



K-STATE
NEW
EMPLOYEE
WELCOME

WE'RE GLAD
YOU ARE HERE!

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.

A special thanks to our program sponsors



TODAY'S AGENDA

K-State Alumni Center, Tadtman Boardroom

8-8:30 a.m. - Registration, Welcome and Housekeeping

8:30-9 a.m. - Discover K-State: History and Traditions

9-9:30 a.m. - Discover K-State: Future Focused

9:30-9:45 a.m. - BREAK

9:45-10:15 a.m. - People, Culture, Principles of Community

10:15-11:15 a.m. - Benefits Overview & Employee Perks

11:15-11:25 a.m. - BREAK

11:25 a.m.-12:15 p.m. - Key Resources

12:15-12:40 p.m. - K-State Anti Discrimination Policy

12:40-1:15 p.m. - Lunch

1:15-2:15 p.m. - Campus Tour

A special thanks to our program sponsors

BENEFITS OVERVIEW & EMPLOYEE PERKS

A special thanks to our program sponsors



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 on the first of the month following 30 days of employment.*

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

Health savings accounts (HSA) — Savings account available to employees enrolled in a medical insurance plan considered a High Deductible Health Plan (HDHP). You may contribute pre-tax payroll

deductions to this account to be used for qualified health expenses for you and your dependents.

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

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

YOUR BENEFITS & DISCOUNTS

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

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

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

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

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

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

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

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

**See footnote on back page*

EMPLOYEE BENEFITS CONTINUED

YOUR TIME

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

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

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

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

YOUR FUTURE

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

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

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

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.

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

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

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

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

Health Insurance

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

Enrollment

New employees receive an email from 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.

State Employee Health Plan (SEHP)

Email the SEHP at:

- Health Plan – KDHE.Benefits@ks.gov
- Membership – KDHE.SEHPMembership@ks.gov

State Employee Health Plan FAX: 785-368-7180

NEW HealthQuest Health Center

HealthQuest Membership Administration Portal (MAP)

- If you are employed at ESU, KSU, KU, KUMC or PSU: Use this link to access MAP - https://sso.cobraguard.net/seer_login.php - Select your Regent University and you will be taken to your login screen.
- [MAP Technical Support](#)

Plan Year 2019 Enrollment Booklets – Comparison Charts are included

- [Active State Employee](#)

Insurance Frequently Asked Questions

- **What is MAP?** MAP stands for Membership Administrative Portal, this is the State Employee Health Plan (SEHP) State of Kansas site in which you will enroll in coverage.
- **When can I enroll in coverage?** You will receive an email from KSU Benefits (RJ Steelsmith) indicating when your coverage will begin and what to look for from the State of Kansas. The State of Kansas will open your State of Kansas Membership Administrative Portal (MAP) once you have been hired into K-State HRIS. Be sure to check your junk file, the email may go to it. If after working for three weeks, you've not received the above email, please contact rjs@ksu.edu
- **When does my insurance coverage begin?** All coverages (medical, prescription, dental and vision) flexible spending and health savings accounts begin on the first day of the month following a 30 day waiting period.
- **When will I receive my insurance cards?** All carriers send out cards and it usually takes about two weeks from the time you complete the online enrollment to receive the cards.
- **Do I need to provide dependent documents if I'm adding my family members?** Yes, the State of Kansas requires dependent documentation for all family members you elect to cover. Please see the website for a listing of acceptable documents.
- **Am I prepaying for insurance?** No, the first check of each month, pays for the first half of that month. The second paycheck of the month, pays for the second half of that month. Anytime there is a third paycheck in the month, deductions aren't taken
- **Can I change my Health Savings Account (HSA) contribution throughout the year?** Yes, you may change your contribution throughout the year. This requires a mid-year change request be completed in MAP.

Optional Life Insurance Plans for K-State Benefit Eligible Employees

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

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

Guarantee issue (GI) means you won't need to answer medical questions.

You may apply at any time for any amount, but must complete Evidence of Insurability.

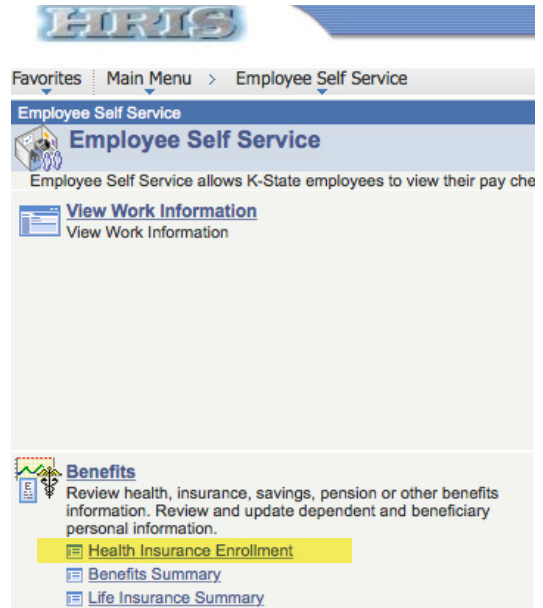
Teachers and Employees Association (TEA)	Optional Group Life (OGL)
Underwritten by The Hartford-online enrollment <i>See the website above to enroll</i>	Underwritten by the Standard-paper enrollment form <i>See the website above to enroll</i>
\$150,000 for employee-GI \$50,000 for spouse-GI	\$250,000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

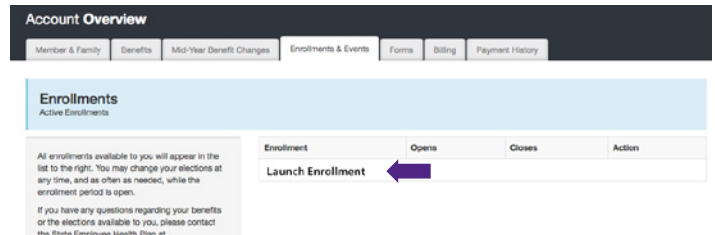


- Make your selections for coverage as the program prompts.
- Click on the **"I have read and agree..."**
- Click **Continue**.
- Do a screen print (**Ctrl + P**) for your records.
- Log out of the Member Portal.

*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**.*

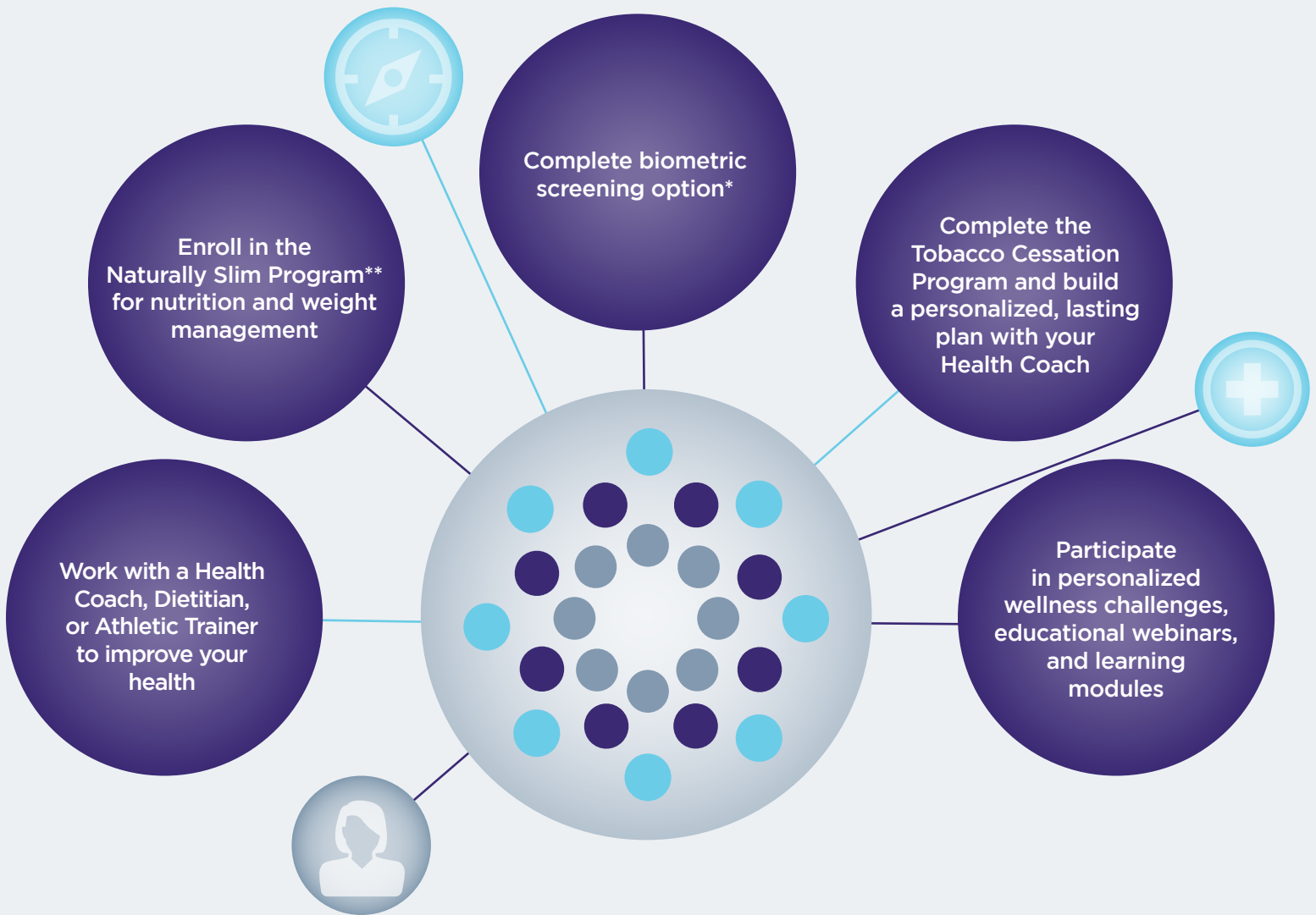
- If you are adding a dependent, a listing of dependent documentation can be found at

<http://www.kdheks.gov/hcf/sehp/DependentDoc.htm>.



Dear New Member,

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



Create Your Account to Get Started

1. Visit your **HealthQuest Wellness Portal** at <https://KansasHealthQuest.CernerWellness.com> and click **“Sign up”**
2. Enter your email address and click **“Submit”**
3. Enter the activation code sent to the email address you provided and click **“Submit”**
4. Confirm the information on the screen and click **“Continue”**
5. Answer all registration questions and use the following **“Member Number”** criteria:
 - **Employees:** Enter 11-digit Employee ID followed by EE
 - **Spouses (enrolled in the SEHP):** Enter the employee’s 11 digit Employee ID followed by SP
6. Start on your path to wellness:
 - Earn 10 HealthQuest points by completing your **Wellness Assessment**
 - Schedule your **Biometric Screening**
 - Schedule a **Health Coaching** appointment

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

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

Questions? Contact HealthQuest at 1.888.275.1205, option 3, or HealthQuest@Cerner.com.

2020 HealthQuest Rewards Program Details

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

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

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

All Plans:

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

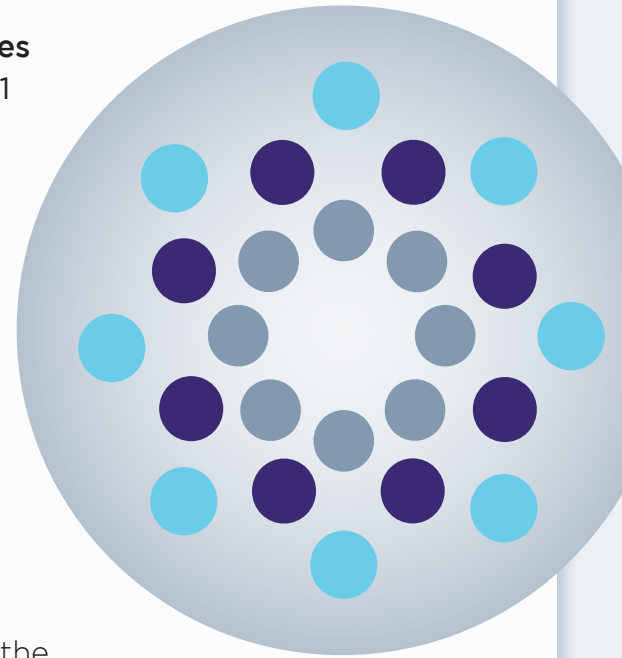
The deadline for earning your credits for your premium incentive reduction is December 31, 2020.

Plan C, Q, N, J:

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

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

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



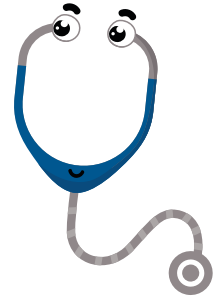
HealthQuest Member Testimonials

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

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

Costs to consider when using a Network or Non network provider.

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



Network Providers

Network Providers	Plan A	Plan C	Plan J	Plan N	Plan Q
Annual Deductible	Single: \$1,000 E + 1: \$2,000 E + 2+: \$3,000	Single: \$2,750* Family: \$5,500	Single: \$500 Family: \$1,000	Single: \$2,750* Family: \$5,500	Single: \$500 Family: \$1,000
Annual Coinsurance (% you pay)	20%	10%	25%	35%	50%
Out-of-Pocket Maximum (combined medical & pharmacy)	Single: \$6,250 Family: \$12,500	Single: \$5,500 Family: \$11,000	Single: \$7,350 Family: \$14,700	Single: \$6,650 Family: \$13,300	Single: \$6,650 Family: \$13,300
Lifetime Maximum	None	None	None	None	None
HRA or HSA Dollars	Not Applicable	HRA or HSA	HRA	HRA or HSA	HRA

Non network Providers

Non network Providers	Plan A	Plan C	Plan J	Plan N	Plan Q
Annual Deductible	Single: \$1,200 E + 1: \$2,400 E + 2+: \$3,600	Single: \$2,750* Family: \$5,500	Single: \$1,000 Family: \$2,000	Single: \$2,750* Family: \$5,500	Single: \$700 Family: \$1,400
Annual Coinsurance (% you pay)	50%	50%	50%	50%	60%
Out-of-Pocket Maximum (combined medical & pharmacy)	Single: \$6,250 Family: \$12,500	Single: \$5,500 Family: \$11,000	Single: \$10,000 Family: \$20,000	Single: \$6,650 Family: \$13,300	Single: \$6,650 Family: \$13,300
Lifetime Maximum	None	None	None	None	None
HRA or HSA Dollars	Not Applicable	HRA or HSA	HRA	HRA or HSA	HRA

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

Medical Benefits Summary (general comparison chart)

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)	Deductible plus Coinsurance	Deductible plus Coinsurance	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	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

General comparison chart for benefits and limitations, for a complete Benefit Description, please visit the SEHP website: <http://www.kdheks.gov/hcf/sehp/default.htm>.



Rates

Plan Year 2020 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	2020 Basic	2020 Enhanced
Full-Time								
Employee Only	\$39.90	\$35.20	\$52.56	\$23.25	\$26.35	\$6.26	\$1.84	\$3.62
Employee + Spouse	\$247.05	\$128.79	\$159.70	\$87.78	\$98.47	\$15.30	\$3.61	\$7.15
Employee + Children	\$126.56	\$65.02	\$91.27	\$43.92	\$48.91	\$13.49	\$3.26	\$6.45
Employee + Family	\$432.53	\$216.92	\$273.62	\$156.36	\$186.22	\$22.56	\$5.03	\$10.00
All Part-Time								
Employee Only	\$115.68	\$52.62	\$65.60	\$34.76	\$39.39	\$11.30	\$1.84	\$3.62
Employee + Spouse	\$368.55	\$164.72	\$187.17	\$112.28	\$125.95	\$22.70	\$3.61	\$7.15
Employee + Children	\$200.22	\$88.32	\$108.80	\$59.65	\$66.43	\$20.41	\$3.26	\$6.45
Employee + Family	\$584.83	\$261.60	\$311.96	\$188.55	\$224.57	\$31.89	\$5.03	\$10.00
HealthyKIDS								
Employee + Children	\$82.82	\$49.37	\$79.52	\$33.36	\$37.14	\$7.87	\$3.26	\$6.45
Employee + Family	\$323.36	\$198.40	\$257.72	\$143.00	\$170.32	\$16.91	\$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

Contact	
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 All Areas (Toll Free): 800-952-5906 New Directions - Behavior Health	www.bcbsks.com/CustomerService/Members/State/ All Areas (Toll Free): 800-332-0307 Topeka: 785-291-4185 All Areas (Toll Free): 800-952-5906 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
HealthQuest HealthQuest@cerner.com	www.kansashealthquest.cernerwellness.com All Areas (Toll Free): 888-275-1205
MetLife Customer Service	www.metlife.com/stateofks All Areas (Toll Free): 800-438-6388
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 Regional Lab Program Patient Financial Services Benefit Information and Collection Site Listings 	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
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

A special thanks to our program sponsors



OVERVIEW OF LEGAL ISSUES AND RESOURCES FOR NEW EMPLOYEES

Prepared by Kansas State University
Office of General Counsel

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

01 Records, Subpoenas, Agency Investigations, and Audits

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

02 Contracts

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

03 Free Speech

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

04 Anti-Discrimination

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

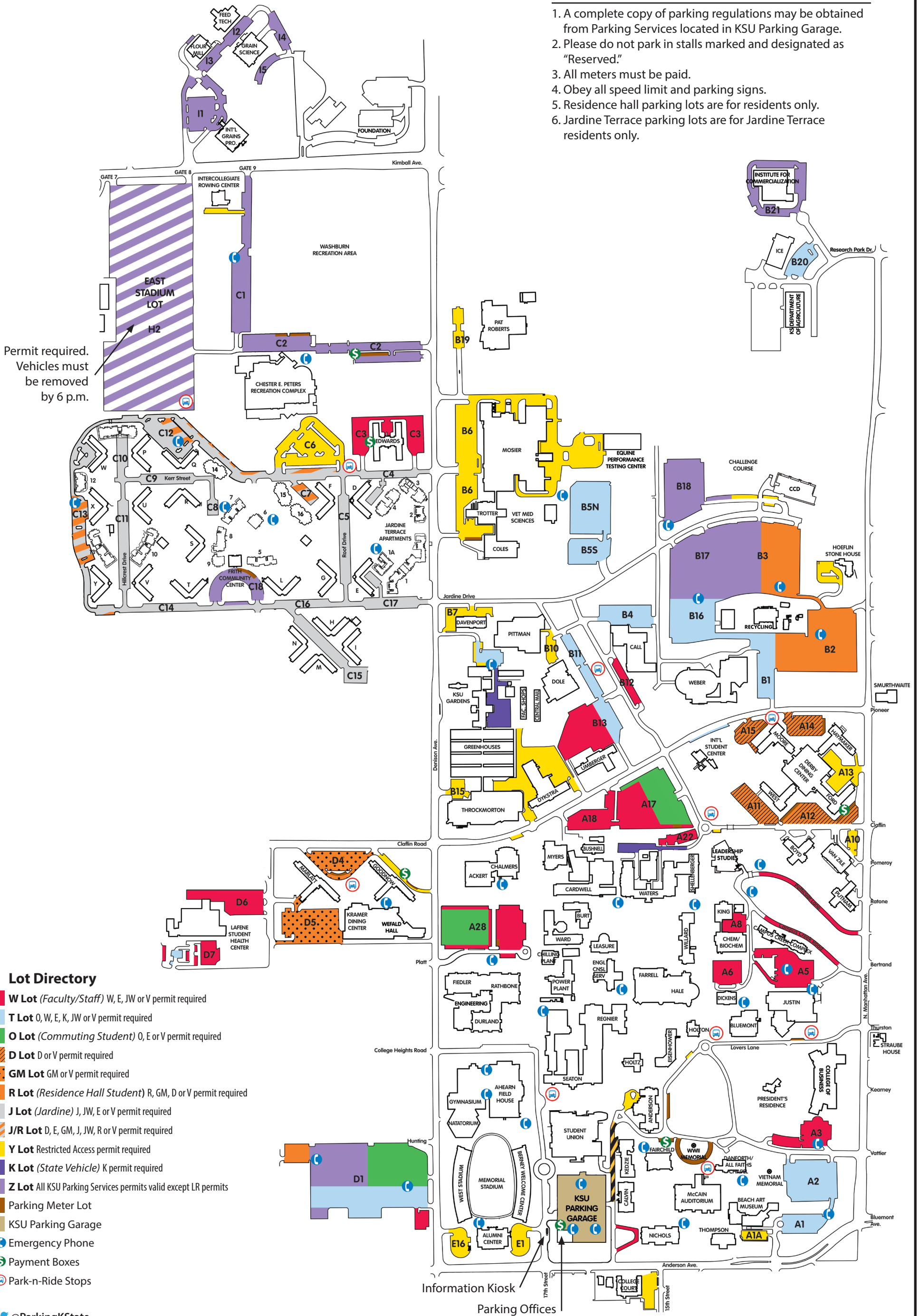
k-state.edu/president
k-state.edu/provost
k-state.edu/registrar
k-state.edu/research/leadership/ord
k-state.edu/studentlife
k-state.edu/research
k-state.edu/research/leadership/preaward
recservices.k-state.edu
k-state.edu/research/leadership/ksurf
k-state.edu/socialclub
k-state.edu/accesscenter
k-state.edu/tlc
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.



Lot Directory

- **W Lot (Faculty/Staff)** W, E, JW or V permit required
- **T Lot** O, W, E, K, JW or V permit required
- **O Lot (Commuting Student)** O, E or V permit required
- **D Lot** D or V permit required
- **GM Lot** GM or V permit required
- **R Lot (Residence Hall Student)** R, GM, D or V permit required
- **J Lot (Jardine)** J, JW, E or V permit required
- **J/R Lot** D, E, GM, J, JW, R or V permit required
- **Y Lot** Restricted Access permit required
- **K Lot (State Vehicle)** K permit required
- **Z Lot** All KSU Parking Services permits valid except LR permits
- Parking Meter Lot
- KSU Parking Garage
- ⓞ Emergency Phone
- ⓞ Payment Boxes
- ⓞ Park-n-Ride Stops

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 (OPDM) 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

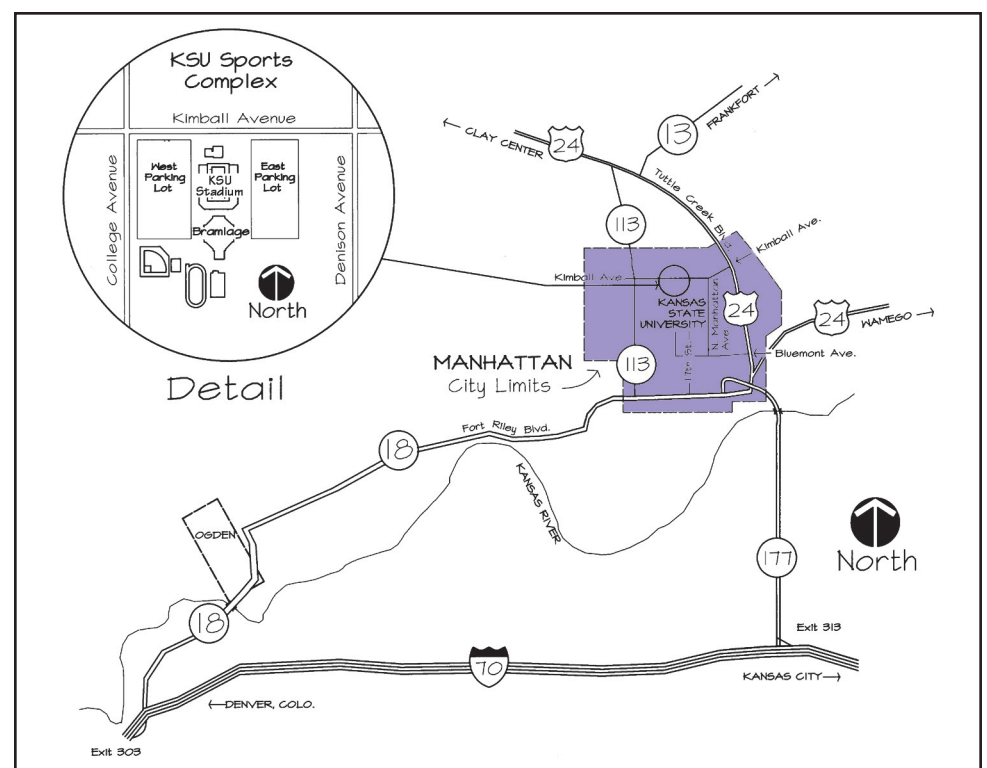
KSU Parking Services provides a Customer Assistance Program (CAP) to help motorists on campus who may be experiencing minor problems with their vehicles. The CAP system provides assistance for motorists having one or more of the following problems:

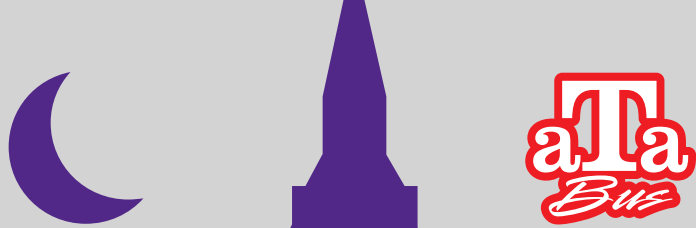
- Keys locked in vehicle—contact University Police at 2-6412. They will call a locksmith for you.
- Flat Tire—contact Parking Services at 2-PARK. They have an "air bubble" and if the leak is slow enough, they will fill it so you can get to a gas station.
- Out of gas—contact Parking Services at 2-PARK.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

Bus Tracking App



Search "Ride aTa Bus" Available on:



Plan Your Trip



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

www.maps.google.com/transit

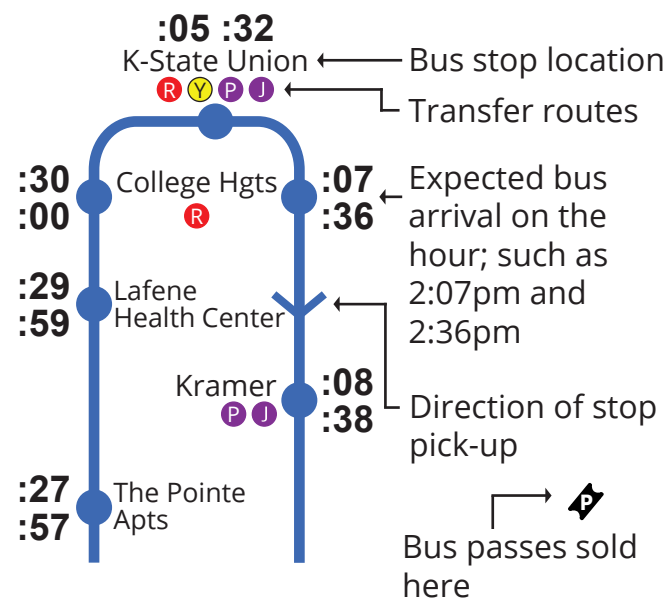
Ride Free with Your K-State ID

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

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



Reading a Loop-Style Timetable



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

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.

Locating a Bus Stop

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



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



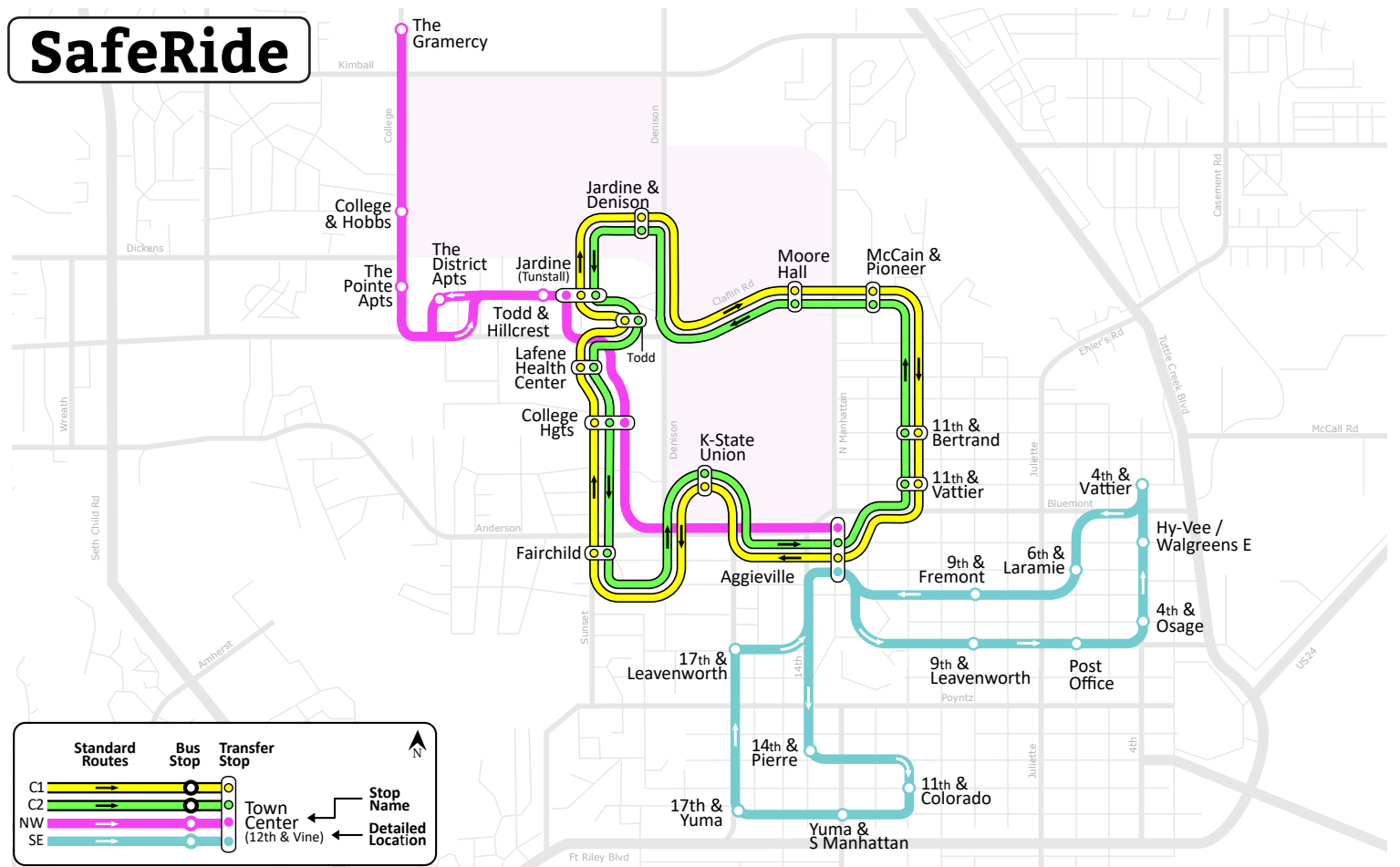
(785) 537-6345

www.FlintHillsaTaBus.com

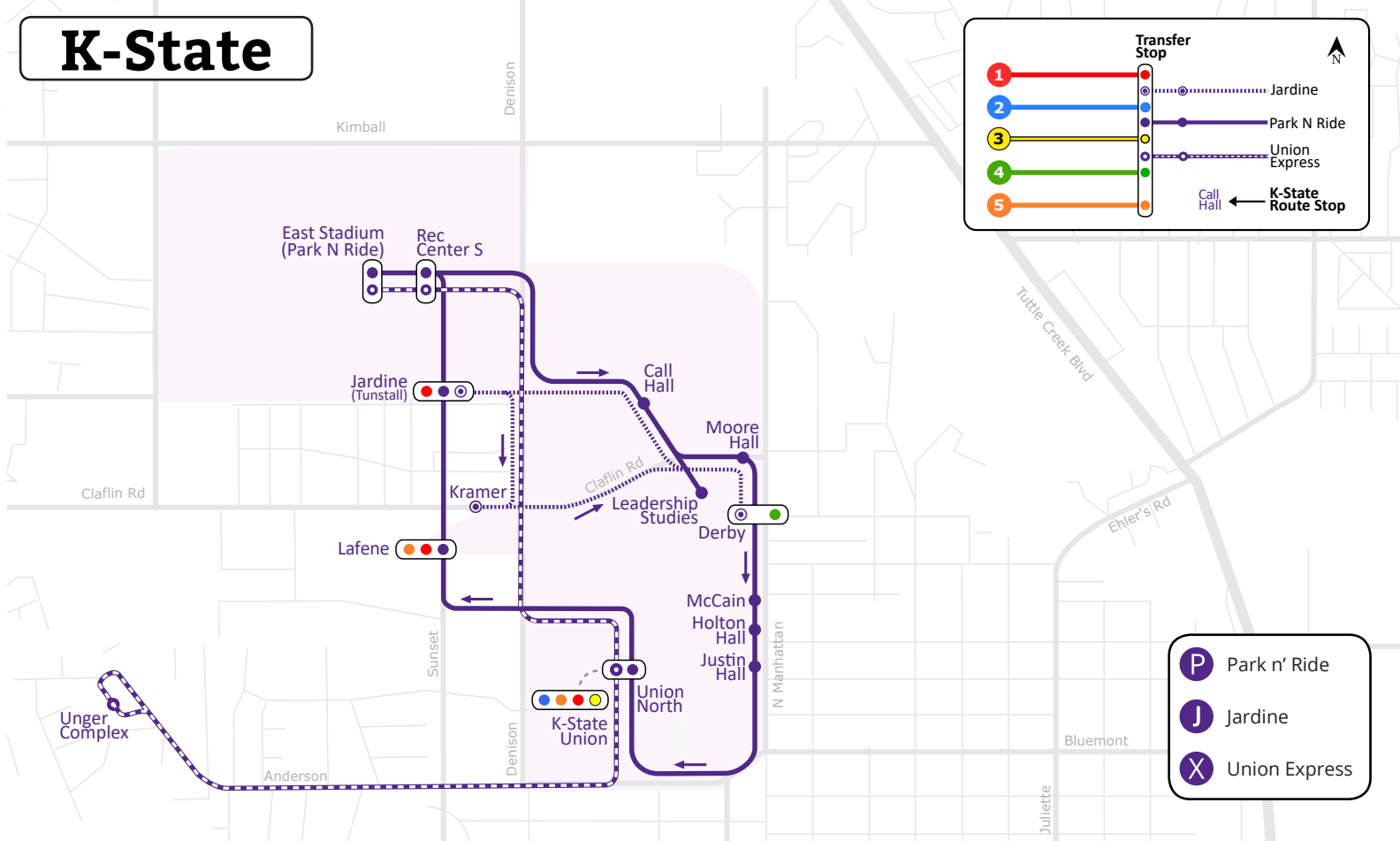
August 2019

@FlintHillsaTaBus @FlintHillsaTa

SafeRide



K-State



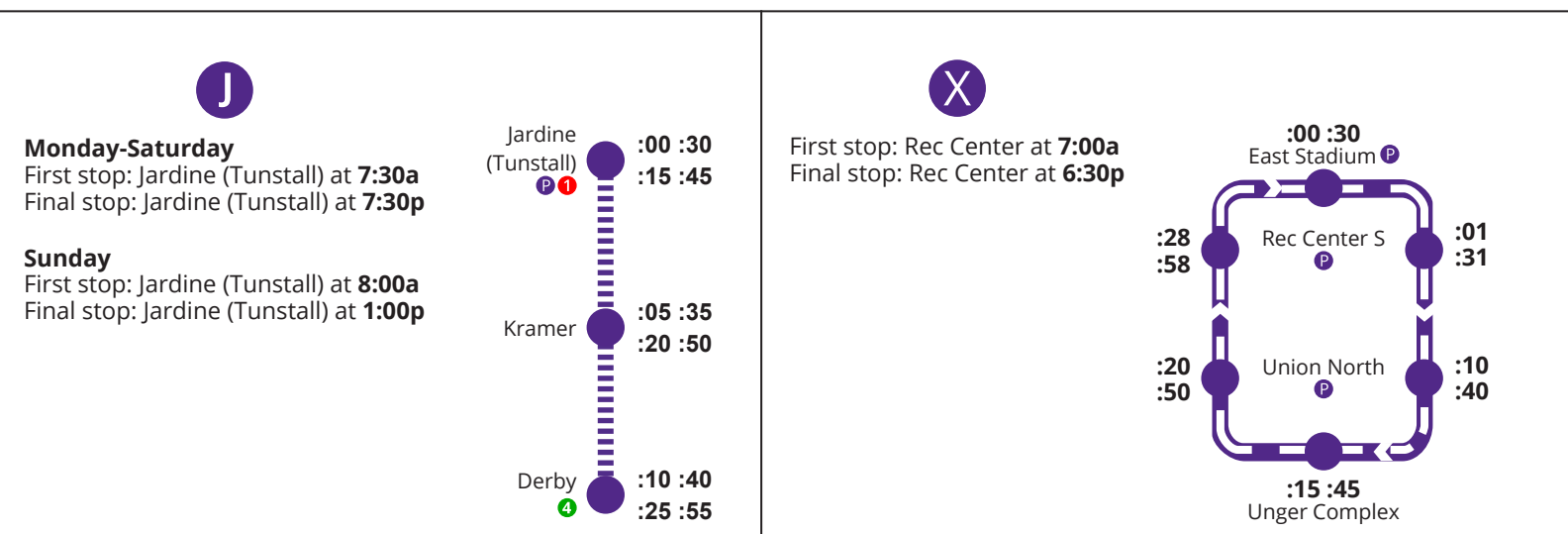
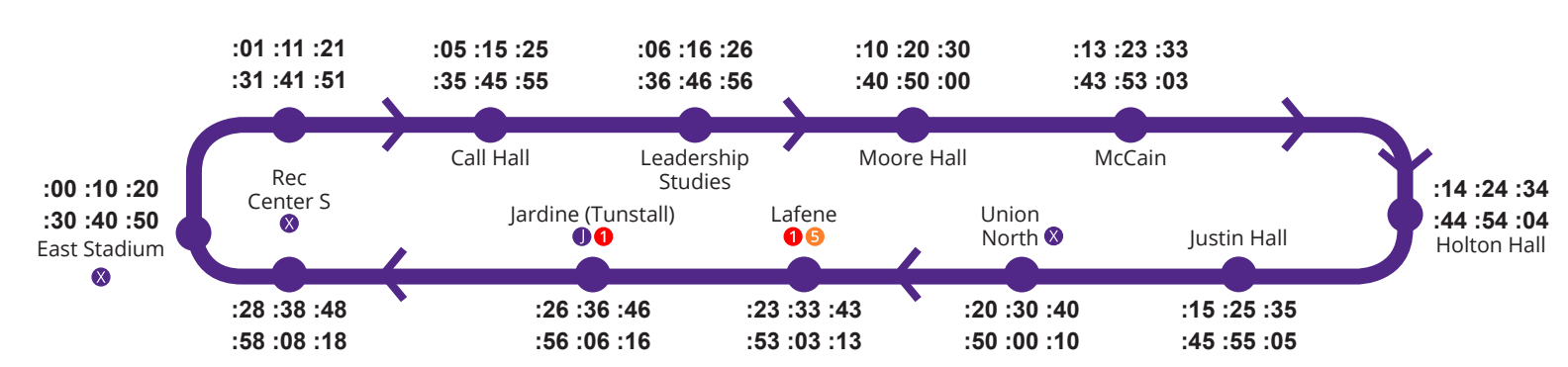
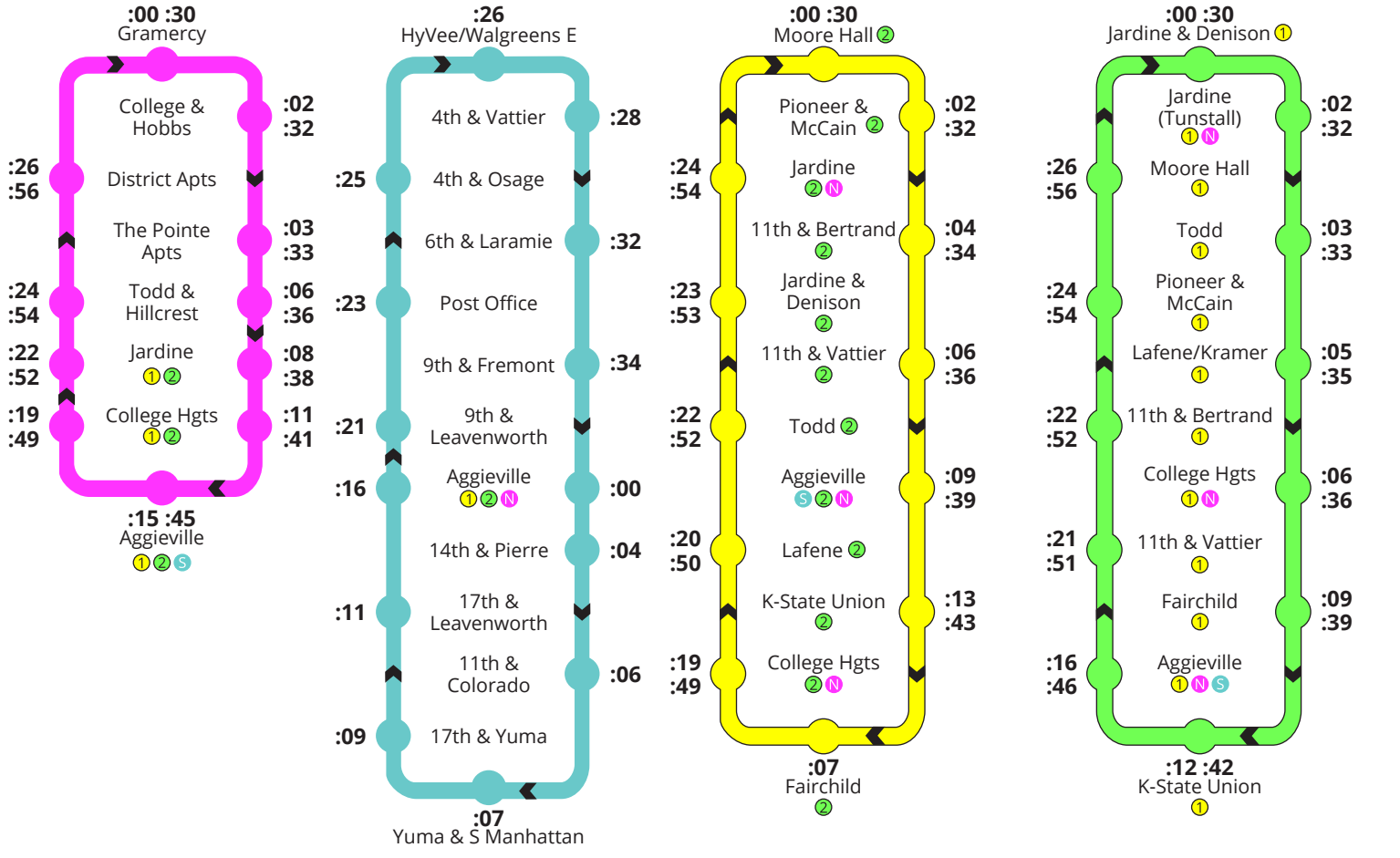
N First stop: Gramercy at **11:00p**
Final stop: Gramercy at **3:00a**

S First stop: Aggieville at **11:00p**
Final stop: Aggieville at **2:40a**

1 First stop: Moore Hall at **11:00p**
Final stop: Moore Hall at **3:00a**

2 First stop: Jardine & Denison at **11:00p**
Final stop: Jardine & Denison at **3:00a**

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







Resources and support services for discrimination and harassment at Kansas State University

Policy and Procedures Manual (PPM 3010)

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

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

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

Options

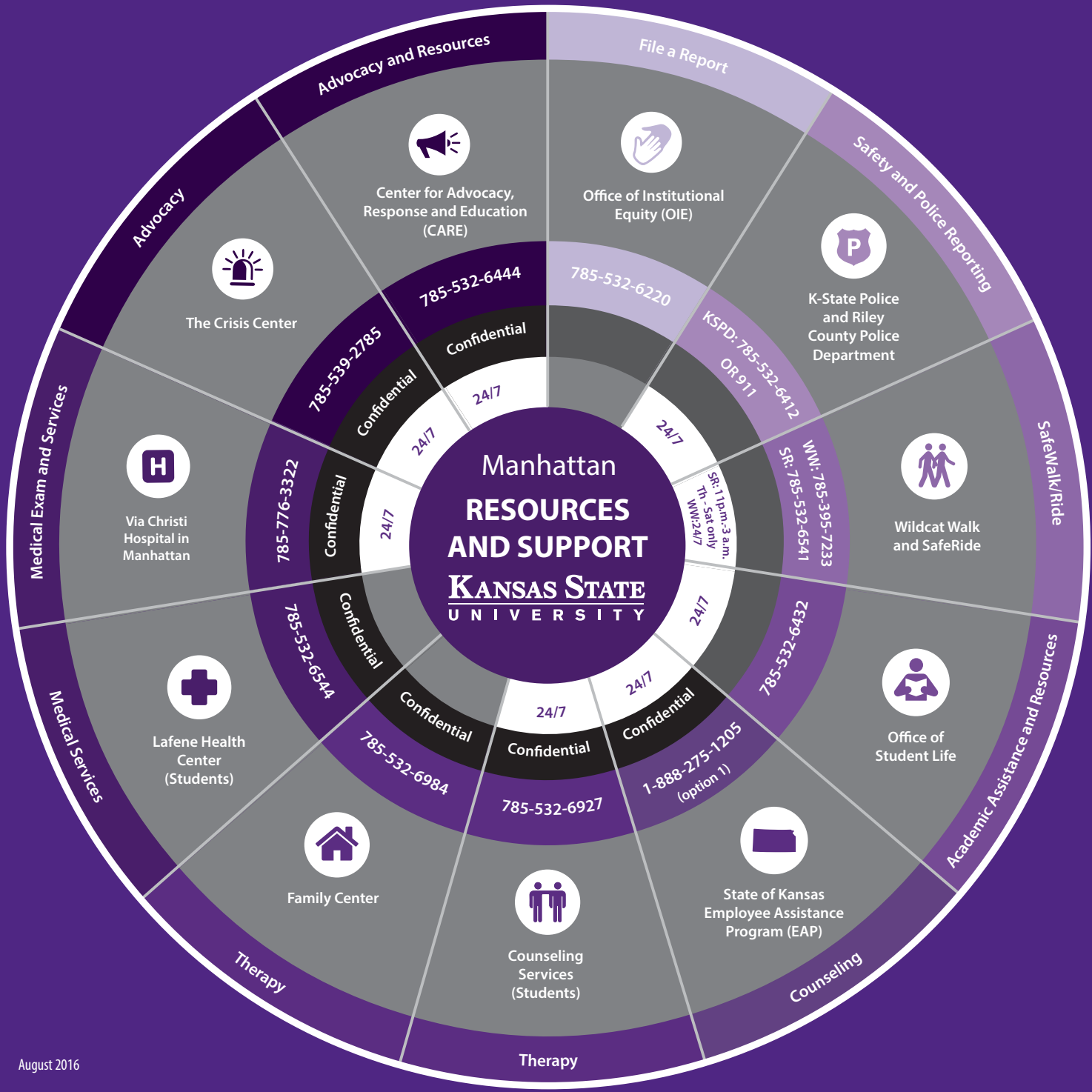
- Complainants will not be forced to participate in an investigation.
- If there is an investigation, the complainant will be informed of the outcome of the investigation and have the right to appeal the outcome on specified grounds.

- Reasonable assistance or reasonable changes in circumstances, — such as no-contact orders, access to counseling services, academic accommodations, change in on-campus housing, class assignments or office location, change in work schedule, job assignments or supervisor(s), and/or public safety escort services, and/or visa immigration assistance — may be given to the parties. The Office of Institutional Equity will work with the appropriate campus office(s) to provide reasonable changes.
- An advisor or support person — including an attorney hired at one's own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

Definitions under PPM 3010

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

Harassment: In the policy, the term "harassment" has two different definitions, the application of which depends on where the alleged conduct takes place and its context. Harassment meeting either of the definitions is discrimination.



Manhattan
**RESOURCES
 AND SUPPORT**
**KANSAS STATE
 UNIVERSITY**

File a Report



Office of Institutional
 Equity (OIE)

785-532-6220

Safety and Police Reporting



K-State Police
 and Riley
 County Police
 Department

KSPD: 785-532-6412
 OR 911

Safewalk/Ride



Wildcat Walk
 and SafeRide

IWM: 785-395-7233
 SR: 785-532-6541

Academic Assistance and Resources



Office of
 Student Life

785-532-6432

Counseling



State of Kansas
 Employee Assistance
 Program (EAP)

1-888-275-1205
 (option 1)

Therapy



Counseling
 Services
 (Students)

785-532-6927

Therapy



Family Center

785-532-6984

Medical Services



Lafene Health
 Center
 (Students)

785-532-6544

Medical Exam and Services



Via Christi
 Hospital in
 Manhattan

785-776-3322

785-539-2785

Advocacy



The Crisis Center

785-532-6444

Advocacy and Resources



Center for Advocacy,
 Response and Education
 (CARE)

How Kansas State University responds to discrimination, harassment, sexual violence and stalking.

Policy and Procedures Manual (PPM3010)

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

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

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

Complainant options

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

- Reasonable assistance or reasonable changes in circumstances, — such as no-contact orders, access to counseling services, academic accommodations, change in on-campus housing, class assignments or office location, change in work schedule, job assignments or supervisor(s), and/or public safety escort services, and/or visa immigration assistance — may be given. The Office of Institutional Equity will work with the appropriate campus office(s) to provide reasonable changes.
- An advisor or support person — including an attorney hired at one's own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

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

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

Advised steps include:

- Seeking medical attention, both to promote well-being and to preserve evidence.
- Notifying law enforcement that a crime has been committed. Kansas State University's Center for Advocacy, Response and Education (CARE) can assist with contacting campus police or the local police department.

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

This grant project is supported by subgrant number 16-VOCA-35 awarded through the Federal Office for Victims of Crime as administered by the Kansas Governor's Grants Program. The opinions, findings, conclusions, or recommendations expressed in this publication, program, or exhibition are those of the author(s) and do not reflect the views of the Office of the Kansas Governor or the U.S. Department of Justice.

NOTES



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