

May 4, 2017

Mr. Jay W. Stephens
649 W. Producer Dr.
Meridian, ID 83646

Dear Mr. Stephens:

Following an extensive national search, it is my pleasure to offer you the position of Vice President for Human Capital Services (position #W0045509) at Kansas State University, effective June 4, 2017. Below you will find summarized the major conditions and elements of the formal offer that we have discussed. The appointment is subject to all University and Kansas Board of Regents policies, as well as applicable state and federal laws.

This position is a 12-month, full-time appointment and is benefits eligible. You will receive a salary of \$190,000 per year; at a bi-weekly amount of \$7,307.69 per pay period for 26 pay periods. Your first paycheck will be issued on or about June 30, 2017. If you have questions about how benefits may apply to you or transfer to Kansas State University, you should contact our Benefits Administration office by phone at 785-532-6277 or by e-mail at benadmin@k-state.edu.

The appointment is for automatically renewable one-year terms, subject to notice of non-reappointment under University policies. You will report to the President of the University and serve as a member of the President's Cabinet.

The members of the President's Cabinet are evaluated annually by the President based on mutually agreed upon goals for each academic year. As Vice President for Human Capital Services, you will be subject to this annual review process.

In addition, Kansas State University will reimburse you for your moving expenses subject to University policies (see [PPM chapter 6320.50](#)) and state laws and regulations. Please know that reimbursement for moving expenses may be taxable and you will need to consult your tax advisor with any questions about your tax liability. To accept an offer of reimbursement of moving and relocation expenses, you must sign an agreement that if you leave Kansas State University for any reason prior to your first anniversary, except for reasons beyond your control that are acceptable to the University, you will reimburse the University for the full amount of such expenses within 60 days of your last day worked. In addition to other rules, please note that if you use a moving company, you will need to obtain three bids, and your reimbursement will be restricted to the lowest bid amount. Furthermore, the amount you may be reimbursed for moving expenses may not exceed the amount of the actual moving expenses verified by receipts or the amount of moving expenses for moving 12,000 pounds of household goods, whichever is the lesser amount.

All expenses for you and your spouse to come back to Manhattan once between now and your official start date will be paid by the Office of the President for the purpose of your being introduced to the University community, subject to University policies (see [PPM ch. 6410.150](#)) and income tax provisions, including any withholding required.

If needed, you will be provided temporary housing from June 4, 2017, through July 8, 2017, less any income tax withholding required; any income tax burden that could arise as a result would be your responsibility. A further extension can be arranged, if necessary, as agreed upon by both parties.

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As the Vice President for Human Capital Services, you will be charged with the overall management of human capital services and outreach to campus constituents regarding human resource programs. The position oversees a human capital organization that includes Administration, Benefits, Compensation and Organizational Effectiveness, Employee Relations and Engagement, Labor Relations and Special Projects, Learning and Development, Resource Center and Operations, and Talent Acquisition. You will be expected to maximize the efficiency, effectiveness, and responsiveness of human capital services and K-State's ability to support the needs of all of its employees, consisting of faculty, unclassified professionals, university support staff, and students.

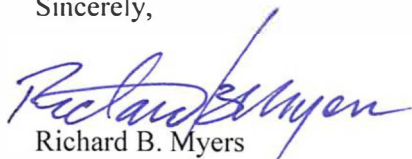
Your employment at Kansas State University is governed by the rules and policies contained in the University Handbook, which is available online at: <http://www.k-state.edu/provost/universityhb/>, and by other policies adopted by the University. Your employment is subject to these policies as they are and as they may from time to time be changed. It is your responsibility to be aware of these policies and procedures, as well as others that may apply to you. Kansas State University employees are expected to conduct themselves in a professional and respectful manner toward other members of the University community, including faculty, staff, students, and visitors. Kansas State University has created the Principles of Community, which can be found at <http://www.k-state.edu/welcome/community.html>. They are displayed in our classrooms and administrative offices.

This offer of employment is contingent upon your ability to provide satisfactory documentation verifying your eligibility to work for K-State in the above-mentioned position. The University will be requesting original documentation of your eligibility to work. This offer of employment is also contingent on your clearing the required background checks, and will only become binding once you have signed the Initial Appointment document on the university-approved form and signed by me.

If you accept these terms, please sign the letter below and return to me at your earliest convenience, but no later than May 13, 2017.

I am delighted to offer you this appointment as Vice President for Human Capital Services and look forward to working with you as a Cabinet member and as you provide excellent leadership to advance Kansas State University.

Sincerely,


Richard B. Myers
President

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cc: Dr. April Mason, Provost and Senior Vice President
Mr. Jeff Morris, Vice President for Communications and Marketing/Interim Vice President for Human Capital Services

Accepted: Mr. Jay W. Stephens

Date: 5-4-17