

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.

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 resources 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 may 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/>.

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 fair, equitable treatment and practices to all regardless of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status.

For more information: <http://www.k-state.edu/policies/ppm/3000/3010.html> or the Civil Rights and Title IX office at <https://www.k-state.edu/civil-rights/>

Policy Prohibiting Discrimination, Harassment, Sexual Violence

Kansas State University will maintain a work environment that is free of discrimination, harassment (including sexual harassment and sexual violence), and retaliation. 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. We believe our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of honesty and integrity and will act accordingly in all professional endeavors and expect the same from our colleagues.

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

We recognize our individual responsibilities to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

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 “Successful Performance” 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 on the Kansas State University Careers website at: <http://careers.k-state.edu/cw/en-us/listing/>.

Layoff

A layoff is a reduction in the workforce 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 Chief Human Resource Officer (CHRO). Layoffs result in permanent loss of the positions held by laid off employees.

For more information: <https://www.k-state.edu/policies/ppm/4000/4065.html>

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.

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

Reassignment of University Support Staff

Reassignment of university support staff are those non-competitive and non-disciplinary placements directed by Director of Employee Relations and Engagement in accordance with Kansas State University Reassignment of University Support Staff 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. Premium rates may be dependent upon FTE. See the [Benefit Eligibility section](#) in the Insurance Programs chapter of the KSU PPM for more information.

Health Insurance

The health insurance plan offers medical, dental, vision, and prescription drug coverage. Additional supplemental coverage may also be available for purchase. The coverage is provided through the State Employee Health Plan. Additional information, including enrollment details, is available at: <https://sehp.healthbenefitsprogram.ks.gov/benefits>.

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: <https://sehp.healthbenefitsprogram.ks.gov/benefits/premium-assistance-programs/healthy-kids>

Flexible Spending Accounts (FSA) - Allows employees the option of paying for unreimbursed health care expenses and dependent care expense with pre-tax dollars. Participation in this program will reduce the amount of gross income for federal and state income tax as well as 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: <https://sehp.healthbenefitsprogram.ks.gov/benefits/tax-advantaged-accounts/fsa>

Health Savings Accounts (HSA) - A Health Savings Account (HSA) is a tax-advantaged savings account available to employees who enroll in one of the Qualified High-Deductible Health Plans, Plan C, or Plan N. Funds in the account can be used to pay for eligible health expenses for the employee and their tax-qualified dependents. HSA accounts belong to the employee and are always portable, even upon retirement or termination from State of Kansas employment.

For more information: <https://sehp.healthbenefitsprogram.ks.gov/benefits/tax-advantaged-accounts/hsa>

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. The 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: <https://sehp.healthbenefitsprogram.ks.gov/benefits/healthquest>

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 1-888-270-8897. 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: <https://sehp.healthbenefitsprogram.ks.gov/benefits/healthquest/eap/eap-services>

Life Insurances

Basic Life - All benefits-eligible employees are automatically covered by group term life insurance through the Kansas Public Employees Retirement System and premiums are paid by the University. The coverage begins on the first day of employment and is equal to 150% of annual pay.

Kansas Public Employees Retirement System Optional Life –Benefits eligible employees may purchase optional group term life insurance through KPERS. Guaranteed issue coverage is available if purchased within 31 days of initial hire. Underwriting may be required. Employees may purchase coverage for their spouse and/or children.

For more information: <http://www.kpers.org/optionallife/index.html>

Teachers and Employees Association (TEA) Optional Life – The Teachers and Employees Association (TEA) of KSU offers its members the opportunity to purchase voluntary insurance plans. Membership to TEA is required. Guaranteed issue coverage is available if purchased within 31 days of initial hire. Underwriting may be required. Employees may purchase coverage for their spouse and/or children.

For more information: <https://www.k-state.edu/hr/benefits/insurance-programs/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). The benefit amount will be 60 percent of the member's current annual rate of compensation on the date the disability began, payable in equal monthly installments. However, the disability benefit is reduced by any deductible income the member receives or is eligible to receive. 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: <https://www.kspers.gov/pdf/disabilityspd.pdf>

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

For information: <https://www.kspers.gov/>

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: <https://www.kspers.gov/members/kpf>

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.

Deferred Compensation 457 Plan - All employees may contribute to a voluntary deferred compensation program through Empower, 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 undergraduate or graduate course, up to three hours, is permitted for each Fall, Spring and Summer sessions for courses taken through the Manhattan, Olathe, and Salina campus. Tuition assistance does not include additional fees. 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 Learning Quest Education Savings Program](#) is established by the State of Kansas and administered by the Treasurer of the State of Kansas. [American Century Investment Company](#) is the program manager for employee investments. These investment plans offer 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: <https://www.k-state.edu/hr/benefits/financial/voluntary-savings/education-savings-plan/>

Compensation

The compensation system is determined by Human Resources. 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 “successful” 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 nonexempt or FLSA exempt) status, based upon the nature of the position's duties and its level of responsibility. Only nonexempt employees are covered by the FLSA overtime regulations. A nonexempt 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 nonexempt 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 choice to accept compensatory time off in lieu of paid overtime is up to the employee, not the department. Elections for compensatory time or overtime pay are made in [HRIS self-service](#).

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.

Nonexempt 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.

Nonexempt On-Call and Stand-by Compensation - A nonexempt 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 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.

Nonexempt 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, nonexempt 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 nonexempt employees whose regularly established work shifts begin before or end after the department's 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.

Lactation Support for Employees/Break Time - FLSA requires that a reasonable break time be allowed for nonexempt 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.

For more information: <https://www.k-state.edu/policies/ppm/4000/4075.html>

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 privilege. Occasions may arise when flextime must be suspended temporarily because of departmental workload, vacations, holidays or other reasons.

Remote Work - Kansas State University may permit remote work arrangements during all or some portion of the work week, when such arrangements are in the best interests of the University, enable operational efficiencies and enhance the productivity of the unit and the employee(s). Regular, recurring remote work arrangements must be pre-approved by the appropriate administrator as outlined in this policy and approval must be documented in a written agreement between the University and the employee or other documentation indicating supervisor approval, as provided in the Remote Work policy: <https://www.k-state.edu/policies/ppm/4000/4045.html>.

For more information: <https://www.k-state.edu/hr/about/policies/remote-work/>

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 (nonexempt) 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.

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 and exempt vacation leave accruals may be found in [PPM Chapter 4860](#).

Payment for unused vacation leave will be made at employee's separation from benefits-eligible employment up to a maximum of 176 hours for non-retirement eligible separations. As outlined in [PPM Chapter 4810](#), employees who meet the criteria for retirement will be paid for unused vacation hours to a limit of 240 hours. Employees who separate from service and are re-employed will not have forfeited vacation hours reinstated.

For more information: <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 without limit as specified in [PPM Chapter 4860](#).

For more information: <https://www.k-state.edu/policies/ppm/4800/4860.html#20>

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 accumulated vacation leave. If the employee has exhausted all applicable accrued 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. The medical certification can be submitted to Employee Relations & Engagement to maintain confidentiality of employee's diagnosis.

Employees who have been sick three or more consecutive workdays 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.

Sick Leave Payout upon Termination with Retirement Eligibility		
Years of State Service	Sick Leave Accumulation	Hours Paid
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 1,250 hours requirement. Leave of any kind, whether paid or unpaid, does not count toward the 1,250 hours worked.

An employee paying for group health insurance prior to 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.

For more information: <http://www.kstate.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 Resources.

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; or 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.

For more information: <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.

Parental Leave

Parental leave is available to those who have fulfilled 12 months of continuous employment with the State of Kansas. Employee are granted up to eight work weeks of paid leave (primary caregiver) or four weeks of paid leave (secondary caregiver) following the birth, adoptive placement of a child under six years of age, and placement of a foster child of any age.

For more information: <https://www.k-state.edu/policies/ppm/4800/4860.html#anchor050H>

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
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day*
- Thanksgiving Day and the following Friday if during a work week
- 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.

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 – Per [PPM 4860](#), Administrative leave is leave with pay as authorized by the Director of Employee Relations & Engagement for situations that create dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building. The Director of Employee Relations & Engagement 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 appropriate Vice President 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 applicable 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.

According to [PPM 4860](#), the appointing authority of the University, the Chief Human Resource Officer (CHRO), 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 Resources.

An Employee taking an interim position in an unclassified professional staff position is limited to one year. However, Human Resources 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 for knowing, understanding and following 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 Bloodborne Pathogens. Additional information about safety programs is available from the Department of Environmental Health and Safety, at (785)532-5856, safety@k-state.edu, 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 Resources. 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.

- **Emergency medical treatment:** Life or limb-threatening emergency situations require immediate medical attention from the nearest emergency medical facility. Injuries such as broken bones, profuse bleeding, head injuries, wounds that require stitches, chemicals in the eye(s) etc. Are some examples of emergency situations. While prior authorization isn't required for emergency treatment, the supervisor or HR liaison must 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 prior authorization from the SSIF for the treatment. Employees can call the SSIF Nurse Triage Line at 833-756-2007 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 \$800 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:

<https://ssif.healthbenefitsprogram.ks.gov/employee-resources>.

Substance Abuse Policy Affirmation Form

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 Resources 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.

For more information: <https://www.k-state.edu/hr/forms/substance-abuse-policy-form/>

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.

For more information: <https://sehp.healthbenefitsprogram.ks.gov/benefits/healthquest/eap/eap-services>

Controlled Substance Testing - Some positions may require testing of controlled substances to either obtain or retain employment. These positions include but may not be limited to performing 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 of cigarettes, cigars, pipes or burning tobacco in any other form or device is, as well as the use of electronic cigarettes, vaporizers, hookah or other water pipe devices and all other related devices, are not permitted in any University property or university owned vehicles except inside personal vehicles. Violations of the smoking policy will be subject to progressive discipline.

For more information: <https://www.k-state.edu/policies/ppm/3700/3720.html#smoking>

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 are prohibited. 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. The policy covers conduct that occurs on campus or otherwise within the context of University-sponsored programs and activities, whether those are on campus or off campus. Violations or retaliation for reporting violations of this policy will lead to disciplinary action that may include suspension, dismissal, arrest,

and prosecution.

Employees should 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 university 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.

Employees are responsible for notifying risk and compliance regarding any threats, threatening behavior, acts of violence, or any related conduct as described above. Additionally, a report may be filed using the [Threat or Critical Incident Reporting form](#).

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 Resources 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 Resources 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: <https://www.k-state.edu/hr/tools/employment-verification/>

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 who has 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>

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. 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. K-State Supervisory Foundation series is required for all university support staff who supervise at least one non-student employee.

Program information is available at <https://www.k-state.edu/hr/learning-development/courses/certificate-program/k-state-supervisory-foundations.html>.

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 the 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. Medical certification may be sent to Human Resources.

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 unified for all staff whether unclassified or USS and aligns with the One K-State focus. The process aligns individual goals and performance with the university's mission, core values, and standards of excellence. This continuous approach focuses on collaboration, growth, and regular feedback to help employees achieve both personal and institutional success.

The Performance Management cycle provides a structure for guiding and supporting employees year-round:

- Performance Planning (January 1 – February 28): The start of the cycle, employees set clear goals and expectations for the year ahead. This phase ensures alignment of individual goals with organizational objectives and provides employees with clarity about their roles and responsibilities.
- Mid-year check-in (April 1 – June 30): This check-in offers an opportunity to review progress, address challenges, and adjusts goals as needed. It ensures that employees stay on track and that goals remain relevant and achievable.
- End-of-Year Performance Period Review (November 1 – January 31): At the end of the year, supervisors formally evaluate performance, assess achievements, and set goals for the upcoming year. Employees also have the opportunity to reflect on their performance. This review is comprehensive and constructive and provides clear insights into overall performance.
- Continuous Feedback and Support: Performance management is not limited to formal evaluations and is an ongoing conversation. Regular feedback, coaching, and recognition are essential to employee success.
- Positive Recognition: Immediate recognition of good performance helps keep employees motivated and engaged.
- Addressing Performance Gaps. If performance falls below expectations, it should be addressed promptly. Concerns should be addressed as soon as they arise and provide the necessary support and guidance.

For more information: <https://www.k-state.edu/hr/employee-relations/performance-management/performance-review-process-revised/>

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 Resources. 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 Employee Relations & Engagement in Human Resources 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 the Employee Relations & Engagement Director. A rating of "Successful Performance" 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 "Successful Performance" 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 the Employee Relations & Engagement Director 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 the Employee Relations & Engagement Director 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 to six additional months, with the approval of the Employee Relations & Engagement Director.

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 K-State-State Supervisory Foundations 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 Improvement Plan

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 "Distinguished Performance". That appeal must be submitted in writing to Employment Relations & Engagement 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 CHRO 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 more information: <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.

Specific information regarding grounds for disciplinary action including personal conduct for work performance can be found in [PPM Chapter 4020](#). Furthermore, the PPM Chapter 4020 outlines the process for disciplinary action.

Employees have full rights of appeal as outlined in [PPM Chapter 4030](#). 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 hears appeals of disciplinary actions taken to demote or dismiss a university support staff member. [PPM Chapter 4035](#) details the appeal process and hearing procedures.

For more information: <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 USS awards may be found on the USS Senate website at <https://www.k-state.edu/usss/awards/>.

Years of 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.

University Resources and Services

University ID Card

New employees are encouraged to obtain a university identification card. Employees may go to the K-State Student Union to have a photograph taken and an identification card prepared. The employee should bring a copy of their appointment paper as proof of employment. The University pays the cost of the initial card.

For more information: <https://www.k-state.edu/id-center/>.

The University eID

Each employee creates an eID (electronic identifier) to enable authorized access to centrally-managed University IT resources. The eID is the employee's K-State username and serves as a K-State email address. The eID is used to manage an employee's eProfile. It is the employee's responsibility to keep the password that is associated with the eID private and secure. K-State policy prohibits using someone else's eID or sharing passwords. 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> and <https://www.k-state.edu/it/resources/access-software/eid/>.

Multi-Factor Authentication

K-State multi-factor authentication (such as Duo), which adds an extra layer of security by requiring a secondary device to verify identity.

For more information: <https://www.k-state.edu/it/cybersecurity/duo/>.

Cybersecurity

Cybersecurity is a shared responsibility to protect all students, employees, family members, and K-State's valuable information and technology resources. State statute mandates annual cybersecurity awareness training for all state agencies. To ensure K-State is compliant with this standard, all faculty, staff, and student employees are required to complete this training at the beginning of February each year. The President's Cabinet has authorized the suspension of eID's that fail to meet the required training after the due date.

For more information: <https://www.k-state.edu/it/cybersecurity/>.

K-State Today

K-State Today is an email newsletter providing faculty and staff a single source of timely K-State announcements. All employees receive this 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 deduction, 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>.

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/>.

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/>.

Local 6400 Labor Union

Some USS positions may have special arrangements covered under a separate Memorandum of Agreement with Local 6400.

For more information: <https://www.k-state.edu/hr/about/policies/labor-relations/>