asi.k-state.edu/services-and-sales/call-hall-dairy-bar.html> sells ice cream, milk, cheese, eggs, butter, meats and flours. Breakfast and lunch is also available.
- Animal Sciences & Industry Meat Sales, located in Weber Hall: <http://www.asi.k-state.edu/about/services-and-sales/ksu-meat-lab-sales/>.
- Grain Science & Industry, Bakery Science Club, located in Shellenberger Hall: <http://www.grains.k-state.edu/academics/clubs-and-organizations/bakery-science-club/>  
Sells assorted baked goods on Wednesdays from 3:00-5:00 p.m.