

University Support Staff Handbook

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Notice of Nondiscrimination

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, **711 TTY**.

Preface and Initial Employment

Preface - The University of Kansas as the first state university on the Great Plains, opened its doors on September 12, 1866. Since then it has grown to include multiple campuses: the main campus of 1,000 acres on Mount Oread in Lawrence, the Edwards Campus in Overland Park, the Medical Center in Kansas City, Kansas, and the Medical Center in Wichita, Kansas.

The University of Kansas is a major comprehensive research and teaching university that serves as a center for learning, scholarship, and creative endeavor. The University of Kansas is the only Kansas regents university to hold membership in the prestigious Association of American Universities (AAU), a select group of public and private research universities that represent excellence in graduate and professional education and the highest achievements in research internationally.

The heart and strength of the University today lies in its students, faculty, and staff. The University prides itself on having staff members who have helped to build KU into a leader in the field of higher education.

The University has established an institutional mission involving 5 important components.

- **Instruction.** The University is committed to offering to the highest quality undergraduate, professional, and graduate programs comparable to the best obtainable anywhere in the nation. As the AAU research university of the state, the University of Kansas offers a broad array of advanced graduate study programs and fulfills its mission through faculty, academic and research programs of international distinction, and outstanding libraries, teaching museums and information technology. These resources enrich the undergraduate experience and are essential for graduate level education and for research.
- **Research.** The University attains high levels of research productivity and recognizes that faculty are part of a network of scholars and academicians that shape a discipline as well as teach it. Research and teaching, as practiced at the University of Kansas, are mutually reinforcing with scholarly inquiry underlying and informing the educational experience at undergraduate, professional and graduate levels.
- **Service.** The University first serves Kansas, then the nation, and the world through research, teaching, and the preservation and dissemination of knowledge. The University provides service to the state of Kansas through its state and federally-funded research centers. KU's academic programs, art facilities, and public programs

provide cultural enrichment opportunities for the larger community. Educational, research and service programs are offered throughout the state including the main campus in Lawrence, the KU health-related degree programs and services in Kansas City and Wichita, as well as the Edwards Campus and other sites in the Kansas City metropolitan area, Topeka, and Parsons.

- **International Dimension.** The University is dedicated to preparing its students for lives of learning and for the challenges educated citizens will encounter in an increasingly complex and diverse global community. Programs of international study and cooperative research are available for KU students and faculty at sites around the world. The University offers teaching and research that draw upon and contribute to the most advanced developments throughout the United States and the rest of the world. At the same time, KU's extensive international ties support economic development in Kansas.
- **Values.** The University is committed to excellence. It fosters a multicultural environment in which the dignity and rights of the individual are respected. Intellectual diversity, integrity, and disciplined inquiry in the search for knowledge are of paramount importance.

This handbook for university support staff members of the University provides information about University policies, procedures, services and opportunities for personal and professional growth. For specific situations not covered in this handbook, please check with your supervisor, departmental personnel-related staff member, or contact the appropriate University administrative office.

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 the University of Kansas and its employees.

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

Copies of current State statutes are available on the State's legislative website (<http://www.kslegislature.org/legsrv-statutes/index.do>). Copies of university personnel policies and procedures are available on the websites of various administrative offices, e.g. the Office of the Provost and Executive Vice Chancellor (<http://www.provost.ku.edu>) and the Department of Human Resources and Equal Opportunity (<http://www.humanresources.ku.edu/>). The most recent versions of University policies are available on administrative websites, so please consult them.

Initial Employment - Your initial appointment to a university support staff position will generally be with probationary status.

When a probationary period (normally 6 months) is completed with a performance rating of "meets expectations" or higher, you will receive permanent university support staff status. Permanent status implies certain rights and privileges: reinstatement, noncompetitive promotion, leave of absence for up to 1 year when in the best interest of the University, layoff rights or appeals to an appeals hearing board. Continued

employment is nevertheless dependent upon receipt of a performance rating of “meets expectations” or above.

Orientation and Other Seminars - An Orientation Program is available to provide basic information about employment and benefits. Attendance at the Orientation Program is a requirement of your initial employment with KU. Personnel information seminars are provided on a regular basis for all staff to update information on policies, benefits, and other relevant employment issues. Notice of these seminars, along with others provided by Human Resources and Equal Opportunity, is distributed to faculty, staff, and departmental personnel related staff. A calendar view is at: www.humanresources.ku.edu/calendar.

Staff KUID Card - All faculty and staff are encouraged to get an identification card (KU Card) from the KU Card Center. The card office is located in the Kansas Union, Level 4. Office hours are 8:00 a.m.-4:00 p.m., Monday thru Friday. Your first card is free; replacements cost \$15. To be eligible for a KU Card, your appointment must be entered into the university payroll system. In addition to identification, your KU Card can be used for other purposes. If you add money to your card's pre-paid stored value account, you can use it to pay for printing and photocopying, and to purchase food at campus food service locations. Discounts may apply. It also functions as your campus Library card, and will allow you access into the Student Recreation Center, with a paid membership. For additional information, contact the KU Card Center at 864-5845 or www.kucard.ku.edu.

Official Bulletin Boards - Official bulletin boards are provided in the following departments: Human Resources and Equal Opportunity, Watson Library, Facilities Operations, Public Safety Office, and Student Housing. Important personnel information may be provided in these locations, including layoff information. Policy location: http://www.provost.ku.edu/policy/use_of_bulletin_boards/

Pay Information

Pay Period - The pay period for the University is biweekly with a workweek that begins from 12:01 a.m. Sunday through 12:00 a.m. the following Sunday. A paycheck is issued 2 weeks after the end of the pay period on every other Friday (or the first working day before a holiday). Paychecks can be electronically transferred to your financial institution or mailed to your home address. If a delayed check results in hardship, you may request that the Payroll office authorize an Endowment Association no-interest loan for partial pay. See the Payroll Office website at <http://www.payroll.ku.edu/>.

Deductions - The following deductions may be made from bi-weekly paychecks:

- Federal Withholding - the amount withheld for Federal income tax based on your Federal taxable gross wages and the number of exemptions claimed on your most recent W-4 form. Additional Federal withholding, called arbitrary withholding can be elected on the W-4 form. The W-2 form listing all taxable wages, taxes and deductions for a calendar year is mailed to you for preparing federal income tax forms in late January. Contact the Payroll Office if your W-2 is late or not received.

- State Withholding - the amount withheld for State income tax deductions. Additional State withholding, called arbitrary withholding, can be elected.
- Social Security (OASDI) and Medicare - For deduction information, please refer to the current fiscal year's fringe chart located at www.payroll.ku.edu/employer_payroll_info/fringe_benefit_rates.aspx.
- Kansas Public Employees Retirement System (KPERs) For employees eligible to participate in KPERs, participation is immediate. For deduction information, please refer to the current fiscal year's fringe chart located at www.payroll.ku.edu/employer_payroll_info/fringe_benefit_rates.aspx.
- Health Insurance Premiums - if you enroll in the health insurance program, the premiums will be deducted from your paycheck. You will need to elect whether to pay those premiums with pre- or post-tax dollars.
- Flexible Spending Accounts - participation in the Dependent Care and/or Health Care Flexible Spending Accounts will result in designated pre-tax amounts withheld for payment of eligible dependent care and/or eligible unreimbursed health care expenses. Participation in a qualified high deductible health plan will result in designated pre-tax amounts withheld for the Health Savings Account.
- Tax Sheltered Annuities and Deferred Compensation programs are available on a voluntary basis. Also, Optional Group Life Insurance, United Way, savings bonds, organizational dues and other voluntary deductions may be made.
- Other voluntary benefit plans are available and deductions will be reflected if participating in these plans: Voluntary 403(b) and 457 Retirement Plans, Optional Group Life Insurance, United Way, savings bonds, organizational dues, Learning Quest, etc. Information is located at www.humanresources.ku.edu/benefits_pay/benefits_info.

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.

Increases are based on maintenance of a performance rating of “meets expectations” or higher. From the available salary pool, 2/3 of the amount is granted as a salary increase to staff with a current performance rating of “meets expectations” or above. The remaining 1/3 of the available pool is granted by departments based on merit principles. Examples of those merit principles include: performance, market value of the job, retention considerations, taking on higher level job responsibilities, etc.

The amount of the longevity bonus is based on length of service (10 years or more) and a performance rating of “meets expectation” or higher. Pay increases and bonuses are generally granted on an annual basis.

Hours Worked

Defining the Work Schedule - Work schedules are an employee's assigned hours of the day, days of the week, and shift rotations-normally 40 hours a week. Department heads establish appropriate work schedules to maintain University services. From time to time such schedules may include required overtime.

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It is basic work rule that, except in emergencies, employees may not leave their department or assigned job during working hours without the permission of their immediate supervisor.

Fair Labor Standards Act (FLSA) for Time/Leave Reporting - The FLSA status for positions is determined by Human Resources and Equal Opportunity. This status designates whether an employee is “Non-Exempt,” is paid on an hourly basis, and is eligible for overtime compensation, or whether an employee is “Exempt,” is paid on a salaried basis, and is not eligible for overtime compensation. Hours reported and leave taken for “Non-Exempt” employees are converted into quarter hour increments for reporting. “Exempt” employees generally report leave taken in ½ or full days.

Minutes Worked	Hours Recorded
0 to 7	0.00
8 to 22	0.25
23 to 37	0.50
38 to 52	0.75
53 to 67	1.00

Minutes are rounded to represent the begin/end times for each portion of the work day, e.g. 8:00 a.m.-12:00 p.m. and 1:00 p.m.-5:00 p.m.

More information about FLSA time/leave requirements for work related travel of “Non-Exempt” employees is located at

http://www.humanresources.ku.edu/policies_procedures/flsa/travel_guidelines_faq

Non-Work Activities - noted below are some examples of inappropriate, non-work activities.

- Transaction of private or personal business during assigned working hours is not permitted.
- Outgoing personal telephone calls during assigned working hours are not permitted without the permission of the immediate supervisor.
- Incoming personal calls, except in emergencies, are discouraged.
- Solicitation of funds for charitable or other causes during assigned working hours is prohibited without prior approval of the University administration.
- Salespersons may not transact business with employees during working hours.
- Solicitation or sale of goods or services to employees during their work time is prohibited on campus. These restrictions include solicitation for union membership and collection of union dues.
- Unless authorized, University equipment, property and supplies may not be used for personal activities.
- Gambling or card playing during working hours is not permitted.

Changes in the Work Schedule - Except in the case of emergency situations or the mutual agreement of the department and the university support staff, the department will provide advance notice of at least 5 working days to the affected employee prior to a change in work schedule which is permanent or which shall apply for an extended period (normally more than 2 months). Whenever possible, the University will provide advance

notice of 5 working days prior to temporary adjustments (normally 1 or 2 months or less) in working schedules.

Schedule Adjustment for under MOA - Exceptions to the work schedule change notice provisions exist for Public Safety Office employees and Service and Maintenance employees covered by a Memorandum of Agreement (MOA). Please consult those MOAs for further information.

Shift Differential - The University's normal workweek to provide services is 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees who are eligible to be paid overtime and whose shift commences before 6:00 a.m. or ends after 6:00 p.m. on a regular basis are eligible to be paid shift differential.

Weekend Schedules - Weekend assignments are posted in each work area and, insofar as practical, are made on a rotation basis to minimize their impact.

Meal Break - All full-time work schedules must include a minimum of a 30 minute unpaid meal schedule. This period generally occurs in the middle of the work schedule.

Employees must be ready to commence work at the start of a shift and after lunch or rest breaks.

Break Periods - Two "break" periods are normally allowed during the regular eight-hour workday. The break period should not exceed 15 minutes for each four-hour period worked. Timing of the break is at the discretion of the supervisor. Breaks cannot be accumulated and used as compensatory time, nor may they be used at the beginning or end of a shift or workday or added to the meal break.

Flex-time - Department administrators may authorize flex-time, the use of staggered starting or ending times for an 8 hour work day. A 40 hour work week consisting of four 10 hour days can also be authorized with the Department of Human Resources and Equal Opportunity's approval. Flex-time may be approved due to early morning and/or late evening transportation schedules, child care, class, or other compelling reasons. Flex-time is generally long term in nature and will not hinder the maintenance of departmental services.

Work and Family - Departments should honor, when possible, an employee request for flexibility to meet the unexpected family commitments that sometimes occur during normal working hours. The University's policies allow numerous ways to make accommodations. When workloads allow, departments should cooperate with employees who wish to use breaks or lunch hours, flexible schedules, adjusted hours or vacation leave to meet family needs. Department heads can determine, case-by-case, whether equitable accommodations can be made.

Release Time for Interviews- The University strongly encourages employees to improve their skills and seek enriching and fulfilling employment. It is our belief that it is in the best interest of the University and its employees to support employees in search efforts. When a university support staff member is offered an on-campus interview, the staff member may be granted release time if the employee and supervisor can agree on a time which will not be a problem for the work unit.

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Overtime Compensation - A non-exempt employee will not work overtime without supervisory authorization. A non-exempt employee eligible for overtime who is authorized to work more than the regularly scheduled time (40 hours per week) will be provided compensation. Supervisors, under prescribed circumstances, may require the use of compensatory time. Please see the [Overtime Compensation Policy](#) located on the HR/EO web site at http://www.humanresources.ku.edu/files/documents/Ot_comp_policy.pdf for details.

Overtime Rotation - Overtime assignments are distributed equally, insofar as practical, by maintaining a rotation list that is kept by the departmental personnel-related staff member. This procedure may be waived as a result of emergency or unforeseen circumstances.

Attendance Guidelines

An employee's work attendance has a direct affect on a unit's ability to provide services in support of the mission of the University. A supervisor may consider an employee's attendance when selecting staff for initial hire, or when granting permanent status, 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 corrective disciplinary action. University policies acknowledge that circumstances may necessitate recommendations for varying levels of corrective action. University units may also develop specific procedures to implement these guidelines within the framework of their unit mission. Departments should communicate any such procedures to employees.

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 the start of the scheduled work shift. Except in the most unusual situations, the employee is expected to make the call personally, provide a projected length of absence, and explain reasons for the absence or lateness. It is the employee's responsibility to continue to call his/her supervisor until contact is made. When absence is necessary, the employee must contact the supervisor in advance of every scheduled shift unless the supervisor approves the absence in advance. The employee must also obtain supervisory authorization to leave the work site during a scheduled shift.

Responsibility for excusing an absence or lateness rests with the immediate supervisor. In most situations, the supervisor will be expected to make the decision whether an absence or lateness is excused when the employee calls in. The supervisor should visit with the employee and personally investigate the employee's request and reasons to determine whether an absence or lateness is appropriately excused. The supervisor should take any mitigating circumstances and the employee's attendance record into account when making the decision. Unexcused absence or lateness should be recorded and the

employee should be notified that the absence is unexcused. 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 3 or more consecutive days. Some University departments establish their own systems of recording and authorizing absences or lateness that should be communicated to employees.

Attendance Violations - There are several categories of attendance problems that represent misconduct. Appropriate responses to such problems may be determined based on the employee's record in all categories of attendance violations. Mitigating circumstances should be taken into account in determining appropriate responses. Attendance violations remain "active" for the period specified on the "Report of Employee Counseling and Guidance" (ER20-A) and the "Report of Employee Misconduct" (ER20-B) forms. Definitions of those categories are provided below. Disciplinary forms link:

http://www.humanresources.ku.edu/documents/category_details/4

Tardiness - Tardiness occurs when an employee fails to report to work at the specified starting time. Corrective action may be taken if an employee is recorded late 5 or more minutes after the start of a scheduled work shift. Repeated tardiness after verbal counseling is a pattern of tardiness. If a pattern of reporting to work late within the 5-minute period is established, corrective action may also be taken. In this latter case, the employee must be notified that a pattern of tardiness within 5 minutes has been established before such incidents can be counted toward corrective action.

No-Call, No-Show - An incident of no-call, no-show occurs when an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person within 30 minutes of the start of the work shift of an intention to be absent or late.

Unjustified Absence - An unjustified absence occurs when a supervisor does not accept as reasonable an employee's explanation for an absence or lateness. Such absences should be reported, and the employee should be notified that the absence is unexcused.

Failure to Remain on Duty - An incident of failure to remain on duty occurs when an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.

Excessive Absence - Excessive absence from work occurs when an employee is away from work to the extent that completion of normal work requirements is adversely affected. These absences may have been excused or unexcused and caused by medical or other reasons. An employee must be notified that absences are excessive before such incidents can be counted toward corrective action.

Progressive Discipline Guidelines for Attendance Violations are outlined below:

<u>Steps</u>	<u>Tardiness</u>	<u>No-Call, No-Show</u>	<u>Other*</u>
1) Verbal Counseling	1-3	0	1-2
2) ER-20A	4	1	2-3
3) ER-20B	5	2	3-4
4) Suspension	6	3	4-5

Department of Human Resources

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When violations from more than one attendance category or attendance and other misconduct violations occur, the employee's entire disciplinary record may be considered to determine the appropriate level of disciplinary action.

* Examples of "other" attendance violations include: failure to remain on duty which may include returning to work late from an authorized break period, taking an unauthorized break, unjustified absence, or leaving the work site without permission (supervisory discretion is exercised depending on severity of violation).

Chronic/Excessive/or Unjustified Absences - A "chronic pattern of excessive or unjustified absences" exists when an employee's absences from work--whether excused or not--have a negative affect on a unit's ability to provide service. In these cases, written notice will be given to the employee that the chronic absences are a hardship on the work unit and that additional requirements must be met in order to receive approved leave.

These requirements include:

- 2 weeks' notice for use of vacation leave, discretionary day or compensatory time,
- documentation to support other paid leave (funeral leave, jury duty, etc.), and
- a physician's statement verifying incapacitation, medical reasons for the absence, and anticipated date of return when sick leave is requested.

These requirements shall not apply to absences covered by federally protected leave or leave protected under workers' compensation.

After notice has been given, another incident of unjustified or excessive absence may result in disciplinary action at the next higher step of progressive discipline. If continuing absences result in leave without pay in 2 consecutive pay periods, even absences justified by physician's statements may not be excused. In this case, the next higher step of progressive discipline may be applied.

When an employee has been placed on "chronic absence" restrictions, the supervisor will complete a regular (at least every 6 months) review of an employee's attendance record. The supervisor may lift these restrictions if the employee corrects the chronic pattern of absence. An employee may request such a review of his or her status related to chronic absence restrictions, if not initiated by the supervisor.

Attendance During Probationary Period - During the initial probationary period, employees are expected to meet University attendance requirements. Any pattern of absence, lateness, failure to report (excused or unexcused), or other work rule violations which might develop during the initial probationary period may result in a departmental recommendation for termination of the probationary appointment.

Presumed Resignation - Five consecutive working days of unauthorized absence for which an employee is unable to provide an acceptable explanation is considered job abandonment or presumed resignation. A supervisor or designee must make reasonable attempts to contact the employee during this 5-day period; however, failure to make contact with the employee does not excuse the absence. Human Resources and Equal Opportunity will notify the employee that he/she has been resigned from the payroll.

Inclement Weather Policy

In general, the University cannot close because of snow or other inclement weather, and employees are expected to be at work during their regular times. However, severe weather may delay or prevent employees' travel or necessitate their leaving work early. In such a case, the Chancellor or the Provost may declare a weather emergency. The intent of the inclement weather policy is to accommodate the needs of employees for additional time in traveling to and/or from work. The University's inclement weather policy and procedure for cancelling classes is available on the Provost and Executive Vice Chancellor website at documents.ku.edu/policies/provost/WinterWeatherPolicy.htm.

Procedure for Canceling Classes or Curtailing Other Operations - It is important to remember that a declaration of a weather emergency is separate from the suspension of classes. There may be instances when classes are suspended, but an inclement weather emergency is not declared. When weather conditions warrant implementation of the inclement weather policy at the start of the work shift, a period of one hour normally may be allowed in which to report to work after the start of a normal work shift without receiving a reduction in pay for the delay in reporting. In very unusual situations, a longer period of time may be announced and that longer period will then be allowed for arrival without a reduction in pay for the delay in reporting.

In making the decision to cancel classes, the Provost/EVC Office will work with other campus and community or regional contacts to assess the hazardous nature of weather conditions.

Notification of Inclement Weather - Should a weather emergency be declared during the daytime, employees will be notified via a calling tree from the Department of Human Resources and Equal Opportunity. Phone messages via J-Talk may also be used. At that time, the period allowed for early departure will be communicated.

Any emergency declaration will be announced via area news media (after 5:45 a.m.), the inclement weather line (864-SNOW after 6:00 a.m.), the KU website, the Information Center (864-3506), and campus "calling trees" (during the workday). Hearing impaired individuals who have TTY/TDD equipment will be able to obtain information through the Kansas Relay Center (1-800-766-3777). Employees who will be late or unable to get to work are expected to give their departments timely notice.

Weather Emergency/Essential Staff Function - Directors and Chairpersons must determine their staffing requirements to insure the maintenance of essential programs and activities, thus determining which staff are weather emergency/essential. Directors and Chairpersons must annually provide a listing of those employees to the Department of Human Resources and Equal Opportunity. Weather emergency/essential employees who work during a declared period of inclement weather will receive compensatory time on an hour-for-hour basis for the time covered by the inclement weather declaration. Weather emergency/essential employees are defined as those necessary to maintain emergency or vital services e.g. police, maintenance, food service and student health.

Each department should have plans for staffing the critical 24-hour-day, 7-day-a-week operations so that inclement weather will not affect them.

Lost Time During Inclement Weather - Employees who do not report to work or who elect to return home after reporting to work during an inclement weather or other emergency condition can select one of the following options for handling the lost time:

- Charge their discretionary holiday (Discretionary holiday may not be utilized for absences of less than 1 full work day),
- Charge accrued holiday compensatory time, (non-exempt or exempt university support staff)
- Charge accrued compensatory time, (non-exempt employees only)
- Charge accrued vacation time, (only in half or full day increments for exempt employees)
- Charge leave without pay (non-exempt employees only), or
- Make up the absence from duty hours within the same workweek on an hour-for-hour basis for non-exempt employees. Plans for make up time must be worked out with approval by the supervisor in advance. Time not made up within the specified period for non-exempt employees will be charged to accrued vacation leave or leave without pay for non-exempt employees.

Those employees who are unable to report for work shall be charged leave time for the entire period including the time covered by the declaration of inclement weather. Employees on authorized leave, holidays, or sick days will not be affected by these emergency procedures.

A frequently asked questions document on this topic is located at:

http://www.humanresources.ku.edu/policies_procedures/emergency_procedures/inclement_weather

Leaves and Time Off

Vacation - Vacations are granted for dates and duration requested by employees provided that the department is not adversely affected. Supervisors have the authority to determine if the timing or the length of a vacation has such an adverse effect on departmental operations. Staff (excluding those who are on temporary appointments) are eligible for the vacation accrual noted below and at

http://www.humanresources.ku.edu/files/documents/classified_leave.xls

University Support Staff Non-Exempt Vacation and Sick Leave Accruals					
Hours Paid per Pay Period	Vacation 0 to <5 Years of State Service	Vacation 5 to <10 Years of State Service	Vacation 10 to <15 Years of State Service	Vacation 15 or More Years of State Service	Sick
0 - 7	0.0	0.0	0.0	0.0	0.0
8 - 15	0.4	0.5	0.6	0.7	0.4
16 - 23	0.8	1.0	1.2	1.4	0.8
24 - 31	1.2	1.5	1.8	2.1	1.2
32 - 39	1.6	2.0	2.4	2.8	1.6
40 - 47	2.0	2.5	3.0	3.5	2.0
48 - 55	2.4	3.0	3.6	4.2	2.4
56 - 63	2.8	3.5	4.2	4.9	2.8
64 - 71	3.2	4.0	4.8	5.6	3.2

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72 - 79	3.6	4.5	5.4	6.3	3.6
80	3.7	4.7	5.6	6.5	3.7
University Support Staff Exempt Vacation and Sick Leave Accruals					
Hours Paid per Pay Period	Vacation 0 to <5 Years of State Service	Vacation 5 to <10 Years of State Service	Vacation 10 to <15 Years of State Service	Vacation 15 or More Years of State Service	Sick
0	0.0	0.0	0.0	0.0	0.0
> 0	3.7	4.7	5.6	6.5	3.7
University Support Staff (Exempt/Non-Exempt) Maximum Vacation Accruals and Payouts					
0 to <5 Years of State Service	5 to <10 Years of State Service	10 to <15 Years of State Service	15 or More Years of State Service		
144 hours	176 hours	208 hours	240 hours		

Vacation balances are reflected on the MyKU Portal at <https://staff.ku.edu/> on an employee's personal "MyEmployeeInfo" tab under the "View Leave Balance" selection. Any excess of accrued vacation hours, over the maximum allowed, must be used before the end of the last pay period in June (usually the first week of June). Up to 40 hours of this accrual overage will be converted to sick leave if it is not used as vacation leave by this time. Following the conversion to sick leave, any remaining excess hours will be forfeited. Excess hours that are not used or converted to sick leave may be donated to the shared leave program if donations are needed. The accrual amount that occurs in the last pay period of the fiscal year is not subject to this forfeiture.

Vacation leave is a benefit for employees and is intended for taking time away from work in an effort to maintain a healthy workforce. Employees are encouraged to take leave throughout the year instead of waiting until the end of the fiscal year when it may create a hardship for the department. Employees and supervisors need to work together throughout the year to ensure that earned vacation can be used prior to the fiscal year end.

A new employee appointed to a "regular" position is eligible to earn vacation at the end of his/her first pay period of employment. Vacation leave cannot be granted until after it has been accrued. The accrual rate for non-exempt staff is also determined on the basis of hours in pay status in each pay period. Exempt employees will accrue the specified amounts if they are in pay status for any portion of the pay period.

Persons who leave University service with a vacation leave balance, subject to policy limits, will be paid for these hours in addition to regular pay. See the chart above for maximum amounts. This will be paid in a lump sum on either the final check or in a separate check.

Paid Holidays - The current listing of holidays is located on the HR/EO web site at www.humanresources.ku.edu/benefits_pay/leaves_holidays/holiday_listing. For specific rules on eligibility or compensation for holidays for exempt and non-exempt, regular and irregular schedules, part-time and full-time and those on leave with pay refer to the [Guide to Eligibility and Reporting of Holidays](http://www.humanresources.ku.edu/files/documents/Holiday_report_guide.pdf) located on the HR/EO web site at http://www.humanresources.ku.edu/files/documents/Holiday_report_guide.pdf.

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 “regular” position of 50% or greater. Part-time employees will receive a proportional number of hours for the discretionary holiday. The discretionary holiday may be scheduled like vacation but must be taken on a single workday. It cannot be carried from one calendar year to the next.

Period of Reduced Activity - For several years, in an effort to conserve energy, the University has declared a period of reduced activity between the Christmas and New Year's holiday periods. University staff in those departments that reduce activities during this period may use available holiday compensatory time, accrued overtime (for non-exempt employees), vacation leave (vacation leave may be advanced for this purpose), their discretionary day, or, if necessary, a non-exempt employee may use leave without pay to cover the days included in the period of reduced activity. If an employee is on leave without pay for the entire day preceding or following an official holiday, no holiday pay will be granted. If an employee prefers not to take time off, he or she may contact Human Resources and Equal Opportunity to arrange to work in another department during the period.

Paid Sick Leave - Paid sick leave is granted to an employee only for the necessary absence from duty because of personal or family illness, including pregnancy and recovery, injury, health care providers appointments or legal quarantine. Employees requesting sick leave must notify their supervisor as soon as possible. Sick leave, like vacation leave, cannot be granted until after it has been accrued. Excessive use of sick leave that seriously affects productivity may result in disciplinary action.

Accrual is based on the chart noted below and is located at http://www.humanresources.ku.edu/files/documents/classified_leave.xls.

University Support Staff Non-Exempt Vacation and Sick Leave Accruals					
Hours Paid per Pay Period	Vacation 0 to <5 Years of State Service	Vacation 5 to <10 Years of State Service	Vacation 10 to <15 Years of State Service	Vacation 15 or More Years of State Service	Sick
0 - 7	0.0	0.0	0.0	0.0	0.0
8 - 15	0.4	0.5	0.6	0.7	0.4
16 - 23	0.8	1.0	1.2	1.4	0.8
24 - 31	1.2	1.5	1.8	2.1	1.2
32 - 39	1.6	2.0	2.4	2.8	1.6
40 - 47	2.0	2.5	3.0	3.5	2.0
48 - 55	2.4	3.0	3.6	4.2	2.4
56 - 63	2.8	3.5	4.2	4.9	2.8
64 - 71	3.2	4.0	4.8	5.6	3.2
72 - 79	3.6	4.5	5.4	6.3	3.6
80	3.7	4.7	5.6	6.5	3.7

University Support Staff Exempt Vacation and Sick Leave Accruals					
Hours Paid per Pay Period	Vacation 0 to <5 Years of State Service	Vacation 5 to <10 Years of State Service	Vacation 10 to <15 Years of State Service	Vacation 15 or More Years of State Service	Sick
0	0.0	0.0	0.0	0.0	0.0

> 0	3.7	4.7	5.6	6.5	3.7
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Sick leave balances are reflected on the MyKU Portal at <https://staff.ku.edu/> on an employee's personal "MyEmployeeInfo" tab under the "View Leave Balance" selection. Sick leave is accumulated on an unlimited basis. Unused sick leave is forfeited when employment is terminated, but will be reinstated for persons reinstated to University or State of Kansas service or reemployed within one year who left with permanent status. 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.

A department head may require that an employee requesting paid sick leave submit a medical certificate from a health care provider (particularly when there is reason to believe that the use of sick leave has been abused). Employees who have been sick 3 or more consecutive work days may be required to produce a medical certificate before being authorized to return to work per Family Medical Leave Act (FMLA). The employee shall pay the costs of such a certificate. The Department of HR/EO may designate a leave of 3 days or more as FMLA qualifying if appropriate.

An employee who is retiring may be paid for a portion of unused accumulated sick leave as noted in the chart below or at http://www.humanresources.ku.edu/files/documents/classified_leave.xls.

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

More information about this topic is located in this handbook under Benefits, Retirement Programs.

Donor Leave for Blood, Organ, Tissue, and Bone Marrow - Donor leave is available to faculty and staff with active appointments of 50% or more to a "regular" position. It may not be used to care for family members who are donors. The donor leave program provides approved recovery time away from work for faculty and staff who choose to donate organs, tissue, bone marrow, blood or blood products. Eligible faculty and staff may receive paid leave in accordance with the criteria noted below:

- 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 the donation of bone marrow;
- 1 ½ hours of paid leave every 4 months for the donation of blood;
- 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.

A faculty or staff member must request donor leave in advance from a supervisor or manager, using normal leave request procedures. A faculty or staff member does not have to exhaust any accrued leave for which they are eligible before being eligible to receive

donor leave. Donor leave will not be counted against a faculty or staff members' FMLA entitlement, nor does it count as time worked for Fair Labor Standards Act (FLSA) purposes for non-exempt staff. Donation of blood to a KU sponsored blood drive will be considered work time as approved by a supervisor and does not necessitate a request for donor leave.

Maternity Leave - There is no stipulated length of leave requirement either before or after birth. Pre-partum leave that may not qualify under FMLA varies significantly depending on the employee's health. A health care provider's advice is the most common determining factor in the length of pre-partum leave. Additionally, most health care providers recommend a 6-week post-partum recovery period, and the majority of employees utilize this 6-week leave duration. However, more or less time may be taken based on the medical needs of the employee and/or child. For additional information see the section on FMLA (page 23).

Paternity or Parental Leave - Occasionally employees seek additional time for non-medical reasons following childbirth. Those employees who wish to take leave upon birth of a child or parental leave in the case of adoption may do so in two ways.

If the health of the spouse or child requires the employee's presence, family sick leave (from the employee's accrued sick leave) may be taken. The duration of such leave is again based on medical need. Please consult Human Resources and Equal Opportunity if the leave exceeds 3 working days to determine if the leave is FMLA qualifying.

If the leave is desired for other than health reasons, vacation or leave of absence with or without pay may be requested, but such requests are subject to departmental and Human Resources and Equal Opportunity approval.

Shared Leave Program - The Shared Leave Program allows eligible university support staff members to donate sick and/or vacation leave and eligible faculty and unclassified staff members to donate sick leave to another qualified staff member who is experiencing a serious, extreme or life threatening illness or injury either personally or of a family member. Such shared leave would apply to faculty and staff with 6 months of continuous, regular University service who cannot perform regular work duties due to a medical condition and who have exhausted all forms of paid leave. Faculty and staff members who are appointed to regular positions are eligible to participate in the shared leave program as leave recipients or as donors.

- The definition of "family member" includes persons related by blood, marriage, adoption or court placement of minors.
- A faculty or staff member may request shared leave only for serious, extreme or life threatening illness or injury that may require leave without pay from work or termination of employment, for inpatient or hospice care or extensive outpatient treatment or care at home. All paid leave must have been or will be exhausted before being eligible to receive shared leave. The requesting employee must have satisfactory attendance and performance records. An employee receiving Workers' Compensation is not eligible for shared leave.

Application and Approval Procedures for Shared Leave - A faculty or staff member may request shared leave by submitting a Share Leave Request form and Certification for Health Care Provider form to Human Resources and Equal Opportunity. The forms are

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available from a departmental Personnel-Related Staff member or from the Human Resources and Equal Opportunity website at http://www.humanresources.ku.edu/files/documents/shared_leave_request.xls. The health care provider must be complete the Certification for Health Care Provider form since it establishes the nature of the illness or injury. Human Resources and Equal Opportunity will determine eligibility for shared leave.

Human Resources and Equal Opportunity will review requests for eligible faculty and staff. If a medical condition is deemed not qualifying, the employee is considered ineligible. The determination about the nature of the medical condition and the decision to approve or deny the application for shared leave is final and not subject to appeal.

Shared Leave Donor Information - A university support staff member who wishes to donate vacation leave must have a vacation leave balance of at least 80 hours after the donation is made. A faculty or staff member who wishes to donate sick leave must have a sick leave balance of at least 480 hours after the donation is made. Faculty and unclassified staff members are allowed to donate only sick leave, with a maximum donation of 80 hours per fiscal year. The leave balance requirements are not applicable if the employee is separating from employment with the University. Donations may be made to an employee in another state agency. No employee shall be coerced, threatened, intimidated or financially induced to donate shared leave. Any effort to inappropriately induce such donations should be reported to the Department of Human Resources and Equal Opportunity at hrdept@ku.edu.

Other Shared Leave Provisions - Once the recipient has been approved for shared leave, it will be necessary for the Department of Human Resources and Equal Opportunity to identify donors who will provide the leave to be shared. A description of the medical basis for seeking shared leave may be provided to potential donors. The recipient will be asked to sign a waiver for this purpose, and the donor will be required to sign a commitment to maintain as confidential any information received through this process.

- Shared leave is designed to cover the duration of the illness or injury for which it was initially granted, up to a maximum of 6 months from the date the employee began using the shared leave. The shared leave cannot be transferred to any employee other than the employee for whom it was donated.
- Shared leave may, with the approval of the Director of Human Resources and Equal Opportunity, be applied retroactively at any time after the shared leave has been approved, but only for a period not to exceed 2 pay periods.
- Shared leave will be paid at the receiving employee's rate of pay and no departmental funds will be transferred. Donations can be made only in full-hour increments. Any unused leave donations will be returned to the donors on a prorated basis.
- Shared leave will be designated by the University as qualifying leave under the provisions of the FMLA if appropriate.
- While using shared leave, an employee will continue to accrue leave at the regular rate that must be deducted each pay period before shared leave is used. Receiving shared leave will not change family status for KanElect. However, if an employee is placed on leave without pay status, all applicable regulations and benefits guidelines will apply.

Family and Medical Leave Act (FMLA) Eligibility

Please refer to the HR/EO website

https://documents.ku.edu/policies/Human_Resources/FMLA.htm.

Summarized information about FMLA is also provided on the HR/EO website at:

www.humanresources.ku.edu/files/documents/FMLA_FAQ.pdf.

Military Service

Annual Training - If a permanent or probationary employee is a member of a reserve component of the military service of the United States or with the State or National Guard, he or she will, upon presentation of appropriate orders in advance, be granted leave with pay to attend annual active duty for training for a period not to exceed 15 working days in any one calendar year (calendar year starts in October). Such leave will not be counted as part of an employee's annual vacation.

Active Duty - If such an employee is called to active duty, the employee shall be granted leave without pay for the duration of active service. The employee will be restored to his/her former position or a similar position with like status and pay if application for rehire is made within 90 days after being discharged from military service under honorable conditions or from hospitalization if qualified to perform those duties.

- If the employee is not qualified to perform the duties of the former position by reason of disability sustained while on active duty, the employee shall be offered a position comparable in status and pay with duties he/she is qualified to perform.
- If there is not a position available, an employee may appeal to the Human Resources and Equal Opportunity for appropriate placement.

A frequently asked questions document regarding this topic is located at

http://www.humanresources.ku.edu/policies_procedures/leaves_holidays/military.

Funeral Leave - A university staff member (unless on a temporary appointment) may be granted funeral leave with pay upon the death of a close relative. Factors of relationships and necessary travel time will be considered in determining the proper amount of time that will be granted, not to exceed 6 working days per occurrence. Funeral leave may be granted in cases where a death affects other relatives residing in the employee's household. Funeral leave must be requested to and approved by the department head.

Jury Duty or Witness Service - Permanent and probationary employees shall be granted leave with pay for required jury duty or for a required appearance before, and at the direction of the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court.

- Leave with pay may be granted if the Director of Human Resources and Equal Opportunity considers the granting of leave with pay to be in the best interest of the University. Such leave will not normally be granted for court cases in which the employee is the plaintiff or the respondent.
- When any employee travels for a required appearance in a State vehicle, the employee shall turn over to the State any mileage expense payments received.

- Each employee granted paid leave who receives pay or fees for required jury duty will retain all fees received. Employees called for witness duty may retain a maximum of \$50.00 and shall turn over to the University (Room 20, Carruth-O'Leary) any fees received in excess of \$50.00.
- If summoned or subpoenaed, an employee should notify the immediate supervisor as far in advance of the date of required appearance as possible but in no event later than the next working day after the subpoena is received.

Leave of Absence - With permission of the department head, an employee may be granted leave without pay for illness or injury; child bearing; child rearing; temporary disabilities; the adoption of a child by the employee; the initial placement of a child in the home of the employee; care of a family member who has a serious health condition or who has an injury; purposes of attending school; or any other purpose if such leave will benefit the University and the department as well as the employee. If such absence will exceed 30 consecutive days without pay, approval of the Director of Human Resources and Equal Opportunity or designee is required. Such leave may not exceed 1 year for a permanent employee or 60 days for an initial probationary employee. An employee granted a leave of absence shall be returned to a position comparable to that formerly occupied with a comparable pay if the former position is not available. (Also see Workers' Compensation – page 37 and the Family and Medical Leave Act – page 23.)

Voluntary separation to accept employment outside of University service is not considered reason for approval of leave without pay. If the interests of the University make it necessary, an employee's leave of absence without pay may be terminated upon written notice to the employee at least 14 days in advance of the termination.

Administrative Leave with Pay - There may be rare occasions when a non-exempt university staff member is unable to work because of emergency conditions or conditions imposed by the University, e.g. power outages, temperature extremes, office remodeling. On such occasions the Director of Human Resources and Equal Opportunity must approve administrative leave with pay.

Paid Leave Before Leave Without Pay (LWOP) - In cases of LWOP in excess of 30 days because of personal or family illness, the University will require the use of all paid sick leave before granting leave without pay. University staff normally may not be required to use paid vacation leave before granting leave without pay. However, such use may be mandatory in a specific case based on appropriate consultation with Human Resources and Equal Opportunity (FMLA or if requesting Shared Leave).

In all cases of granting leave without pay for a period of 30 days or more, it will be a requirement to use existing compensatory time balances before granting leave without pay. Such compensatory time could also include holiday compensatory time. These requirements do not apply for FMLA qualifying leave.

Voluntary Leave without Pay with Benefits Program - Some departments on campus have staffing needs that are directly tied to the academic cycle, staffing needs being less when students are not on campus. There may also be personal circumstances when an employee wishes to request leave without pay. With approval from the department head, staff may request voluntary leave without pay with benefits from Human Resources and Equal Opportunity in such situations. If approved, the employee will be required to work

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or to report paid leave sufficient to sustain the employee's health insurance and other deductions. The employee must request a pay period (a minimum of 2 weeks) of voluntary leave without pay to qualify for the program. The voluntary leave program is not intended for use in medical leave situations. More information is available on the Human Resources and Equal Opportunity website at http://www.humanresources.ku.edu/policies_procedures/leaves_holidays/voluntary_leave

Disaster Service - Leave without pay may be granted by the Department of Human Resources and Equal Opportunity to faculty and staff who are certified disaster service volunteers for the American Red Cross. Such leave must meet specified criteria related to disaster designation and cannot exceed 20 working days in a 12 month period beginning with the first day of leave.

Voting - During a National or State primary, general election or local election, time off with pay, not to exceed 2 hours, to vote may be allowed in situations where travel time to the polls may affect a staff member's ability to cast his or her ballot. The employee should advise his or her supervisor well in advance to arrange for such absence.

Benefits

To be eligible to participate in most of the University benefit programs, an employee must hold a regular position and an appointment of at least one-half time. For more detailed information regarding benefits, contact the Benefits Office at 864-4946, refer to the information provided in the new employee packet or visit the Benefits information on the HR/EO website at http://www.humanresources.ku.edu/benefits_pay. The Active State Employee Benefits Guide is located at www.khpa.ks.gov/SEHP/download/Active/EEGuidebk.pdf.

Health Insurance - Participation in the health insurance program is voluntary. The plan options available will be determined by the employee's place of residence. Employees who participate in the health insurance program will have medical, prescription drug, and dental coverage. Separate vision coverage is also available.

Health Insurance Eligibility - An employee is eligible to participate in the health insurance plan the first day of the month following a 60-day waiting period provided enrollment in the plan is completed no later than 31 days after initial date of hire or benefits eligibility. It is the employee's responsibility to enroll in health insurance coverage in a timely manner by completing the required forms. Untimely completion of the health insurance forms could result in denial of coverage, limited coverage, reduced plan options available and/or pay check adjustments.

Waiver of Waiting Period for Health Insurance - Waiver of the 60-day waiting period is possible if it is shown that:

- the prospective employee is not entitled to continuation of group health insurance coverage with his or her former employer, and
- the waiting period will pose an obstacle to recruitment of the employee.

If the waiting period is waived, the earliest that health insurance can be effective is the first of the month following employment. Depending on the date of employment, an employee may be required to pay, by personal check, cash or subsequent pay warrant deduction any portion of the health insurance premium for which the employee is responsible prior to receipt of the first pay check. Arrangements to pay the premium will be made with the Benefits Office.

Dependent Coverage for Health Insurance - Employees who are eligible to participate in the health insurance program can also elect dependent coverage for their spouse and/or any unmarried dependent child until that child's 23rd birthday. There are special provisions for continuation of coverage beyond age 23 for unmarried children who are physically or mentally incapable of self-support.

If dependent coverage is elected, dependents will have medical and prescription drug coverage; dependent dental and dependent vision are optional coverage choices.

[HealthyKIDS Program](#) - this program helps eligible State employees with their premiums for children's health insurance coverage. The State will pay 90 percent of the cost of dependent children's health premiums for qualified families; employees are responsible for the remaining 10 percent. Eligibility for HealthyKIDS is based on family income. Contact the [Benefits Office](#) for additional information.

Open Enrollment for Health Insurance - Each year during the fall open enrollment period, employees may elect to change health insurance plans and make other coverage changes (i.e., add or drop dependent coverage, add or drop dependent dental or vision). Changes made during the open enrollment period will become effective with the new plan year.

Health Insurance Cost - All employees participating in the health insurance program pay a semi-monthly premium based upon the employees' annual rate of pay.

Employees who work less than 90% time, but at least 50% percent time, or who elect to have dependent coverage will pay additional premiums based upon the plan chosen, the employee's annual pay, who is covered and whether dependent dental or vision coverage is elected.

Effects of Leave Without Pay on Health Insurance - Employees on approved leave of absence will receive information directly from the Kansas Health Policy Authority in Topeka regarding payment options for continuation of health insurance coverage for the employee and any covered dependent. Premium payments may be made by submission of a coupon and personal check to the Kansas Health Policy Authority.

An employee who is on leave without pay and who qualifies under FMLA is entitled to receive up to 12 weeks of employer contributions toward health insurance coverage with the employer paying the same premium that had been paid while the employee was in pay status.

Loss of Health Insurance Benefits - Individuals lose eligibility for health insurance coverage under the State plan when certain events occur. Coverage terminates at the end

of the month in which an employee terminates employment or an appointment drops to less than 50% time.

COBRA - A federal law that allows individuals who lose coverage from the State plan to continue coverage by paying the required premiums themselves.

Employees, spouses and dependents eligible to continue health insurance coverage are called qualified beneficiaries; the provisions under which they can continue coverage are called qualifying events; and the number of months they can continue coverage is specified. Information about COBRA can be found in the Active State Employee Benefits Guide located at www.khpa.ks.gov/SEHP/download/Active/EEGuidebk.pdf.

Flexible Spending Accounts (FSA) KanElect - is a benefit program that allows employees the option of paying for certain expenses with pre-tax dollars. These expenses include premiums for the State group health insurance program, dependent care expenses and unreimbursed health care expenses.

Active employees who are eligible to participate in the State's health insurance program are eligible for KanElect. Employees who are eligible but do not enroll in the State's health plan can still participate in the dependent care and health care spending accounts.

There are three parts to the KanElect program:

- Pre-tax Premium Option allows payment of the employee's state health insurance premium with tax-exempt money;
- Dependent Care Spending Account allows use of tax-exempt money to pay for qualified dependent care expenses; and
- Health Care Spending Account allows tax-exempt money to be set aside to pay for expenses not covered by insurance.

Tax Savings with KanElect - Participation in KanElect will reduce the amount of gross income reported for Federal and State income tax and OASDI (Old Age Survivors' Disability Insurance) and Medicare. Gross income for Workers' Compensation and Kansas Public Employees Retirement System (KPERs) will not be reduced; therefore, KanElect will not negatively impact life insurance or KPERs benefits.

Restrictions on Changes to KanElect - Employees who participate in KanElect will not be able to change their health insurance election or Flexible Spending Account election during the year unless the reason for the change is based upon a family status change such as: marriage or divorce; death of the employee's spouse or a dependent; birth or adoption of a child; termination of the spouse's employment; switching from part to full time or vice versa.

Pre-Tax Premium Option for KanElect - Enrollment in the State's health insurance program requires choosing whether to enroll in the Pre-tax Premium Option. The employee must choose whether to pay the group health insurance premium with Pre- or Post-tax dollars.

Flexible Spending Accounts Enrollment - Initial enrollment in either Flexible Spending Account (Dependent Care or Health Care) must occur no later than 31 days from date of

hire or benefits eligibility and is effective from the first day of eligibility for health benefits until the end of that calendar year. Continued participation in the Flexible Spending Account(s) for the following year is not automatic. Employees who wish to participate in the flexible spending account(s) must re-enroll each year during the fall Open Enrollment period.

Health Savings Accounts (HSA) - employees who elect a qualified high deductible health plan for health insurance coverage will also participate in a Health Savings Account which also receives employer contributions.

Life and Disability Insurance - All benefits eligible employees are automatically covered by group term life insurance and long-term disability insurance through Kansas Public Employees Retirement System. This coverage is paid for by the University and is effective the first day of employment. For employees who terminate employment or go on non-medical leave without pay, life insurance coverage ends the last day in pay status although there is a 31 day grace period in which to convert to an individual plan

Life Insurance - Life insurance coverage provides a death benefit, payable to a beneficiary or beneficiaries designated by the employee, equal to 150% of the employee's annual pay.

Disability Insurance - Long-term disability insurance provides a monthly benefit equal 60% of the employee's annual pay reduced for any benefits received from primary Social Security, one-half of workers' compensation or any other employer-provided disability benefit, but in no case will the long-term disability benefit be less than \$100.00 per month. For additional information, visit the KPERS website at <http://www.kpers.org/index.htm>.

To qualify for disability benefits, the employee must be totally disabled for a minimum of 180 consecutive days and must make application to KPERS. If benefits are approved, they will begin after the 180-day elimination period is met or the first day when the employee ceases to draw compensation from the employer, whichever occurs later. Employees under KPERS who qualify for the disability benefits will receive continued group life insurance coverage and participating service credit for the period of approved disability. If the employee approved for long-term disability wants to continue Optional Group Life Insurance coverage, he/she can continue by paying the group rate until age 65.

Once disability is approved, the employee is entitled to remain on the State's health insurance plan, for the duration of the disability by paying both the employer and employee premium.

For employees who terminate employment or go on non-medical LWOP, coverage for long-term disability ends on the employee's last day on the payroll.

Optional Group Life Insurance Programs - Two employee-paid optional group life insurance plans are available to University employees.

Minnesota Life Insurance - The State offers all benefits-eligible employees group term life insurance, underwritten by Minnesota Life Insurance Company, through which an

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employee may purchase \$5,000 to \$250,000 worth of coverage, in \$5,000 increments, at group rates with premiums based upon the employee's age. The premiums are paid monthly through payroll deduction. Newly eligible employees have to enroll within 21 days of employment; other eligible employees may enroll or increase coverage amounts up to \$25,000 without proof of good health within 30 days of marriage, change in marital status or the birth or adoption of a child. Without a qualifying event, an employee can enroll or increase coverage amounts with proof of good health. Additionally, if diagnosed as terminally ill with 12 months or less to live, the employee may be eligible to receive up to 100% of the life insurance in lieu of the death benefit being paid to designated beneficiaries.

Teachers and Employees Association Life Insurance - The Teachers and Employees Association offers the second group life plan that includes life insurance, dependent life insurance and accidental death and dismemberment insurance. The premium is based on age and amount of coverage, and the maximum benefit amount is \$500,000. No medical examination is required if the employee joins the group within 31 days of initial employment with the University. For additional information, visit www.humanresources.ku.edu/benefits_pay/benefits_info/life_insurance_programs/optional_group_life_insurance.

Employee Assistance Resources - The University of Kansas is interested in the health and well being of its staff. Members of the University community are sometimes faced with a variety of personal problems involving alcohol, drugs, family, marriage, finances, emotions, or other conditions that may interfere with work attendance, productivity, and the ability to get along with co-workers. While some people attempt to deal with such problems on their own, there are times when professional assistance is helpful.

The decision to seek counseling may be that of the employee, or there may be situations where, after consultation with Human Resources and Equal Opportunity, referral is recommended by a supervisor when performance or behavior problems have been observed. A supervisor should not attempt to diagnose a problem when a problem affecting productivity has been observed. The supervisor should encourage the staff member to correct any performance deficiencies. The supervisor should also seek advice from Human Resources and Equal Opportunity to develop the appropriate approach for recommending professional assistance to employees.

The University's employee assistance program resources may provide information, assessment and referral services to help staff members identify problems and develop lifestyles that are physically and emotionally healthy. The University wants to encourage identification of problems at the earliest possible stage to motivate staff members or their family to seek assistance. University faculty and staff members may contact the resources provided below for consultation regarding referrals for or assistance with personal problems.

LIFeline - is a free, confidential employee assistance program designed to help employees and their immediate families deal with personal problems. LIFeline has a 24-hour toll-free number 1-800-284-7575. Employees can call any time for help with legal, financial, drug and alcohol, family, marital programs or dependent care referrals. If referred through LIFeline, some counseling session may be paid by health insurance provided to faculty and staff.

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Additional information about this State of Kansas program can be found at <http://www.khpa.ks.gov/healthquest/>.

Additional EAP Resources - Counseling from other sources listed below may be provided with or without cost or on a sliding fee scale basis. Professional-level or practicum counselors may provide assistance in the on-campus resources listed below. In some instances, counseling costs may be covered for the agencies listed below by health insurance with proper referral from your primary health care provider. Agencies listed may provide personal counseling, treatment, emergency assistance, and educational information or referral services.

Financial Counseling

- Human Resources and Equal Opportunity - Benefits (pre-retirement counseling) - 864-4946
- United Way of Topeka (housing and credit counseling) *to set up appointment* - 1-785-234-0217

Mental Health and Substance Abuse Counseling

- Alcohol Safety Action Project-Lawrence - 841-2880
- Bert Nash Community Mental Health Center - 843-9192
- Catholic Community Services - 841-0307
- DCCCA – 841-4138
- GaDuGi Safe Center – 843-8985
- Headquarters – 841-2345
- KU Psychological Clinic 864-4121
- LIFELINE (State) – 1-800-284-7575
- Women’s Transitional Care Services – 843-3333

Legal Assistance

- Douglas County Legal Society, Inc. (low income) - 864-5564
- Kansas Legal Services (low income) - 1-800-723-6953

Local Clinicians

- Al-Anon – Alateen - 1-800-398-1121
- Alcoholics Anonymous - 842-0110
- East Central Kansas Regional Prevention Center - 841-4138
- First Step House of Lawrence - 843-9262

Wellness Activities

- Lawrence Parks and Recreation Classes - 832-7930
- Lawrence Memorial Hospital Class Information - 840-3133
- Recreation Services and Building Hours - 864-1370 and 864-3546
- Robinson Building Hours and Services - 864-3491 and 864-3385
- Wellness Resource Center - 864-9572 and 864-9575
- Watkins Health Center - 864-9500

Work and Family Issues

- Douglas County Child Development Association - 842-9679

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- Independence, Inc. - 841-0333
- Social and Rehabilitation Services - 832-3700
- Hilltop Child Development Center - 864-4940

Other KU Resources

- KU Information Center - 864-3506
- KU Public Safety Office - 864-5900
- EMERGENCIES- 911
- KU Development Center- 864-4064

Various state health promotion programs are available – see various web links at www.humanresources.ku.edu/benefits_pay/benefits_info/health_promotional_programs.

Retirement Programs

Social Security - All staff, except those who are exempt based on their visa status, are covered by the Federal Social Security Program which provides retirement, disability and death benefits. The Social Security deduction is comprised of 2 pay check deductions, OASDI and Medicare. The participation of individuals who are eligible is mandatory and a payroll deduction is made for the employee's contribution. The University provides a matching amount, under federal provisions, based upon wages earned.

University Support Staff Retirement System - All eligible university support staff are required, as a condition of employment or continued employment, to participate in a State retirement system which will provide a retirement benefit, including partial lump sum option and a maximum monthly payment option. The amount of the retirement benefit is based on several factors that include the employee's final average salary, a percentage factor and total years of service with KPERS at retirement.

All university support staff are eligible to participate in a State retirement system if employed in a regular position that requires at least 1,000 hours of work per year. Staff who meet the definition of police officer, fire fighter or campus police participate in the Kansas Police and Firefighter's Retirement System (KP&F). Normally, university support staff participate in the Kansas Public Employees Retirement System (KPERS). For more information visit the KPERS website at <http://www.kpers.org>.

KPERS - Membership is effective the first day of employment and is mandatory for those who meet the definition of eligible employee. Membership is vested after 5 years of credited service. Employee contributions are determined based on Tier 1 or Tier 2 membership and contributions earn interest annually. Tier 2 members are those who first started working in a covered position on July 1, 2009, or after. The University's contributions vary based upon legislatively specified amounts. For more information see Benefit Information at www.kpers.org.

KP&F - Membership is effective the first day of employment and is mandatory for those who meet the definition of eligible employee. Members contribute 7 percent of gross earnings and contributions earn interest annually. The contribution rate will drop to 2 percent after you have 32 years of service credit. The University's contributions vary based upon legislatively specified amounts. For more information see Benefit Information at www.kpers.org.

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Supplemental Retirement Plans - All University employees, in benefits-eligible positions, are eligible to participate in either the deferred compensation program or the voluntary tax sheltered annuity (VTSA) program. The purpose of these supplemental retirement plans is to accumulate additional retirement savings by making payroll deducted contributions into a retirement fund before taxes are computed, thereby reducing taxable income. Taxes on the contributions, plus the interest or gain earned, are not paid until funds are withdrawn from the account.

Deferred Compensation - Deferred Compensation is available only through ING. University employees in temporary or non-benefits eligible positions are eligible to participate in the Deferred Compensation program. For more information visit the ING Deferred Compensation website at www6.ingretirementplans.com/SponsorExtranet/KS/.

403(b) (7) Voluntary Tax Sheltered Annuities (VTSAs) - The Kansas Board of Regents approves companies that can voluntary 403(b) retirement plans for additional retirement savings kansasregents.org/download/vtsa.html. Many plans have loan provisions that allow access to the accumulations without penalty, for qualified hardship situations and when the employee is age 59 1/2 or older. The maximum contribution into a VTSA is determined by Federal law and takes into consideration all previous contributions into retirement programs, current pay, and number of years with the State. The Benefits Office can calculate the maximum amount that can be contributed to a VTSA. For more information see the HR/EO website www.humanresources.ku.edu/benefits_pay/benefits_info/retirement_programs/voluntary_retirement.

Other Benefits and Deductions - Other benefit programs available for employees participation include savings bonds, organizational dues, Visa card, United Way and Learning Quest.

For more detailed information regarding these programs, contact the Benefits Office at 864-4946 or visit the Benefits information on the HR/EO website at http://www.humanresources.ku.edu/benefits_pay/benefits_info.

STAR Program - The State of Kansas STAR Employee Discount Program offers state employees product and service discounts from various vendors throughout the state. Web site is located at: <http://www.da.state.ks.us/star/>.

Retired Employee Benefits - Generally speaking, university support staff who are age 62, whose age and years of service in KPERs totals 85 or those who are at least age 55 and are vested in KPERs are eligible for retirement from the University with the following benefits. For information about retirement eligibility please see www.humanresources.ku.edu/benefits_pay/benefits_info/retirement_programs/retirement_benefits

Additional information for retirees and prospective retirees can be found in the KU Retirees Handbook at www.humanresources.ku.edu/files/documents/Retirees_Handbook.pdf.

Sick and Vacation Leave Payout upon Retirement - University support staff who retire (or who separate from service and are retirement eligible) with accumulated sick and vacation leave will receive payment for that leave according to the following schedules. The payout sick leave schedule also applies to retiring unclassified faculty and staff.

<i>Sick Leave Payment at Retirement</i>		
<u>Minimum Years of Service</u>	<u>Number of Hours Accumulated</u>	<u>Maximum Hours Paid</u>
8	800 hours	240 hours
15	1,000 hours	360 hours
25	1,200 hours	480 hours
<i>Vacation Leave Payment at Retirement</i>		
<u>Maximum Years of Service</u>	<u>Hours Paid</u>	
5	up to 144 hours	
5 - 10	up to 176 hours	
10 - 15	up to 208 hours	
15 +	up to 240 hours	

The number of hours paid at retirement is multiplied by the employee's hourly rate of pay. The employee's last pay check will reflect payment for the sick leave. This payment may result in a large check that will be subject to Federal and State taxes.

Health Insurance for Retirees - All retiring university support staff who receive retirement benefits from either KPERS or KP&F may continue in the State group health insurance plan for medical, dental, prescription drug and vision coverage by paying the entire premium. Payment must be made by bank draft.

Life Insurance for Retirees - The group term life insurance coverage ends on the last day the employee is in pay status. Optional group life insurance coverage ends the end of the month in which the employee terminates employment. Coverage for group term or optional group life insurance may be converted to individual life insurance coverage through Minnesota Life Insurance Company. Retirees who receive a KPERS retirement benefit also have a death benefit payable at the retiree's death. Coverage through the Teachers and Employees Association can be continued after retirement.

Working after Retirement - Employees who retire under KPERS and return to work for the University may have their KPERS retirement benefit impacted if the pay earned is more than the limit set by KPERS for the calendar year. If the annual pay exceeds the KPERS limit, the options regarding the KPERS retirement benefit are: terminate employment and continue to receive the KPERS retirement benefit, or continue employment and suspend the KPERS retirement benefit. For more information see www.humanresources.ku.edu/benefits_pay/benefits_info/retirement_programs/retirement_benefits.

Retirement Counseling - Any employee contemplating retirement or interested in planning for retirement at a later date can receive additional information about benefits after retirement, counseling on voluntary tax sheltered annuities and an illustration of estimated monthly retirement income from KPERS by contacting Benefits at 864-4946.

Employees are encouraged to assess retirement income needs far in advance of anticipated retirement. Both individual counseling and a variety of seminars are offered to assist employees with such planning.

Retiree Campus Services - Retirees who reside locally are eligible to retain most of the campus services they had as University employees. More information is located on the HR/EO website: www.humanresources.ku.edu/policies_procedures/category_details/41, this includes links to the Retirees' Handbook, Benefits at Retirement, and Affiliates Services etc.

Health and Safety

The University strives to provide safe working conditions to protect employees against particular hazards. It is the obligation of all employees to observe safety regulations, practice safety at all times, utilize safety equipment as prescribed and to report safety hazards or other unsafe conditions to their supervisors. If a safety problem is not corrected within 30 days of notice, employees are encouraged to notify the Department of Environment, Health and Safety (EHS) at 864-4089 or <http://www.ehs.ku.edu/>.

The Department of Environment, Health and Safety is available to assist with safety and health related questions, conduct inspections, assist in accident investigation, provide counseling and information to prevent recurrence of accidents, and coordinate all campus safety and health training. A library of environmental, health and safety videotapes are available for use. Contact Department of Environment, Health and Safety for assistance at 864-4089 or <http://www.ehs.ku.edu/>.

The University has a written environment, health and safety manual that identifies the many procedures which must be followed on the Lawrence Campus in order to ensure for the protection of human health, safety and the environment and University compliance with applicable federal and state regulations. This manual applies to all University related activities and addresses many topics, such as: hazard communication/hazardous materials usage, blood borne pathogens, laboratory safety, personnel/employee safety, personal protective equipment usage, safety and health training requirements, etc. Other health and safety manuals for specific areas and Material Safety Data Sheets (MSDS) are also available. Contact the Environment, Health and Safety Department at 864-4089 to obtain copies. Information is also available on the EHS web site at <http://www.ehs.ku.edu/>.

Workstation Ergonomics - Guidelines for workstation ergonomics and exercises are available on the HR/EO website at http://www.humanresources.ku.edu/files/documents/work_station.doc. If you would like a workstation ergonomics assessment, contact HR/EO 864-4946 or hrdept@ku.edu.

Animals in Campus Buildings - No pets are allowed in campus buildings. The following animals are permitted: 1) laboratory animals, 2) museum exhibit animals, and 3) owner-accompanied service animals, either certified by the agency that trained the animal or individually trained to perform specific services for an individual with a disability. A service animal is permitted in campus buildings as a reasonable accommodation to assist the individual with the disability. Policy location: documents.ku.edu/policies/provost/AnimalsinBuildings.htm.

Various Health and Safety documents are available on the Human Resources and Equal Opportunity web site

www.humanresources.ku.edu/policies_procedures/category_details/17.

Safety Work Rules

- Employees will observe reasonable standards of cleanliness and dress. A department may require more specific standards. Departments may establish a reasonable dress code for their staff.
- Tools and equipment shall be kept clean and in safe operating condition and should not be intentionally damaged. Unless authorized, tools and equipment may not be removed from University premises.
- All Health Department regulations regarding food service operation shall be strictly observed.

Accident Reporting - All work-related accidents should be reported promptly to the immediate supervisor, especially if they involve a claim for medical expenses or time loss beyond the date of the accident. The supervisor should report the accident as soon as possible (preferably within 24 hours) by completing and submitting an accident report form (1101-A) electronically to the Department of Human Resources and Equal Opportunity. The form is available on the Human Resources and Equal Opportunity website at <http://www.humanresources.ku.edu/files/documents/1101a.pdf>.

Employees must keep their supervisor advised of any change in their condition, particularly if an employee seeks medical attention at a later date and an incident becomes a reportable accident. If no medical expense or time loss is involved at the time of the accident, then a record of the incident should be prepared and kept on file in the department.

If medical treatment is needed as a result of an occupational injury or illness, employees must seek treatment at Lawrence Memorial Hospital (LMH). If immediate medical treatment is needed because of a life threatening injury, extreme pain or discomfort, the employee should go directly to the LMH Emergency Room for treatment.

If working out of town and an injury occurs that is life threatening or that causes extreme pain or discomfort, the employee should go to the nearest emergency facility.

Medical Treatment for Work Injuries - If the occupational injury or illness is not life threatening or does not involve extreme pain or discomfort, the employee should call the LMH Occupational Health Clinic at 840-3114 to schedule an appointment. Clinic hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. This is the recommended treatment procedure; however, if an employee prefers to go to the LMH Emergency room, he/she may do so. Failure to go to LMH will result in a \$500 medical payment limit, and any applicable health insurance carrier will not accept claims. No lost time compensation will be paid. Optional treatment sources may be available, upon referral by LMH.

Self-treatment of minor injuries is encouraged. The injury should be treated as it would if the injury had occurred at home. Such treatment would not prevent coverage under the Workers' Compensation program if medical treatment is needed later.

Workers' Compensation - If a work-related accident or medical condition, including occupational illness occurs, the University provides to all employees, including student employees and part-time employees, coverage under the Workers' Compensation Act. Coverage begins at the time of employment and provides for medical expenses and compensation for lost wages subject to a weekly maximum as the result of an occupational injury or illness. Any employee injured in the course of employment, may receive compensation for the injury, providing the injury is not caused by misconduct. Prompt reporting by the individual to the supervisor (24 hours) and the Department of Human Resources and Equal Opportunity is required for all on-the-job accidents and apparent occupational illnesses as defined above. Failure to report an accident to your supervisor within 10 days of an accident will invalidate any subsequent claim for workers compensation. Coverage may also be provided for damage to personal property, such as prescription glasses, that occurs as a result of the performance of work. A frequently asked question document is located at http://www.humanresources.ku.edu/files/documents/work_comp_faq.doc.

Lost Time Compensation for Work Injuries - The Workers' Compensation act provides for compensation for medical costs, due to a work-related medical condition and compensation for loss of time if the employee is disabled for a minimum of 7 days, starting the day after the accident, and if the employee is prevented from earning full wages at the work in which employed. Compensation for lost time is not payable for the first week unless the injured employee is off for 3 consecutive weeks or more. Paid leave must be used to remain in pay status during the first 7 days of absence if total absence is 21 days or less. If an employee is unable to work 22 or more days following an injury, paid leave used during the first 7 days will be credited back.

Lost time compensation is paid at the rate of 66 2/3% of the gross average weekly wage (subject to the existing maximum weekly payment) as long as the disability exists. Should the employee choose to use leave to cover the difference, the employee must notify the Department of Human Resources and Equal Opportunity. Once an injured employee reaches maximum medical improvement, he/she may be switched from temporary total compensation to permanent partial compensation in the form of a settlement.

Bill Submission for Work Injuries - Regardless of time lost from work, bills for medical expenses arising from an occupational injury or illness should be sent to the State Self-Insurance Fund Office (Workers' Compensation), 951 South, Landon State Office Bldg., 900 SW Jackson St., Topeka, KS 66612 to determine if the claim is compensable.

Return to Work after Work Injuries - Upon release to return to work, without restrictions, the employee will be returned to a comparable position with comparable pay. Employees who are injured on the job and who are released to return to work, with restrictions, will be accommodated if possible. The work task assignment will be made on the basis of essential work tasks that can be performed, with or without accommodation, while continuing to meet departmental and University work requirements.

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The return to work coordination includes participation of the employee, a Human Resources and Equal Opportunity staff member, and health care providers to identify appropriate accommodations and/or possible employment alternatives when an injured employee is released to return to work.

Fraud and Abuse of Workers' Compensation - The Workers' Compensation Act contains penalties for acts of fraud or abuse. In order to assist the reporting of suspected acts of fraud or abuse, the State Self-Insurance Fund has installed a telephone dedicated for such callers. If you know of anyone who is making false reports, working while drawing disability benefits, or otherwise abusing the workers' compensation system, please report such activity by calling 1-800-332-0353 (or 296-6392 if calling from Topeka). Employees should be aware that filing a fraudulent claim for Workers' Compensation benefits may result in penalties ranging from \$500 to \$50,000.

Controlled Substance Testing - Based on requirements, some positions may require testing of controlled substances to either obtain or retain employment. These positions perform law enforcement duties or duties requiring a commercial driver's license. Feel free to contact the Department of Human Resources and Equal Opportunity for further information.

Blood Borne Pathogens - As a means of protection for staff members, the University has undertaken efforts to comply with the Blood borne Pathogens Standard. Employees who could be reasonably expected to come in contact with human blood or other potentially infectious body fluids in the course of their work are covered.

As appropriate, protective gear, training, standard operating procedures, specialized waste disposal and Hepatitis (HBV) vaccinations, will be provided. Exposure to human blood or other potentially infectious body fluids must be reported immediately to Environment, Health and Safety (864-4089) and the employee's supervisor. The employee should go immediately to Lawrence Memorial Hospital for treatment. In addition, an 1101-A Accident Report form must be completed. The form is available on the Human Resources and Equal Opportunity website at <http://www.humanresources.ku.edu/files/documents/1101a.pdf>.

Additional Materials are located at the EHS web site (policies and protections) at http://www.ehs.ku.edu/Files/Manuals/Univ_Safety_Health/BBPPLAN1.pdf and the HR/EO web site at http://www.humanresources.ku.edu/policies_procedures/health_safety/blood_borne_pathogen.

HIV-Related Illnesses - The University of Kansas is committed to providing a safe educational and work environment for students and staff. There is no current evidence that persons who are infected with human immuno-deficiency virus (HIV) spread the infection by casual, ordinary contact. Accordingly, there is no reason to exclude persons with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), or Sero-Positivity (SP) from campus academic, social, or cultural activities. Shared classrooms, study areas, libraries, theaters, and so forth do not present problems. Decisions about institutional housing for persons with AIDS, ARC, and SP will be made on an individual basis.

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The University seeks to protect the lives and rights of persons who contract the virus, and of those who may come into contact with it. It is the responsibility of individuals who know that they have AIDS, ARC, or SP to take appropriate precautions to protect their own health and that of others. Individuals seeking assistance on campus should consult the Student Health Services at Watkins Health Center, which will assess the circumstances and make recommendations about appropriate institutional accommodations for the individual student, faculty, or staff member. Though no disclosure is required of persons who have AIDS, ARC, or SP, information that is voluntarily disclosed will be held confidential in accordance with University policy.

Refer to the HR/EO website for additional Health and Safety related information on this topic at

http://www.humanresources.ku.edu/policies_procedures/health_safety/blood_borne_pathogen.

Training Materials are located at

http://www.ehs.ku.edu/Files/Manuals/Univ_Safety_Health/BBPPLAN1.pdf.

Smoking Policy - Smoking will not be permitted in any Lawrence campus or Edwards Campus buildings or in the facilities of the Capitol Complex Center in Topeka. Non-smoking entrances have been identified for each campus building with signage prohibiting smoking within 20 feet of the entrance. Excluded from this policy are the residential facilities operated by Student Housing, the Kansas Union, the Adams Alumni Center, and the Kansas University Endowment Association, which have their own policies.

All members of the University community share the responsibility for adhering to this policy and for bringing it to the attention of visitors. Any complaints should be brought to the attention of the Department of Human Resources and Equal Opportunity. The policy is located at <http://www.provost.ku.edu/policy/smoking/>.

Policy on Prevention of Illegal Drug and Alcohol Use on Campus and in the Workplace - The University of Kansas prohibits the unlawful possession, use, manufacture, or distribution of alcohol or drugs by students and employees on its property or as part of its activities. The University is committed to a program to prevent the illegal use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and the University of Kansas. For employees, the University will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions which include suspension and expulsion from the University.

As a condition of employment, all employees of the University of Kansas shall abide by the terms of this policy statement and will notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of receipt of notification of the conviction. The

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University will initiate personnel action, up to and including termination, within thirty days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their own expense, in a drug abuse assistance or rehabilitation program before being allowed to return to work. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. The policy location is at [https://documents.ku.edu/policies/Human Resources/alcoholanddrug.htm](https://documents.ku.edu/policies/Human_Resources/alcoholanddrug.htm).

Kansas Law on Controlled Substances - Students and employees are reminded that illegal possession or use of drugs or alcohol may also subject individuals to criminal prosecution. The University will refer violations or proscribed conduct to appropriate authorities for prosecution. Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a drug severity Level 3 felony. For a conviction of such a felony, the court may sentence a person to a term of imprisonment in accordance with the Kansas Sentencing Guidelines Act and a fine of up to \$300,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A nonperson misdemeanor, with a penalty of imprisonment and a fine of \$2,500. Depressants include barbiturates, Valium, and barbital. Hallucinogens include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamines as stimulants. Kansas statutes also provide for criminal penalties for conviction of certain alcohol-related offenses. These penalties include imprisonment of up to six months and fines of up to \$1,000.

Federal Law on Controlled Substances - The Federal Controlled Substances Act provides penalties of up to life imprisonment and fines up to \$4,000 for intentional unlawful distribution or possession with intent to distribute controlled substances. For unlawful possession of a controlled substance, a person is subject to up to twenty years of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age or who distributes a controlled substance on or within 1,000 feet of the University may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Health Risks of Drugs and Alcohol - Accidents and injuries are more likely to occur if alcohol and drugs are used on University property or as part of University activities. Every year in the United States, over 200,000 people are treated in hospitals for drug-related accidents and mental and physical illness; another 25,000 die every year from drug-related accidents or health problems. Drug users can lose resistance to disease and destroy their health. Drug tolerance and psychological dependence can develop after sustained use of drugs. More specifically, physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines. Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death. Depressants such as tranquilizers and alcohol can produce slowed reactions, a slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses, because the abuser is unaware of how much the drug or alcohol has been taken. Use of hallucinogens may cause psychosis, convulsions, coma, and psychological dependency.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal lives by affecting finances, health, social relationships, and families. It can have significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities. The Substance Abuse Policy is located at https://documents.ku.edu/policies/Human_Resources/alcoholanddrug.htm.

Counseling and Treatment Resources for Drugs and Alcohol - At the University of Kansas, alcohol and drug counseling and treatment are available to students at the University Counseling and Psychological Services, Watkins Health Center, and the Psychological Clinic. The Student Assistance Center and the University Information Center are excellent sources for information about University and community resources for counseling and treatment. The Health Education Department of Watkins Health Center can provide further information about health problems and treatment related to alcohol and drug problems.

University employees may contact the Counseling and Psychological Services and the Psychological Clinic for counseling and treatment. Faculty and staff members may also contact the State LIFELINE, a 24-hour toll-free assistance line (1-800-284-7575) for a referral. If referred through LIFELINE, some counseling session may be paid by health insurance provided to faculty and staff. Please refer to the section on Employee Assistance Resources.

Definitions of Controlled Substance - The term "controlled substance" as used in this policy means those substances included in Schedules I through V as defined by Section 812 of Title 21 of the United States Code and as further defined by the Code of Federal Regulations, 21 C.F.R. 1300.11 through 1300.15. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

The term "alcohol" as used in this policy means any product of distillation or a fermented liquid which is intended for human consumption and which is more than 3.2% alcohol by weight as defined in Chapter 41 of the Kansas statutes.

Evacuation of Campus Facilities - Building evacuation necessitated by natural or man-made causes may be initiated by an alarm, by notice from police or fire officials, or by administrative directive. If evacuation is necessary, persons in an evacuated building should go to a predetermined relocation site specified by administrative staff and the following steps should be taken.

Evacuation of Campus Facilities Procedures- A designated department representative should:

- Count to see if everyone has been evacuated.
- Deliver any emergency messages to staff.
- Notify evacuees when return to the building is safe.
- Send staff home if re-entry will not be possible before the end of a work shift.

Evacuated non-exempt staff unable to perform work duties will continue in paid administrative leave status during work hours. Paid leave (vacation, compensatory time, etc.) is not to be used except for staff already scheduled to be absent that day.

It is the objective of the University to provide work areas that normally meet acceptable standards of physical comfort. From time to time a lack of heating/cooling, lack of water/electricity, or other problems may occur. In such circumstances, campus administration, with input from Facilities Operations and approval from Human Resources and Equal Opportunity, will determine whether adjustments in work schedules or physical space assignment should be made. Factors considered in making such determinations will include among other things the severity of the condition, the anticipated duration of the condition, and the impact on University operations. If staff are unable to perform work duties or cannot be reassigned to other areas, paid administrative leave will be approved by Human Resources and Equal Opportunity for non-exempt staff until the work area meets acceptable standards of physical comfort. The policy and procedures for evacuation of campus facilities is located at documents.ku.edu/policies/provost/EvacuatingFacilities.htm.

Professional Development

The University provides staff learning experiences through a number of courses, workshops and special services (including Team Building) developed by the Human Resources and Equal Opportunity Professional Development. Courses include orientation for new employees, a full range of classes covering supervisory training, performance review, communication, and interviewing, as well as other specific topics. A quarterly calendar listing all professional development events is distributed to USS staff supervisors, departmental personnel-related-staff members, and University administrators. The calendar is also available on the Human Resources and Equal Opportunity website at www.humanresources.ku.edu/calendar.

University Coursework - An employee may enroll in University courses with the consent of his or her supervisor and take classes during work time. The University policy on professional advancement is provided in this handbook under Educational Opportunities for University Staff. A. It gives the department head the option to determine whether a class is work-related and therefore considered as work time. The employee will be charged the staff rate that represents a significant reduction from student fees. Dependents are also eligible for in-state tuition.

Tuition Assistance - Staff with 6 months of service, 50% or greater appointment and have completed their initial probation may apply for tuition assistance. Selection is based on availability of funds, length of service, applicability of course work to the employee's job and the level of past education. Funds may be provided to pay for tuition for one structured class per semester. Additional information is located on the HR/EO web site at www.humanresources.ku.edu/benefits_pay/benefits_info/tuition_assistance.

The application form for tuition assistance is available on the Human Resources and Equal Opportunity website at www.humanresources.ku.edu/benefits_pay/benefits_info/tuition_assistance.

Application Deadlines: Application forms, letter from supervisor showing support, letter from applicant explaining the educational benefit and original transcript(s) or updates of transcripts for all college work.

- Fall Semester, 5:00 p.m., Third Friday in July
- Spring Semester, 5:00 p.m., Third Friday in November
- Summer Semester, 5:00 p.m., Second Friday in April

GED - GED tutoring is free; the GED test costs \$30. The KU Tuition Assistance program will pay the cost of the test. See Tuition Assistance section above.

Educational Opportunities for University Staff - In keeping with the University's goal of facilitating opportunities for life-long learning and thereby encouraging employee productivity and enhancing career development, the University of Kansas, Lawrence, supports the training and development of its staff. To that end, department heads and supervisors are strongly encouraged to support staff members who wish to enroll in academic courses and to participate in training programs, conferences, short courses, and workshops held on or off campus.

Departments should make every effort to grant a staff member's request to attend a course or program considering such factors as department schedule flexibility, work load, availability of temporary/student help, and the number of similar requests from other employees.

Courses or programs taken at other than normal working hours are not limited by the above policy.

In some cases, staff may be eligible for tuition assistance to enroll in educational opportunities. Information about the tuition assistance program is available on the Human Resources and Equal Opportunity website at www.humanresources.ku.edu/benefits_pay/benefits_info/tuition_assistance or see the Tuition Assistance section (page 43). The tuition assistance application form is available at www.humanresources.ku.edu/files/documents/tuition.xls.

Scheduling of Coursework - Departments and supervisors will make every reasonable effort to facilitate academic course or program attendance by staff so long as the normal functions of the department can be carried out.

Education Opportunities Categories:

- Category 1: Those programs or academic courses required by an employee's department or the University as a condition of employment, to provide skills or knowledge necessary for the current job. Employees required to attend academic courses or programs as a condition of employment will be granted work time for the purposes of attending such courses. It is the department's responsibility to determine scheduling and to provide coverage while the employee attends the course or program.
- Category 2: Academic courses or programs that maintain and improve skills or knowledge for application in the employee's current job, but which will not qualify the employee for a different occupation or those that are taken as a part of a degree program which may or may not ultimately qualify the employee for a promotion

within the University. Department heads and supervisors should grant work time to employees for the purposes of attending one such academic course or program per semester when their release can be reasonably accommodated by the department. Additional academic courses or programs may be taken during normal working hours if the time can be made up or flexible work hours granted (non-exempt staff) or the responsibilities of the job are met (exempt staff). In either case, absence due to class attendance should not cause undue hardship to the department.

- Category 3: Academic courses or programs that are taken solely for personal educational development. Supervisors may, solely at the option of the department, permit employees to take such academic courses or programs during normal working hours if the time can be made up or flexible work hours granted (non-exempt staff) or the responsibilities of the job are met (exempt staff).

Any employee who feels that he/she has been unreasonably denied permission to attend a course or program may have the decision reviewed by the unit director. If the unit director denies the initial request, the next-level supervisor may review that decision. In either case, the employee may elect to have the decision reviewed instead by the Department of Human Resources and Equal Opportunity.

Job Vacancies

All university support staff position vacancies are listed on the KU job website at jobs.ku.edu. Employees interested in seeking a transfer or promotion should contact Human Resources and Equal Opportunity in order to determine eligibility. Contact 864-7417 for additional information.

In addition to contacting Human Resources and Equal Opportunity, departments are required to notify internal departmental staff of vacancies either by posting or providing a notice in writing to all internal staff.

Eligibility for Other Positions - The following staff may apply for internal university support staff positions: regular staff, those on initial probation, and anyone currently working a temporary appointment. Permanent staff with a performance rating of “meets expectations” or above and new hires with exceptional qualifications may be eligible to begin at a higher starting rate.

Referral Process - To apply for a specific vacancy, staff must complete an online application form at the website mentioned above and attach that application to the desired vacancy listed on the website before the application deadline. If job candidates have prior criminal convictions, Human Resources and Equal Opportunity staff will determine the job candidate’s eligibility for University employment. Human Resources and Equal Opportunity will review, approve, and release application materials of qualified candidates to the recruiting department. Job candidates should not contact the recruiting department to provide application materials.

See the section on Release Time for Interviews (page 12).

Selection Considerations - It is recommended that qualified internal candidates employed within the department or University be given consideration for any vacancy. However, nothing prohibits the hiring of an external candidate who has the prerequisite qualifications. Equal Opportunity hiring goals are to be considered in the selection process.

Promotional Changes - Any employee who does not receive at least a rating of “meets expectations” at the end of his or her promotional probationary period may be dismissed or may be demoted.

A promotion carries with it an increase in pay when funds are available. For promotion there is a probationary period of at least 3 months but not more than 6 months.

Transfer/ Demotions/ Changes - With the approval of Human Resources and Equal Opportunity, a probationary employee may transfer within the University to a position in the same title with no effect on the employee's probationary period. An employee may transfer or be voluntarily demoted from one unit to another. If a permanent employee transfers or is demoted within the University, permanent status is retained in the new position. Pay will usually remain the same for a transfer and will be lower for a voluntary demotion.

Job Sharing - Department heads may use job sharing or splitting to meet some staffing needs when it is in the best interest of the department.

Job References – Before a final candidate is selected an employer should contact references. Information about obtaining and providing job references are located at www.humanresources.ku.edu/files/documents/reference_faqs.pdf.

Guidelines for Counseling and Disciplinary Actions

Purpose of Guidelines for Counseling and Disciplinary Actions- The following guidelines have been established to assure that:

- There is consistent counseling and corrective action on a campus-wide basis for incidents of inadequate performance or misconduct.
- There is appropriate corrective action at the level sufficient to address the problem while minimizing the impact on departmental operations.
- There are clear steps to follow in progressive discipline so supervisors and employees have the opportunity to discuss work performance or employee behaviors that are counterproductive to getting the job done and have adequate time for employees to correct deficiencies.
- Disciplinary steps may be bypassed based on the seriousness of the incident and/or the employee's past record.

Supervisors should keep adequate documentation and counsel employees at each step for conduct and performance problems.

Definitions for Counseling and Disciplinary Actions

- Inadequate performance is performance of job duties below expectations.
- Misconduct is personal conduct or behavior that is detrimental to University service (i.e., attendance or other problems).

Performance Evaluations

Performance Evaluation Process - Performance evaluations are required for all staff on at least an annual basis. Performance evaluations are based on 3 components: “Goals/Objectives,” optional “Staff Feedback,” and a “Performance Evaluation” of performance factors. These 3 components are provided on forms available on the Human Resources and Equal Opportunity website at www.humanresources.ku.edu/documents/performance_evaluations/university_support_staff. Instructions for completing the forms are also available on that website. Human Resources and Equal Opportunity notifies departmental Personnel Related Staff when evaluations are due for staff, establishing a deadline for submission.

Performance evaluations assess how an employee performs his or her job duties. Position descriptions describe what job duties an employee is expected to adequately perform. Therefore, prior to completing a performance evaluation, the supervisor and the employee should review and, if needed, update the position description.

Prior to the end of the first 6 months of initial employment, supervisors will evaluate employees to determine if permanent status should be granted. Failure to complete the initial evaluation and present it to the employee prior to the end of the probationary period, or failure to extend the probationary period in writing prior to its expiration, will result in the probationary employee being granted permanent status. An initial probationary period may be extended for up to a total of 12 months. (Promotional probationary periods may last only a total of 6 months.) Performance will be evaluated at least once a year thereafter. It is advisable to provide performance feedback at least twice a year.

A supervisor may evaluate an employee at any time if conditions warrant a higher or lower rating; such evaluations are called “special evaluations.” Those special evaluations must have goals in place at least 30 days prior to the evaluation. The special evaluation period can leave no “gap time” between its start date and the end of the last evaluation period.

Supervisors determine an overall performance rating after rating the individual performance factors, assessing “Goal/Objective” progress, and taking into consideration the optional “Staff Feedback.” The supervisor reviews the 3 components of the evaluation with the employee.

A performance evaluation is a permanent part of an employee’s record. Additionally, supervisors may review it when employees are considered for a pay increase or promotion. A current rating of “meets expectations” or above is necessary for promotion and to be considered for a pay increase (as funded by the University and/or Legislature.)

The various components of the evaluation process should be handled in the following way.

Goals/Objectives for Performance Evaluations - Goals are based on the employee's job requirements and should be measurable, realistic, objective, and job related. Employee

input to the goals is encouraged. The supervisor has ultimate responsibility for establishing goals.

Goals are established at the beginning of each evaluation period. At least 1 goal must be established for each evaluation period. Goals may be established or updated at various times as noted below. However, changes and additions to goals must be made at least 30 days before the end of the evaluation period. The supervisor and the employee retain copies of the established/modified goals for use at the end of the evaluation period.

Goals are established or modified:

- shortly after appointment to a new position;
- at the beginning of each evaluation period;
- when there is a significant change in duties;
- when additional goals are warranted during the evaluation period.

At the end of the evaluation period, the supervisor assesses goal progress. Employee input on goal progress is encouraged. The supervisor assesses the goals as being “met,” “in progress,” or “not met.” The supervisor may make comments about goal progress. Both the employee and supervisor sign and date the goal form. The employee's overall performance will be based on these goals, as well as other components of the evaluation process.

If goals were not established in a timely fashion, the employee's goal progress may be rated using the duties from the current position description.

Supervisors are encouraged to provide performance feedback at least twice a year. This feedback can be documented in the “Comments” section of the goal form. Both the supervisor and the employee should initial and date the feedback documentation. If performance feedback is provided in the form of a memo to the employee, that memo must be retained with the evaluation documents.

If an employee believes the goals to be unreasonable, he or she should seek resolution with a supervisor or departmental administration. If no resolution is achieved, the disagreements must be outlined in writing and sent with the goals to Human Resources and Equal Opportunity. A Human Resources and Equal Opportunity staff member will try to mediate any disagreements.

Staff Feedback for Performance Evaluations - (Optional) - The supervisor will also take into consideration the optional “Staff Feedback” when rating an employee's overall performance. The supervisor is required to offer the employee the “Staff Feedback” form a few days before conducting the performance evaluation. It is the employee's option to complete the form.

Performance Factors for Performance Evaluations - The supervisor will rate the employee on performance factors of “position knowledge and skills;” “quantity” and “quality of work;” “working relationships with coworkers;” “customer focus;” and “leadership” (if leadership is applicable to the employee's job duties). Employee input on performance factors is encouraged.

The supervisor assesses the performance factors as being “unsatisfactory,” “meets expectations,” “exceeds expectations,” or “exceptional.” Supervisors are encouraged to make comments about the performance factors. Supervisory comments are required for ratings of “unsatisfactory” or “exceptional.”

Overall Performance - The supervisor will rate the employee's overall performance based on the assessment of goal progress, ratings of the individual performance factors, and taking into consideration the optional “Staff Feedback.” The overall rating will be “unsatisfactory,” “meets expectations,” “exceeds expectations,” or “exceptional.” Supervisory comments are required; an employee’s comments are optional.

The supervisor and the employee will discuss the overall evaluation, date and sign the form. The employee's signature on the evaluation form does not signify agreement with the evaluation nor waive the right to appeal. The signature only signifies receipt of the evaluation. If the employee refuses to sign the evaluation, a witness’ signature can verify that the evaluation was provided to the employee. The department sends the evaluation form with goals and any optional “Staff Feedback” to Human Resources and Equal Opportunity by the established deadline.

Unsatisfactory Performance and Disciplinary Action - An employee who, in the opinion of his/her supervisor, is not performing work at a level of “meets expectations” will be counseled on ways to improve. Unsatisfactory work performance may necessitate a special evaluation or be grounds for disciplinary action. A salary increase cannot be granted if an employee receives a rating of “unsatisfactory.” Two or more unsatisfactory ratings completed a minimum of 30 days apart within a 180 day period or an indication of adequate counseling about which the staff member has been fully informed may result in a recommendation for demotion or dismissal.

Appeal of Performance Rating - A permanent employee or an employee serving on a promotional probationary appointment has the right to appeal any evaluation (except one with a rating of “exceptional”). An employee serving on an initial probationary appointment does not have the right to appeal his or her evaluation. Within 7 calendar days of receiving the evaluation, the employee must contact Human Resources and Equal Opportunity in writing to register an appeal. The appeal form is available on the Human Resources and Equal Opportunity website at www.humanresources.ku.edu/files/forms/USS_rating_appeal.xls.

Counseling, Guidance and Discipline for Misconduct

In the case of misconduct by university support staff, counseling, guidance and/or disciplinary action may be necessary. Some examples of misconduct issues are provided in a Frequently Asked Question (FAQ) on the Human Resources and Equal Opportunity (HR/EO) web site at

www.humanresources.ku.edu/files/documents/USSDisciplConductFAQ.doc. The disciplinary forms are available on the HR/EO web site at www.humanresources.ku.edu/documents/category_details/4.

The University normally uses a system of progressive discipline; however, the nature of the misconduct may warrant bypassing steps in the normal sequence.

Verbal Counseling for Misconduct - Verbal counseling is generally the first step in the disciplinary process for less severe incidents of misconduct. The supervisor should document verbal counseling in his or her supervisory log or notes. Verbal counseling is the mildest form of corrective action and should help eliminate misunderstandings and establish desired standards of conduct. Verbal counseling may be followed with a memorandum to the employee to document the details discussed.

Written Counseling (ER-20A) for Misconduct - A written record of counseling is usually established after previous verbal counseling. A form ER-20A "Report of Employee Guidance/Counseling" will be used for this purpose. The ER-20A is generally the second step in the disciplinary process for misconduct.

The ER-20A form details the problem, indicates corrective action prescribed, provides for employee response and sets a review period. Copies are distributed to the employee and to Human Resources and Equal Opportunity. The department retains 1 copy. Form is located at www.humanresources.ku.edu/documents/category_details/4

The ER-20A form will generally not be considered in future disciplinary action if no further counseling or disciplinary action is required during the 12-month period after the ER-20A has been issued. However, the ER-20A may be considered after the 1-year period in extreme cases or if a related misconduct incident occurs.

Written Warning (ER-20B) for Misconduct - The ER-20B "Report of Employee Misconduct" is a written record of a conduct related problem that usually occurs after previous verbal and written counseling (ER-20A). The ER-20B is generally the third step in the disciplinary process for misconduct.

The ER-20B describes the problem and the corrective action prescribed, provides for employee response and sets a review period. Copies are distributed to the employee, to Human Resources and Equal Opportunity, and to the department. The form is located at www.humanresources.ku.edu/documents/category_details/4.

The ER-20B form will generally not be considered in future disciplinary action if no further counseling or disciplinary action is required during the 24-month period after the ER-20B has been issued. However, the ER-20B may be considered after the 24-month period if other misconduct incidents occur.

If an employee feels that the ER-20B is unjustified, he or she may contact Human Resources and Equal Opportunity within 7 calendar days of signing the form to appeal the action.

Suspension, Demotion or Dismissal for Misconduct or Unsatisfactory Performance

In certain instances involving employee misconduct including attendance problems, work-rule violations, or 2 ratings of unsatisfactory performance, more severe disciplinary

action may be required. This level of disciplinary action may also follow previous verbal and/or written counseling.

A permanent employee may not be suspended, demoted, or dismissed without authorization of the Department of Human Resources and Equal Opportunity. The department head shall report any cause for recommending suspension, demotion or dismissal of university support staff to the Director of Human Resources and Equal Opportunity or designee on a "Request for Disciplinary Action" form (P-14) available on the HR/EO web site at www.humanresources.ku.edu/files/forms/disciplinary_request.xls. If disciplinary action is considered appropriate, the Director of Human Resources and Equal Opportunity or designee shall give written notice to the employee. The notice shall include a statement of the reasons for the proposed action, the effective date and notice of the opportunity to present mitigating reasons why the proposed disciplinary action should not take effect.

Additionally, if conditions warrant, the Director of Human Resources and Equal Opportunity or designee may relieve the employee of duty, or change the employee's duties during the period between notice and the effective date of disciplinary action. A permanent employee who has been suspended, demoted or dismissed may appeal the action to the University's disciplinary action hearing board. An employee may select another individual, at personal expense, to assist in the appeal to the Department of Human Resources and Equal Opportunity and/or to University's disciplinary action hearing board.

If no further counseling or disciplinary action is required during the 3-year period following the action, then the suspension will not be considered in future disciplinary action. However, a suspension may be considered after the 3-year period in extreme cases or if a related misconduct incident occurs.

Probationary Period Policy

Probationary Periods for University Support Staff and Unclassified Professional Staff, University Policy on, https://documents.ku.edu/policies/Chancellor/ProbationaryPeriod_USSandUPS.htm

Probationary and Temporary Employee Dismissal

The Director of Human Resources or designee may at any time dismiss an employee serving on probationary status or an employee appointed to a temporary position.

Probation/Temporary Appointment

An employee on probation or on a temporary appointment cannot be dismissed without the authorization of the Director of Human Resources or designee. Reasons for the proposed dismissal must be submitted by the department to the Director of Human Resources and Equal Opportunity or designee who notifies the employee of the dismissal.

Except in cases of serious performance or conduct issues, Human Resources recommends that the department document counseling provided to a probationary employee by

advising them as to the conduct or performance problem, the steps necessary to correct the problem, and the consequences of failure to correct the problem. Documentation and counseling to dismiss employees appointed to temporary positions is less stringent.

Employees serving on probationary periods or on a temporary appointment cannot appeal dismissals to the University Disciplinary Action Hearing Board.

Appeal of Disciplinary Actions

See the [Disciplinary Action Hearing Board for University Support Staff Guidelines](https://documents.ku.edu/policies/provost/DisciplinaryActionHearingBoardforUSSGuidelines.htm) located on the KU Policy website <https://documents.ku.edu/policies/provost/DisciplinaryActionHearingBoardforUSSGuidelines.htm>.

Disciplinary and Process Flowchart

A flowchart depicting the steps of the disciplinary and appeal process is available on the HR/EO website at www.humanresources.ku.edu/files/documents/Conduct_chart.pdf.

Conflict Resolution Services

From time to time conflicts may arise based on issues related to an employee's work situation. The Department of Human Resources and Equal Opportunity provides 4 methods of addressing such conflicts if they cannot be resolved within the employing unit: Consultation, Team Building, Conciliation, and Grievance Procedures. These services are provided for all personnel matters with the exception of equal opportunity issues and disciplinary actions. Should you feel that a condition of work has an adverse affect, you are encouraged to use these procedures for resolution of such problems without fear of retaliation or harassment.

The University's disciplinary action hearing board provides for hearing and/or appeal procedures in matters of suspensions, demotions and dismissals. For information and/or assistance, contact the Department of Human Resources and Equal Opportunity.

Human Resources and Equal Opportunity also has a complaint, investigation, and resolution process for discrimination and sexual harassment issues. An employee should contact the Employment and Equal Opportunity section (864-3686) of the Department of Human Resources and Equal Opportunity if he or she feels that an incident of sexual harassment has occurred or that discriminatory treatment has occurred because of his or her race, color, sex, disability, veteran's status (as covered by law), age (as specified by law), religion, ancestry, national origin, sexual orientation, marital status, or parental status. Related information is located at:

www.humanresources.ku.edu/policies_procedures/category_details/8.

Consultation - Consultation, an informal discussion available to all faculty and staff individually, is held with a professional staff member of Human Resources and Equal Opportunity regarding personnel matters. Employees do not need authorization to attend such meetings if they occur on non-work time.

Before pursuing formal grievance procedures, a faculty or staff member may request the assistance of the Department of Human Resources and Equal Opportunity in an effort to resolve conflict through a conciliation effort.

Team Building - If deemed appropriate, Human Resources and Equal Opportunity staff may assist a department with a team building intervention. The goal of a team building intervention is to help a group evolve into a cohesive unit whose members not only share the same high expectations for accomplishing group tasks, but also trust and support one another and respect each other's individual differences. This service is available through the Human Resources and Equal Opportunity Professional Development unit.

An effective team is one that can solve its own problems. When team members are expending energy on hidden agendas, internal conflicts, role ambiguity, confusion about the team's values or mission, or how to give one another essential feedback, they cannot focus their best efforts on solving work-related problems that arise. Therefore, team building seeks to improve the members' problem solving ability by enabling them to confront and manage the issues that hinder ideal team functioning. During the process of team building, the members identify these issues by examining data collected by Team Building consultants from Human Resources and Equal Opportunity. This data is information derived from what is actually occurring in the team at present (current norms concerning disclosure, feedback, openness, trust, leadership, membership, competition and collaboration, conflict resolution, etc.).

The following are steps in the team building process:

- Contact Human Resources and Equal Opportunity Professional Development staff for explanation of process and initial contracting.
- Human Resources and Equal Opportunity Professional Development Staff interviews team personnel using standard questionnaire.
- Participants complete a Team Character Inventory. This is done anonymously and allows attitudes and perceptions about the team to be declared.

Interviews and Inventory are analyzed, and a report is prepared, which includes findings and recommendations for training and team development and/or conciliation options. Recommendations are made which respond to the areas indicated by the needs analysis. A written and oral report is given to team leaders and/or team to explain findings and recommendations. Various options and interventions are discussed with the team and an action plan is developed.

- Team development and/or training is implemented.
- Evaluation and follow-up meetings occur as necessary.

Conciliation - Before pursuing pertinent formal grievance procedures, a member of the University faculty or staff may request the assistance of the Department of Human Resources and Equal Opportunity in an effort to resolve conflict. The conciliation process may be requested by an employee or by a manager. Supervisors or higher-level management may request conciliation services to ascertain the extent of and to assist with the resolution of communication difficulties. Since conciliation is an informal process, no record will be made unless requested.

The conciliation process may be a precursor to other formal avenues, including the grievance process. If the conciliation process precedes a grievance by a USS staff member, that subsequent grievance generally begins at Step 3. However, the Department of Human Resources and Equal Opportunity reserves the right at the time the grievance is filed to determine the appropriate relationship between conciliation and the steps of the grievance process, taking into account the circumstances of the conciliation.

Outlined below are guidelines for utilizing the conciliation service.

- Whenever possible an employee or supervisor should first discuss his or her concern with the other party prior to requesting conciliation services.
- Human Resources and Equal Opportunity will provide such conciliation assistance only when the supervisor and employee jointly agree such assistance is desirable. It is recommended that the supervisor involved in such a process determine his or her department head's support of such involvement.
- The role of Human Resources and Equal Opportunity will be to help facilitate communication and, when appropriate, to help identify viable, mutually acceptable alternatives for both parties. It is not the role of Human Resources and Equal Opportunity to serve as an advocate for either party or to identify which party is "right" or "wrong" unless there has been a clear disregard of regulations or policies. In that case, the Human Resources and Equal Opportunity conciliator can advise both parties of pertinent policies, regulations or procedures.
- If the informal conciliation process does not correct the situation, employees or supervisors may seek more formal avenues such as grievance procedure, disciplinary action or appeals, as appropriate.

Grievance Procedure

If a university support staff member wishes to file a formal grievance, general grievance information and procedures are outlined below.

Grievable Matters - Any university support staff member with permanent status appointed to a regular position may file a grievance with the Department of Human Resources and Equal Opportunity. Grievances may be filed for any violation of Federal, State, Regents or University procedures, rules, regulations or policies or for abuse of authority. The Director of Human Resources and Equal Opportunity or his/her designee (referred to hereafter as "the Director") reserves the right to determine if an issue is appropriately handled through the grievance or through other processes.

Certain matters have their own specific appeal avenues and are therefore not grievable under this procedure. Those matters include:

- cases of discrimination including cases of sexual harassment,
- parking and library fines,
- disciplinary actions taken,
- performance reviews,
- safety issues, and
- violations of a memorandum of agreement.

Before pursuing pertinent formal grievance procedures, a member of the University faculty or staff may request the assistance of the Department of Human Resources and Equal Opportunity in an effort to resolve concerns/conflict.

Conduct During Grievance Process - The aggrieved employee and respondent(s) (referred to hereafter as grievance "parties") and others involved in the grievance process will conduct themselves professionally and in "good faith." The process shall be conducted free of any threats or reprisals. All parties shall keep all matters discussed in the grievance process in strict confidence. Only those individuals who have a legitimate need to know will have access to the information. Employees and supervisors should be assured that retaliation, reprisal or harassment due to utilization of or participation in a grievance procedure will not be tolerated. Threats or actual incidents of retaliation, questions regarding the release of information and breaches of confidentiality should be made known to the Director of Human Resources and Equal Opportunity.

Representation for Grievance - At any step in the process, parties may have a representative. If a representative is selected by 1 party, the other party has an equal right to a representative and will be so advised by Human Resources and Equal Opportunity. Each party may have only 1 spokesperson during the grievance procedure. In the event that a representative is selected by a party, the party shall clearly state whether the representative or the party will be the single spokesperson for the party. If the employee chooses to be his or her own spokesperson, he or she may utilize the representative as an advisor or counselor. Each party shall be responsible for the costs associated with his or her own representation.

Submission Deadlines for Grievance - Failure to comply with deadlines described in these procedures may jeopardize a party's right to proceed with the process. Grievances filed after deadlines may still be considered, but any rights of redress may be forfeited if the appeal was delayed without good cause. The Department of Human Resources and Equal Opportunity shall determine whether delay was with good cause.

Any filing or response deadlines may be waived, amended, or extended by mutual agreement of the parties or if deemed appropriate by the Department of Human Resources and Equal Opportunity with notice to all grievance parties. Requests for such extensions must be made to the Director.

Copies of Grievance Documentation - Parties to the grievance will be expected to provide an original and two copies of all grievance materials (documentation, photos, diagrams, physical evidence, etc.) to the Department of Human Resources and Equal Opportunity. If providing copies of materials at any step of the grievance process creates an undue hardship for any party to the grievance, Human Resources and Equal Opportunity should be contacted for assistance. During Step 3, Human Resources and Equal Opportunity will deliver copies of all materials provided to the opposing party.

Preparation Time for Grievance - If advanced approval is requested and received from a supervisor, a complainant (an appellant) may spend a reasonable amount of work time preparing for the resolution of a grievance as long as normal work is not unduly interrupted. Time off with pay will be allowed during work hours to attempt to resolve the grievance with a supervisor, director or the Director of Human Resources and Equal Opportunity or designee.

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Forms for this procedure are available in the Human Resources and Equal Opportunity website and may also be obtained from the Personnel-Related Staff member in many departments.

Steps in Filing a Grievance - A formal grievance shall be initiated by the aggrieved employee by completing all information in Section A of the Grievance Form and delivering the original to his/her immediate supervisor and a photo copy to the Director of Human Resources and Equal Opportunity no later than 10 working days from the date of the grievable act or of the date when the employee knew or should have known of the grievable act. The employee shall retain a copy of the form for his or her records.

Grievance Step 1 - In Section A (Step 1) of the grievance form, the grievant will provide: details about the grievable action; a list of any witnesses with a statement as to which grievance issue(s) the witness(es) can contribute; a list of any specific alleged violations; the desired remedy; and the name and contact information of any selected representative.

Supervisor's Response to Step 1 Grievance -

The supervisor shall make any adjustments he or she deems appropriate which are within his or her control and shall respond to the grievant on the Grievance Response Form within 5 working days from the receipt of the Grievance Form. The response could also be "No work rule violation or abuse of authority has occurred."

On the Grievance Response Form, the supervisor will specify any pertinent information about the grieved action, including any witnesses relevant to the grievance; will specify any adjustments made related to the requested remedy; and will specify the name and contact information of any selected representative. The supervisor will meet with the grievant to discuss his or her response.

On the same day that the supervisor provides his or her response to the employee, he or she will also provide a copy with any attachments to Human Resources and Equal Opportunity and to the department head.

Grievance Step 2 - If the grievance is not satisfactorily resolved at Step 1, the grievant may appeal to the department head by completing Section B (Step 2) of the Grievance Form and delivering the original to the department head and a copy to the Department of Human Resources and Equal Opportunity no later than 5 working days after receipt of the supervisor's Step 1 response.

Department Head Response to Step 2 Grievance - The department head shall make any adjustments he or she deems appropriate which are within his or her control and shall respond to the grievant within 5 working days from the receipt of the Step 2 appeal. Again, the response could be "No work rule violation or abuse of authority has occurred."

On the Grievance Response Form, the department head will specify any pertinent information from his or her perspective about the grieved action and the adequacy of the supervisor's response and will specify any additional adjustments that he or she made related to the requested remedy. The department head will meet with the grievant to discuss his or her response.

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On the same day that the department head provides his or her response to the grievant, he or she will also provide a copy with any attachments to Human Resources and Equal Opportunity and to the supervisor.

Grievance Step 3 - If the grievance has not been satisfactorily resolved at Step 2, the grievant may appeal to the Director of Human Resources and Equal Opportunity by completing Section C (Step 3) of the Grievance Form and delivering it to the Human Resources Department no later than 5 working days after the receipt of the department head's Step 2 response. On the same day that the grievant delivers the Step 3 form to Human Resources and Equal Opportunity, he or she will also provide copies to his or her immediate supervisor and department head.

The Director or his or her designee will review the grievance materials. The Director or his or her designee, may in consultation with appropriate University administrative staff, resolve the matter by conducting an investigation or hearing or may refer the grievance to a grievance committee.

If applicable, the Director may respond to the Local Union Business Manager, during the review stage, and if applicable, the Director may request the presence of the Local Union Business Manager when the grievant has not done so.

Grievance Resolution by the Director - If the matter is resolved by the Director or his or her designee following that review, a response will be provided in writing to the grievant and the respondent within 10 working days of the receipt of the Step 3 appeal. If the matter is referred to a grievance committee, the response deadline outlined below shall apply.

Resolution by Grievance Committee - If the matter is not resolved through investigation or consultation, the Director of Human Resources and Equal Opportunity will refer the matter to a grievance committee after his or her review. The matter will be referred to the grievance committee within 5 working days of the receipt of the Step 3 appeal. The committee shall meet and review the matter within 15 working days of referral.

The grievance committee's recommendations will be submitted to the Director of Human Resources and Equal Opportunity and a copy of the recommendations will also be provided to the respondent, grievant, and, if applicable, to the Local Union Business Manager no later than 5 working days after the committee's final written decision.

No later than 10 working days after the final written recommendations of the grievance committee, the Director of Human Resources and Equal Opportunity or designee shall provide a written final resolution to the respondent, grievant and, if applicable, to the Local Union Business Manager.

Before resolving the grievance, the Director of Human Resources and Equal Opportunity may consult with the University Administration (i.e., Associate Vice Provost, Vice Provost, etc.).

Withdrawing a Grievance - At any step of the grievance process a grievant may withdraw a grievance by writing to the Director of Human Resources and Equal Opportunity stating his or her desire to withdraw the grievance.

Grievance Hearing Procedures

Grievance Committee - Members of the grievance committee will be selected by the Director of Human Resources and Equal Opportunity or his or her designee (referred to hereafter as "the Director") after seeking nominations from employee and other affiliated groups. The number of persons appointed to the Grievance Committee is determined by the Director. The Grievance Committee will be comprised of a representative group of faculty and staff. No faculty or staff member can be appointed to the Grievance Committee if his or her current status falls into any of the following categories:

- Probationary;
- Student or temporary;
- Part-time (if working less than half-time);
- On leave of absence or sabbatical;
- Has had proposed or enacted a suspension, demotion, or dismissal; and
- Has been with KU less than 6 months.

Training and Appointment of Grievance Committee - Members of the Grievance Committee will be trained in the grievance and performance review appeal processes by Human Resources and Equal Opportunity. Any member not appropriately discharging his or her duties on the committee or in a hearing may, at the Director's discretion, be removed from the Grievance Committee.

Selection of the Grievance Committee - The Grievance Committee will be comprised of 3 members. One member will be selected by the grievant, and one member will be selected by the respondent. Members selected from the Grievance Committee by the grievance participants may not be from the same department or work unit as the grievant or respondent, unless, in the judgment of Human Resources and Equal Opportunity, the technical nature of the employee's duties and responsibilities necessitates having one or more committee members with the same or similar technical knowledge as the grievant or respondent. Either party may request such a determination. Members selected must also sign a form stating that they hold no prior opinion concerning the merits of the grievance and that they can be fair and impartial.

Selection of the Grievance Committee Chairperson - The third and final member of the Grievance Committee will serve as the committee chairperson and will be selected by Human Resources and Equal Opportunity. To be eligible to serve as a chairperson, an individual must have previously served on a performance review appeal committee, disciplinary action hearing board, or grievance committee. The chairperson must also meet the same eligibility criteria as other Grievance Committee members (e.g. not in same department or work unit, impartiality, etc.). The role of the chairperson will, to the extent possible, be rotated among those eligible to serve.

Chairperson's Role on Grievance Committee - The Chairperson is responsible for conducting the Pre-Hearing and Hearing in a fair and orderly manner. The Chairperson has any legitimate authority necessary to assure that such a hearing will occur, including

the authority to rule on questions of relevance and/or admission of documentation and/or witness testimony.

Appointment of the Grievance Committee - Appointment of Grievance Committee members for a particular hearing will be subject to their availability. Should one or more of the selected members not be available, the selection process described above will be repeated as necessary to select members for the remaining positions on the committee.

Following the selection and appointment of the Grievance Committee, the Director will confirm the appointment of the committee members in writing to the grievant, respondent, and the committee members. This notice will include the date, time, location of the Pre-Hearing, a deadline for submitting copies of relevant documentation, and a deadline for affirming or amending the witness list submitted in Step 1. The deadline for submitting grievance documentation and affirming or amending the witness list shall be no more than 5 working days after the notice of appointment of the Grievance Committee.

Grievance Documentation - All documentation pertinent to the grievance will be made available to the grievant, the respondent, and the Grievance Committee. Parties to the grievance will be asked to provide an original and two copies of all relevant materials to Human Resources and Equal Opportunity. Human Resources and Equal Opportunity will distribute the materials to grievance parties 5 working days prior to the date of the Pre-Hearing.

Prior to the Pre-Hearing, the Director may conduct a meeting to review the hearing process with the committee members. The purpose of such a meeting will be to provide technical assistance and documents to the committee.

Grievance Pre-Hearing - A Pre-Hearing is conducted by the Grievance Committee to evaluate the grievance and to determine the pertinent issues. Depending on the parties and issues involved, the committee has the authority at this stage of the grievance process to mediate the grievance by making pertinent recommendations to the Director of Human Resources and Equal Opportunity, resolve the grievance or proceed to a grievance hearing.

Grievance Hearing - The Grievance Hearing is informal and does not require testimony under oath. It is the committee's basic responsibility to gather all pertinent information necessary to recommend a resolution to the grievance.

Generally, the grievant is allowed to present first his or her reasons for the grievance. The respondent is then allowed the opportunity to describe his or her response to the grievance issues. Questions are allowed from the committee or other parties to the grievance. After the initial explanation and questioning, witnesses for both parties may be called. Cross-examination of the witnesses is allowed. After all questioning and testimony has ended, the grievant and the respondent may give closing or summary statements, after which the hearing will adjourn.

Witnesses for Grievance Hearing - Witnesses are allowed only at the Grievance Hearing, not at the Pre-Hearing. Written testimony in lieu of witness appearance is also acceptable. However, if written testimony is provided, the opposing party must have had

the opportunity to question the witness regarding the testimony provided therein. Witness appearance or written testimony is generally considered to be voluntary and must be free of any reprisal. If deemed necessary, the Grievance Committee may request a witness to appear and present relevant testimony. If Human Resources and Equal Opportunity has previously provided conciliation services, a conciliator may be called to serve as a witness for relevant information. As previously mentioned, the Grievance Committee chairperson may rule on the relevance and/or admission of witness testimony, whether written or in person.

Grievance Resolution - After its considerations, the Grievance Committee will render a written decision with recommendations for resolution to the Director. After review by the Director and no more than 5 working days after the Grievance Committee has rendered its decision, a copy of the Grievance Committee recommendations will be provided to the grievant and respondent. The Director will render the final grievance resolution in writing within 10 working days after the receipt of the Grievance Committee's recommendations. The Director may consult with the Provost/EVC or the appropriate Vice Provost in resolving the grievance.

Appeal Procedure for Change in Job Titles

When Human Resources and Equal Opportunity has denied a job title change request, the originating department will be notified by letter. The department head has the option to appeal this decision, using the following process.

Appeal Request for Change in Job Title - Within 15 working days of the denial letter, the department head may submit a letter to Human Resources and Equal Opportunity, explaining the reasons for the appeal. The letter should include specifics about what factors may have been overlooked or need special consideration. A rewritten position description will be accepted with the appeal letter.

Appeal Review for Change in Job Title - The above information will be reviewed and the situation resolved at this stage, if possible. All pertinent details will be conveyed to the second reviewer prior to the second audit.

If after a second review, the request is denied, the reasons for denial will be provided in writing to the department head within 15 working days from the date of the audit. Additional position descriptions cannot be accepted at this point.

In general, Human Resources and Equal Opportunity staff will not review a position change that has been appealed again by for at least 18 months. If a major change should occur in a position that has gone through the appeal and denial process, at least a 6 month period will be required between implementation of the change and another review.

It must be stressed that neither a heavy workload nor an employee's good performance are factors for changing job titles. These issues cannot be considered when reviewing a position. The primary factors considered are how the job has changed, the level of the new duties, and the resulting overall level of responsibilities.

Campus Diversity and EEO/AA

The University is committed to ensuring a supportive environment for a diverse student body and work force. Policies have been developed to foster a climate conducive to meeting our University mission while maintaining the principles of equal opportunity and affirmative action. The University has developed specific policies on equal opportunity and affirmative action that constitute the Affirmative Action Plan, available in the Department of Human Resources and Equal Opportunity. The Equal Opportunity and Affirmative Action policies are as follows:

A University should help all individuals realize their potential. To this end, the University of Kansas at Lawrence commits itself to providing policies and programs that allow equal opportunity for employment, conditions of employment, services and participation in the activities of the University regardless of race, religion, color, sex, disability, national origin, ancestry, sexual orientation, marital or parental status, and, to the extent specified by law, age or veteran status. The University also commits itself to eliminating discrimination on any of these bases in all University activities.

If employees are disabled and need reasonable accommodation in order to perform the essential functions of their positions, they may contact the University's ADA Coordinator in the Department of Human Resources and Equal Opportunity. Employees may also contact the Department of Human Resources and Equal Opportunity if they believe they have been discriminated against in violation of University policy or state or federal law.

Any evidence of discriminatory practices shall be evaluated and acted upon promptly through the EEO/AA investigation and resolution process. Acts of retaliation for participation in grievance procedures are prohibited.

The University is committed to taking positive action to increase the numbers and involvement in the University of affected class members: veterans as covered by law; persons with disabilities; and, in areas where they are under-utilized, women and minorities.

Regarding both employment and educational programs, the University shall actively recruit and encourage application from these groups. The University will endeavor to provide a supportive environment for the members of these groups.

Personnel Records

Confidentiality and Access to Personnel Records - Personnel records are considered confidential; however, the employee and persons in administrative positions do have access to the official personnel file that is maintained in Carruth-O'Leary Hall and to an employee file maintained in a departmental office. Any correspondence or supervisory notes concerning an employee may be excluded from the department file before an employee reviews it. Should an employee wish to review information in his/her file or have a copy of a document in his/her personnel file, a member of the Human Resources

and Equal Opportunity staff or a departmental personnel-related staff member can assist the employee. Identification may be requested.

Information about an employee's title, department, pay and length of service will be released. Other information will be released at the employee's request to non-University individuals only after an employee submits a signed release to Human Resources and Equal Opportunity, 103 Carruth-O'Leary Hall, or appears in person to authorize release of information.

Updating Personnel Records - Employees should always notify a supervisor or personnel-related staff member of changes in his/her personal situation (e.g., change of name, address, phone number, addition of family member, etc.) to insure that payroll and personnel records are always up-to-date.

Medical Records - Records containing medical information are maintained with strict confidentiality to assure that only those with legitimate personnel reason can access such documents. Such is the case even for non-medical forms on which medical information may be noted. Medical records may be maintained in separate departmental files. No medical records should be maintained in departmental personnel or supervisory files.

Conflict with Employment

Other Employment - Employment outside the University should not conflict with University duties. Employees who are appointed full-time may have an approved teaching appointment or may have a maximum of 1 appointment within a 12 month period in addition to their full-time university support staff appointment if approved by the Director of Human Resources and Equal Opportunity.

Guidelines Concerning Meals, Gifts, Travel and Entertainment - Kansas law generally prohibits any state employee from accepting or requesting meals, gifts, entertainment and travel. The complete text of these guidelines and opinions from the Governmental Ethics Commission are located at [www.kansas.gov/ethics/State_Level_Conflict_of_Interest/Guidelines for State Employees Concerning Meals, Gifts, Entertainment & Travel/](http://www.kansas.gov/ethics/State_Level_Conflict_of_Interest/Guidelines_for_State_Employees_Concerning_Meals,_Gifts,_Entertainment_&_Travel/).

Conflict of Activities - University support staff should not engage in any activity that conflicts with their work as a State employee. In essence, you may not use your work to gain special privilege or exemption for yourself or another.

Substantial Interest (SSI) - Positions may be designated by the university as one whose job duties fall under the Kansas statutes (K.S.A. 46-247 and 46-248) which require an annual filing of a Statement of Substantial Interest. Forms are mailed to affected employees in April with a filing compliance date by April 30. A summary of the qualifying job duties includes those who hold policy-making positions; are responsible for contracting, purchasing or procurement; write or draft specifications for contracts, awards, grants, benefits or subsidies; or are responsible for inspecting, licensing or regulating any person or entity. The SSI guide, form and statutes are located at <http://www.accesskansas.org/ethics/>.

Board of Regents Patent Policy - The Kansas Board of Regents has established a policy that requires all employees of the University of Kansas to assign to the University of Kansas inventions resulting from institutionally sponsored research. Kansas law (K.S.A. 44-130) also requires that employees shall disclose all inventions developed by them to their employer for the purpose of determining employer and employee rights in an invention. This disclosure should be made to the Office of the Vice Provost for Research. An employee's agreement to the University of Kansas' patent policy is a condition of appointment and employment. This policy, however, does not apply to or include inventions for which no equipment, supplies, facilities or trade secret information of the employer was used, and which was developed entirely on the employee's own time, unless:

- The invention relates directly to the business of the employer or the employer's actual or demonstrably anticipated research or development, or
- The invention results from any work performed by the employee for the employer.

The complete text of the Board of Regents policy is located at <http://www.kansasregents.org/academic/policy/index.html> (begins on page 39) and the University policy is located at http://www.provost.ku.edu/policy/intellectual_property_policy/.

Whistle Blower Act - The State of Kansas "Whistle Blower's" Act assures protected communications by state employees with legislators, legislative committees and others; prohibits certain acts by supervisors and appointing authorities; describes appeal to state civil service board, posting requirements; defines disciplinary action; indicates that officers and employees in unclassified service may bring civil action for relief.

- 1) No supervisor or appointing authority of any state agency shall prohibit any employee of the agency from discussing the operations of the agency, either specifically or generally, with any member of the legislature.
- 2) No supervisor or appointing authority of any state agency shall:
 - a) Prohibit any employee of the agency from reporting any violation of state or federal law or rules and regulations to any person, agency or organization; or
 - b) Require any such employee to give notice to the supervisor or appointing authority prior to making any such report.
 - c) This section shall not be construed as:
 - i) Prohibiting a supervisor or appointing authority from requiring that an employee inform the supervisor or appointing authority as to legislative requests for information to the agency or the substance of testimony made, or to be made, by the employee to legislators on behalf of the agency;
 - ii) Permitting an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the employee is requested by a legislator or legislative committee to appear before a legislative committee;
 - iii) Authorizing an employee to represent the employee's personal opinions as the opinions of a state agency; or
 - iv) Prohibiting disciplinary action of an employee who discloses information which:
 - (1) The employee knows to be false or which the employee discloses with reckless disregard for its truth or falsity;

- (2) The employee knows to be exempt from required disclosure under the open records act or;
- (3) Is confidential under any other provision of law.
- d) Each state agency shall prominently post a copy of this act in locations where it can reasonably be expected to come to the attention of all employees of the agency.
- e) As used in this section "disciplinary action" means any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work.
- f) Any officer or employee who is in the unclassified service who alleges that disciplinary action has been taken against such officer or employee in violation of this section may bring a civil action for appropriate injunctive relief, or actual damages, or both within 90 days after the occurrence of the alleged violation. A court, in rendering a judgment in an action brought pursuant to this act, shall order, as the court considers appropriate, reinstatement of the officer or employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award such officer or employee all or a portion of the costs of litigation, including reasonable attorney fees and witness fees.

The complete text of the Whistleblower's Act (KSA 75-2973) is available from the State of Kansas web site at www.kslegislature.org/legsrv-statutes/getStatuteInfo.do.

Nepotism - A university support staff member shall not advocate, participate in or cause the appointment, promotion, transfer, demotion or discipline of a household or family member for whom the university support staff member is a supervisor or manager. A member of a household is considered to be a person having legal residence in and living in the staff member's residence. A family member is considered to be a person related by blood, marriage or adoption.

Consenting Relationships - The University of Kansas has a tradition of commitment to providing an academic community environment that, without discrimination, fosters intellectual, professional and personal growth. Central to the preservation of this environment is the trust that should characterize all interactions among those working toward the common goal of the institution, namely, our students, faculty, unclassified staff, and university support staff. This trust is put at risk when members of the University community engage in consenting romantic or sexual relationships that involve persons of unequal power, for example, administrator and faculty, faculty and student, supervisor and employee. Because the University of Kansas strongly disapproves of consenting relationships where a professional power differential exists, this policy statement is being promulgated.

A faculty member will always be treated as having such a power differential if the student is in an educational experience where the faculty member has authority to assign grades. The same holds in other circumstances as well, for example, when a faculty member serves on thesis, dissertation, or scholarship awards' committees.

These principles also apply to administrators and supervisors in their relationships with students, faculty, unclassified staff, and university support staff.

In the view of the University of Kansas, romantic or sexual relationships between persons of unequal power, even if consenting, are unwise and often contrary to professional ethics. Such a relationship tends to impair one's ability to make an objective judgment of the performance of the student or employee.

Those who choose to ignore these standards will stand responsible for their actions and risk the loss of support of the University community.

Decisions concerning grades, degrees, promotions, evaluations, merit increases, and awards must be made free from any trace of bias or favor. Such decisions come under a cloud when made by those who have an emotional relationship, beyond the purely professional or academic one, with those who benefit from those decisions. Even the mere appearance of bias may seriously disrupt the academic or work environment.

The individual in authority bears the primary responsibility for any negative consequences resulting from an even apparently consenting romantic or sexual relationship. It is the student or the employee, not the instructor or supervisor, who is most at risk in these relationships. In particular, the respect and trust accorded a professor by a student, as well as the legitimate power exercised by the professor in giving grades, criticism, praise, recommendations for further study, future employment, etc., greatly diminish the student's actual freedom of choice, should sexual favors be added to the professor's demands. Although it is proper for a student to decline any personal relationship of this kind, a student may feel that few options are available when a professor asks for a date. If an employee's supervisor attempts to initiate a personal relationship, the employee may feel that his or her options are similarly limited. As a result, the degree of informed consent that exists within such a relationship is difficult to establish. Should a charge of sexual harassment follow, a claim of mutual consent may be difficult to sustain.

Commonly accepted standards of professional behavior and ethics require that faculty members not hold evaluative power over any student with whom they have a romantic or sexual relationship. Thus, faculty members should not initiate or accept such a relationship with a student over whom they have an evaluative role. Should such a relationship exist between a faculty member and a student, the faculty member must remove himself/herself from the evaluation of the student's work. Failure to do so will be a violation of Article V, Section 4, of the Faculty Code of Conduct.

A similar prescription applies to administrators and supervisors in their relationships with students and employees over whom they have an evaluative role. A supervisor who is in a romantic or sexual relationship with another individual over whom he or she has evaluative responsibility must remove himself or herself from personnel decisions concerning that individual, such as appointment, retention, promotion, discipline, tenure or pay. Failure to do so will be a conflict of interest.

The policy is located at http://www.provost.ku.edu/policy/consenting_relationships/.

Employee Recognition Programs

Department of Human Resources

Employee Recognition Ceremony - An annual Employee Recognition Ceremony is held each spring to recognize both length and quality of service to the University. University service pins, Employees of the Month and Team awards are recognized, and the 2 Employees of the Year and the Team of the Year awards are announced. Program Information is located at www.humanresources.ku.edu/policies_procedures/category_details/21.

Employee Recognition Awards - Nominations for university support staff and unclassified, non-teaching Employee of the Year Awards are solicited quarterly from members of the University community for Employee of the Month awards. The 12 Employee of the Month finalists in each category receive a certificate and a monetary award. The Employee of the Year is selected from the 12 Employee of the Month winners and at the annual Employee Recognition ceremony receives a trophy, a larger monetary award, and 1 year's free, reserved parking privileges. All Employees of the Month are honored at the annual Employee Recognition Ceremony.

Nomination form and other program materials are located at www.humanresources.ku.edu/documents/category_details/21.

Team Recognition Awards - Team awards are solicited annually. The Team must be comprised of 3 or more members. Teams must be nominated for a specific project. If a Team is selected, the team will be recognized at the annual Employee Recognition ceremony.

Nomination form and other program materials are located at www.humanresources.ku.edu/documents/category_details/21.

KU Service Pins - All non-student employees with a 50% or greater appointment receive KU service pins in recognition of length of service, awarded for periods of service in five-year increments from 5 to 50 years. The cut off date for counting service is September 18th of the recognition year. More information is at www.humanresources.ku.edu/policies_procedures/employee_recognition/recognition_committee_guidelines/eligibility.

State Service Pins - State service pins for faculty and staff are awarded within departments to recognize service to the State of Kansas in 10 year increments from 10 to 40 years. They are awarded by fiscal year service dates.

Special Events - Staff are invited to the Chancellor's Holiday Reception and to the annual Retirement Dinner for University Support Staff. Retirees receive a memento presented by the Chancellor or Provost.

Suggestion Awards Program - Employees are encouraged to submit suggestions to Human Resources and Equal Opportunity that may improve any aspect of their working environment, work procedure or equipment operation. Human Resources and Equal Opportunity will review proposals and enlist the assistance of the University in determining the value of the suggestion the level of recognition to be provided.

Department Programs - University departments may provide awards recognizing outstanding service.

Department of Human Resources

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Termination of Employment

A staff member may end their working relationship with KU in a variety of ways.

- Voluntary Resignation (see HR/EO web site www.humanresources.ku.edu/files/documents/Endworking_cklist.pdf);
- Dismissal (see section Suspension Demotion or Dismissal for Misconduct or Unsatisfactory Performance - page 50);
- Layoff (see HR/EO website www.humanresources.ku.edu/files/documents/uss_layoff_faq.pdf);
- Retirement (see section Retired Employee Benefits www.humanresources.ku.edu/benefits_pay/benefits_info/retirement_programs/retirement_benefits).

Exit Questionnaire - Staff may submit an exit questionnaire from the HR/EO web site located at www.humanresources.ku.edu/documents/exit_questionnaire/form or call 864-4946.

Campus Services

Parking Information and Permits - All parking in University parking lots is by permit only. Lots are restricted throughout the year, with some lots restricted twenty-four (24) hours a day, as posted on signs at the entrance of the parking lot. There is short and long-term parking available in two parking garages (Mississippi Street and Allen Field House Garages) and at some meters located throughout the University.

Parking permits can be purchased at the Parking Department in the Allen Field House Garage, from 7:30 a.m. to 5:30 p.m. Monday through Friday or may be paid for through payroll deduction. A parking permit allows parking in certain designated zones on campus but provides no assurance of a parking space. For information on charges for permits, violations, enforcement of regulations, and visitor parking, please consult the Parking Regulations brochure that may be obtained online at www.parking.ku.edu, at the Parking Department, 1501 Irving Hill Road (864-7275), or at the Traffic Control Booths.

Emergencies, Fires, Accidents and Crimes Reporting - All emergencies, fires, serious accidents and crimes should be reported to the University Public Safety Office immediately. University phones are on an Enhanced 911 system. A blue light identifies exterior emergency phones, and interior emergency phones are normally located in lobby areas or next to elevators.

911 calls are answered by the University Emergency Communications Center who will provide for response by appropriate police, fire and ambulance personnel. In addition, there are 66 interior and exterior emergency phones located on campus that are also answered directly by the dispatcher. All phones on the University system immediately display a location of the call.

Pay phones and non-864 phones on campus allow for 911 calls to the University Emergency Communications Center. Pay phone 911 calls do not require any money.

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Dialing 911 from a cellular telephone should route the call to either the University 911 Center or the Douglas County 911 center as long as the caller is physically located on or within close proximity to the campus proper. Callers using 911 from their cellular telephones should verify the location of the answering 911 center; and not presume it is correct.

Dialing 911 from a DSL type telephone or computer may or may not reach an actual 911 center. Employees should verify with their DSL provider if their services include 911 connectivity as many do not.

Employees on many of the University's radio systems may provide the dispatcher information through their base stations. The University operates a Crime Stoppers Hotline at 864-8888 that may involve a cash award for information leading to the arrest of an individual for a crime that has occurred on campus. For non-emergencies, inquiries or information please use the department's business line 864-5900.

Mail Services - Both federal and campus mail are delivered to the University for faculty and staff for business purposes. The use of the University campus mail service and its delivery and distribution facilities for personal, business, solicitation, or political purposes is expressly prohibited. The Chancellor or Provost may authorize exceptions to this policy when it is in the best interests of the University. The campus mail boxes in various departments and buildings are considered to be under the jurisdiction of the unit in which they are located. Materials may be placed in those boxes with permission of the departmental person having such jurisdiction. (Campus mail policy is available in the Handbook for Faculty and other Unclassified staff section F.2 at www.provost.ku.edu/policy/faculty/handbook1986/f.shtml#2. Additional information is located at www.lib.ku.edu/mail/).

Campus departments may open mail before distributing it to faculty and staff. If an envelope is marked "Personal and Confidential," it is common practice not to open such mail.

Student Health Services - Employees of the University of Kansas are entitled to use the following selected services at Watkins Memorial Health Center.

- The Pharmacy fills prescriptions from private physicians and provides over the counter medications
- The Physical Therapy department provides a complete line of treatment procedures on your physician's orders.
- The Laboratory can perform most tests ordered by your physician,
- The Radiology department is capable of performing non-invasive diagnostic x-rays ordered by your physician.
- Allergy injections are available to faculty and staff who bring the appropriate allergen and instructions from his/her allergist.
- The Travel Clinic is available to identify and provide the immunizations necessary for international travel.

The charges for these services can be billed to the individual or to an insurance company.

In addition to the above, the Wellness Resource Center offers the opportunity to participate in activities, seminars and lectures on a wide variety of health related topics.

University Libraries - - Watson Library houses most of the University's general collections in the social sciences, humanities, and related professional fields. The Anschutz Library houses general collections in the sciences, business, economics, maps, and documents. Several other libraries on the Lawrence campus support special subject areas. These include the Murphy Art and Architecture Library, the Spahr Engineering Library, the Wheat Law Library, and the Gorton Music Library. The Kenneth Spencer Research Library contains rare books and manuscripts, a sizable regional history collection, and the University Archives. Public computer terminals provide access to the library system's on-line resources, and are available throughout the Libraries. Self-service photocopy machines and printers are available within the Libraries.

University staff may borrow materials from the Libraries' circulating collections by use of a valid faculty/staff KUID card issued by the University. As Kansas residents, or by designation as proxies of the KU employee, family members of staff may obtain library borrower cards upon request at Watson Library's main circulation desk. To borrow materials not owned by the Libraries, staff or their proxies should contact Interlibrary Loan Services located in Watson Library.

The KU Memorial Unions - Staff members and their families are accorded the privileges of the KU Memorial Unions at no charge except for the cost of services. Some of the Union services available are:

Dining Services operated by the KU Memorial Unions - Breakfast, lunch and dinner are served in various dining areas of both Unions. The Market in the Kansas Union, features Peppersticks Mexican/Rice Bowl offerings, The Carvery, Starbucks coffee, Summit Subs, Pizza Hut and Sushi, along with a salad bar. The Westside Deli is seated dining offering a wide variety of food. The Underground in Wescoe Hall offers Chick-fil-a, Pizza Hut, Sushi and sandwich offerings. The Crimson Cafe, in The Burge Union, features breakfast and lunch.

KU Catering - Operating out of the Kansas Union, KU Catering arranges breakfast, luncheon or dinner meetings for groups of all sizes in coordination with the Unions' Reservations and Scheduling Coordinator. KU Catering caters to both the Kansas and Burge Unions as well as other buildings on campus. The reservationist should be contacted well in advance to arrange for catered meals, meetings and wedding receptions.

Hawk Stops - Snack bars are located in the Visual Arts building, Pearson Hall, Anschutz Library and Learned Hall are operated by KU Dining Services and are open during the day for food and beverage service. Vending Machines are located in many campus buildings and are available for snacks and beverages whenever the buildings are open to the general public.

Hawk Shops - The Hawk Shops are the Union's convenience stores and are operated in the Kansas Union, Burge Union and Wescoe Hall.

Bookstore at the Student Unions - There are three KU Bookstores on the campus. One original KU Bookstore is located on Level 2 of the Kansas Union, and another store is

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located in the Burge Union. Both stores offer a comprehensive line of goods and services which include art and engineering supplies, Jayhawk gifts and clothing, textbooks, reference books, popular books, paperbacks, posters, greeting cards, snacks, and faxing and photo services. Oread Books is KU's general books store, also located on level two of the Kansas Union and features a great reading lounge, books of general and academic interests, magazines, compact discs and DVDs.

The Tech Shop- Located in the KU Bookstore on level two of the Kansas Union, the Tech Shop offers academic discount prices to KU students, faculty and staff on computer equipment and software from Dell, Apple, Gateway, Adobe, Microsoft and many others..

Jaybowl - The Kansas Union Jaybowl operates twelve bowling lanes, billiard tables, and a variety of video machines. The Jaybowl is open to all members of the University community as well as to students. The Jaybowl is easily accessible via a tunnel leading from lot 91 or from the Kansas Union's west entrance.

Student Union Activities - Student Union Activities, the main student-run programming organization, brings many different events to KU, including musical groups, lecturers, recreational trips and exhibits for the Union gallery. Students may join any of SUA's eight committees Live Music, Spectrum Films, Rec and Travel, Promotions, Special Events, Feature Films, Forums and Fine Arts.

STA Travel - A full service travel agency located on level four of the Kansas Union.

Other Areas of Interest - Level one of the Kansas Union contains the Hawks Nest and Milton's Coffee, as well as KU History displays including the original Baby Jay costume and an interactive KU steam whistle display. Check out the KU History Galleries throughout the Kansas Union or one of their historical displays. If you need a hair cut, Great Clips is located on level 3 of the Kansas Union. For more building services information visit: www.jayhawks.com

Athletic Events - Season tickets to the University of Kansas athletic events including home football and basketball games are available to all full-time staff members at reduced rates* based on availability and seniority. Other events including baseball, track, swimming, volleyball, tennis, and softball are regularly announced. Tickets are to be used by the University of Kansas employees and their immediate families. Tickets may be purchased from the Athletic Ticket Office in Allen Field House (864-3141).

** Please note: KU's Provost announced on April 4, 2009, the discount on tickets available through Athletics and the discount and free tickets available through the Lied Center would be temporarily suspended because of budget reductions that stem from the economic crisis with the goal to reinstate these discounts as soon as the budget situation improves.*

Recreation Facilities - KU's \$17 million Student Recreation Fitness Center, which opened in September 2003, features 15,000 square feet of weight and cardio equipment, a 1/8 mile suspended walk/jog track, four basketball/volleyball courts, a 42 foot climbing wall, two racquetball courts (one can be converted to use as a squash court), indoor and outdoor basketball courts, and martial arts and aerobics studios. A Student Recreation

Fitness Center membership pass is available to KU faculty and staff for only \$250 per year and payroll deduction is available.

Memberships are also available by the month and semester. A free, one-time, one-week trial membership may be obtained by those who would like to explore the facilities and programs. Daily use lockers (located in the locker room area) are available on a first come first serve basis. Outdoor Pursuits offers tents, backpacks, canoes and a variety of camping gear for rent at nominal prices.

KU Recreation Services offers a variety of services and recreational activities. Rock climbing, sport clubs, intramural sports, informal recreation and outdoor pursuits are among the opportunities provided to KU students, faculty and staff. KUFit, a series of classes including aerobics, cardio and yoga, are available for members of the KU community. Fit4U provides fitness assessments for those who want to test their strength, flexibility and endurance. Personal training sessions can be scheduled for a nominal fee.

Additional faculty and staff recreational opportunities may be found in Robinson Gymnasium which offers a pool and court space managed by the Department of Health, Sport, and Exercise Science. Questions regarding Robinson should be directed to the department at 785.864.5552.

For more information about the Student Recreation Fitness Center and KU Recreation Services, please visit their website at www.recreation.ku.edu or call 785.864.3546.

University Theatre - The University Theatre presents a series of three (3) major productions during the school year plus a summer season in July. Staff members may purchase season tickets to the University Theatre Series through the Murphy Hall Box Office. The box office is open during the academic year from 11:00 a.m. to 6:00 p.m., Monday through Friday, and an hour before curtain time for all performances. During the summer, the box office is open from 12 noon to 5:30 p.m. Reservations can be made by calling 864-3982. Payment for tickets must be made at the time reservations are made; VISA and MasterCard can be used for reserving and purchasing tickets.

The University Theatre presents dramatic productions in the University Theatre Series, William Inge Memorial Theatre Series and children's productions by the KU Theatre for Young People. Individual tickets for these productions are available; to ensure having tickets, the purchase of season tickets is encouraged.

Concerts at University Theatre - The KU Concert Series brings a rich and varied series of professional soloists and ensembles to campus each school year. The Chamber Music Series offers a top quality line-up of chamber concerts. The New Directions Series offers theatre, dance and music performances on the cutting edge. The artists whose works are performed are frequently in attendance to discuss the creative process. Tickets may be obtained for individual performances through the Murphy Hall Box Office.

Recitals at University Theatre - A full schedule of faculty and student recitals and ensemble concerts is presented each year by the Department of Music and Dance. These performances feature KU's best performers in varied programs. Watch the University calendars provided by the University Relations Department for the schedule of

performing arts events. Special events such as Vespers and the "major works" concerts also are open to the public for a slight charge.

Lied Center of Kansas- is located on the campus of the University of Kansas in Lawrence, is a \$14.5 million, multi-purpose, 2,000-seat performing arts venue. In addition to world-class presentations of music, dance and theatre, the Lied Center is also the site of many lectures, films, convocations, workshops and seminars. The Lied Center's mission is to provide high-quality facilities for the educational and public performing programs of KU's School of Fine Arts and to offer a public service to the University of Kansas community, the citizens of Lawrence, the region and state, by providing a venue for a wide variety of performing arts, concerts, lectures, meetings and special events. In addition to the university and rental events, the facility is home to the Lied Center Series, which includes the Concert Series, Swarthout Chamber Music Series, New Directions Series, Broadway Series, Family Series and World Series. For complete information on these performances, please see the Lied Center website at www.lied.ku.edu.

Faculty and Staff receive a 15% discount * on most Lied Series ticket. They can also choose to pay for season subscriptions through payroll deduction.

** Please note: KU's Provost announced on April 4, 2009, the discount on tickets available through Athletics and the discount and free tickets available through the Lied Center would be temporarily suspended for fiscal year 2009-2010. This temporary suspension is because of budget reductions that stem from the economic crisis with the goal to reinstate these discounts as soon as the budget situation improves.*

Childcare – Hilltop Child Development Center is located on campus and provides convenient, high quality care and education for the children of University families. Their website is www.hilltop.ku.edu/. Sunnyside Infant-Toddler Program is also located on campus and their phone number is 785-864-0720. Douglas County Child Development Association is not affiliated with the University but they can provide additional information and services. Their website is www.dccda.org/referral.shtml.

Other Privileges - Departments within the University may provide or offer additional privileges for departmental employees.

Employee Groups

University Support Staff Senate - The University Support Staff Senate is an employee interest group that serves in an advisory capacity to University administration to communicate the interests of university support staff. Membership is open to all university support staff. For additional information about University Support Staff Senate call the Governance Office at 864-5169 or visit the Senate's website at www2.ku.edu/~clsenate/.

Employee Organizations - There are 3 organizations recorded to represent employees under the Kansas Public Employer Relations Act (KPERA): one represents specified maintenance and service employees, another represents specified law enforcement employees, and the third represents graduate teaching assistants. Memoranda of Agreement exist to address policy and procedures that relate to these employees.

Department of Human Resources

Administrative Services

The Human Resources and Equal Opportunity (HR/EO) and Payroll offices at the University are assigned functions pertaining to employment at the University. When you have job-related questions or problems which cannot be resolved within your assigned unit, you may contact any of the offices listed below if assistance is needed.

Department of Human Resources and Equal Opportunity - is located in Carruth-O'Leary Hall, 864-4946, and is comprised of a variety of functions.

Employment and Equal Opportunity Section HR/EO - is responsible for assisting departments in the recruiting, interviewing, and placing of university support staff, unclassified staff and faculty. Staff provide job counseling to applicants, and conduct educational and training programs relevant to the recruitment process and to equal opportunity or affirmative action topics.

This section is responsible for the assignment of staff job titles, Fair Labor Standards Act designations for positions, determination of organization and staffing patterns, providing salary administration information, and completion of organizational studies.

Under federal and state mandate the staff assist the University in formulating and monitoring equal opportunity policies, as well as designing and implementing programs to promote such policies. The staff set and monitor affirmative action hiring goals and timetables, as well as preparing required federal reports.

Employee Relations Section HR/EO - is responsible for the quality of the relationship between the University and its employees. The staff investigates and monitors conditions of employment including health and safety; provides assistance to employees seeking appeal and resolution of job related problems; serves as a channel for employees to express their job related views to University and State officials; and represents the University in the development and administration of applicable meet and confer agreements.

The staff process and mediate complaints of discrimination based upon race, religion, color, sex, disability, national origin, age (as specified by law), veteran's status (as covered by law), sexual orientation, parental status, marital status and ancestry. The ADA Coordinator reviews and coordinates requests for reasonable accommodation for disabilities that qualify under American with Disabilities Act.

Professional Development Section HR/EO - is responsible for developing and implementing training and providing programs for new and long-term employees. Training schedules are listed on the Human Resource and Equal Opportunity website, in The Oread, and are announced through the quarterly Human Resource and Equal Opportunity newsletter distributed to faculty and staff. The staff also provides consultation and specialized programs including but not limited to: Communication, Customer Service, Conflict Management, Coaching and Counseling, Stress and Time Management, Supervisory and Management Training and Team Building.

Administrative Support Section HR/EO - The Administrative Support section is responsible for providing Human Resource and Equal Opportunity reception and support, as well as administrative support services to the University that include employment verifications, maintaining University mailing lists, university support staff evaluation system, university support staff pay increases and longevity bonuses, Family Medical and Leave Act (FMLA) program, shared leave program, and the Workers Compensation program.

Benefits Section HR/EO - administers programs for retirement, health insurance, deferred compensation, tax deferred annuities, death and disability insurance, life insurance and optional group life insurance as well as other payroll deductions such as United Way, Savings Bonds or organizational dues.

Information Resources Section HR/EO - has responsibility for Human Resource and Equal Opportunity computing support and serves as steward for the University's HR/Pay system. The staff provide annual salary notices for faculty and staff, as well as coordinates the University's substantial interest statement process.

Human Resources and Equal Opportunity Website - The website for Human Resources and Equal Opportunity may be accessed with the address www.humanresources.ku.edu/. It contains information about University policies; KU job vacancies as well as state job vacancies; the university support staff and student employee handbooks; links to pertinent state health insurance or retirement providers; a listing of services offered; the professional development calendar; a listing of employee assistance referrals; forms used by Human Resource and Equal Opportunity; and a wide variety of other information.

Payroll Office - The Payroll Office administers pay; maintains appointment, demographic, position, funding and leave balance information; and distributes biweekly paychecks for University faculty and staff. The Payroll Office web site is at <http://www.payroll.ku.edu/>.

You may elect to have your net pay deposited directly through electronic fund transfer (EFT) with any bank that is a member of the Automated Clearing House Association or mailed to your home address.

The Payroll Office issues W-2 forms each year. Employees are requested to notify the Payroll Office of any change in their permanent (W-2) address.

Any questions regarding leave balances or deductions from your paycheck should be directed to the Payroll Office if your departmental personnel-related staff member is unable to assist you. The Payroll Office is located in room 147, Carruth-O'Leary Hall. The telephone number is 864-4385.

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