



Kansas Department on Aging

Employee Handbook

Welcome to the Kansas Department on Aging (KDOA). Without you, we would not be able to fulfill our mission. KDOA succeeds because of you. The KDOA Employee Handbook covers a variety of topics, such as work hours, parking, leave, supplies, and grievance procedures. It is a general policy manual for KDOA employees and highlights frequently used information, and is not intended to supercede federal or state statutes or regulations. Since the KDOA Employee Handbook was developed for KDOA employees, the information may not apply to all state employees. Specific supplemental guidelines requiring in-depth knowledge are available to KDOA employees and will be covered during orientation or other training.

The **TABLE OF CONTENTS**, which lists the subject, titles in both categorized and alphabetical order and corresponding page numbers, directly follows this introductory page. When applicable, sources such as Kansas Administrative Regulations and Executive Orders are referenced at the end of each topic.

The KDOA Employee Handbook is a pdf file that can be viewed by all KDOA employees. The Intranet web-site address is <http://intra.aging.state.ks.us>. You can print pages as needed. You can also electronically search the entire document for particular words or phrases, by opening the ".pdf" Handbook file on the Intranet site and using the Edit -> Find menu item (or the binoculars icon) in Acrobat Reader.

If you have questions or need additional information, please contact your supervisor or the Human Resources and Education Division.

TABLE OF CONTENTS (BY TOPIC)

TABLE OF CONTENTS (ALPHABETICAL)	5
HISTORY OF THE KANSAS DEPARTMENT ON AGING	8
<u>EMERGENCIES</u>	
EMERGENCIES/DISASTER PLAN	9
INCLEMENT WEATHER POLICY	9
<u>SECURITY</u>	
BUILDING ACCESS	9
INFORMATION SECURITY	10
<u>STANDARDS OF CONDUCT</u>	
DISCRIMINATION / HARASSMENT	14
ETHICS	15
OUTSIDE EMPLOYMENT	16
POLITICAL ACTIVITY	17
SOLICITATIONS	17
SUBPOENAS	18
WORKPLACE BEHAVIOR	18
<u>PLANNING AND AGENCY MANAGEMENT</u>	
BUDGET AND STRATEGIC PLAN	19
DESIGNATED PERSON IN CHARGE	19
INFORMATION MEMORANDUMS	20
KANSAS QUALITY MANAGEMENT	20
POLICY DEVELOPMENT	20
<u>HUMAN RESOUCE MANAGEMENT (POSITIONS)</u>	
CLASSIFIED / UNCLASSIFIED	21
EMPLOYMENT OPPORTUNITIES	21
EXEMPT / NON-EXEMPT POSITIONS	21
INTERNS	21

RESIGNATION	22
<u>HUMAN RESOUC E MANAGEMENT (WORKPLACE PRACTICES)</u>	
BREAKS	22
DISCIPLINE	22
GRIEVANCE AND EEO COMPLAINT PROCEDURES	22
PERFORMANCE REVIEW SYSTEM	23
SERVICE AWARDS	25
WORK HOURS	25
<u>COMPENSATION, LEAVE AND PERSONNEL SERVICES</u>	
EMPLOYEE SELF SERVICE CENTER	27
INJURIES ON THE JOB	27
LEAVE - GENERAL INFORMATION	28
LEAVE - DISCRETIONARY HOLIDAY	29
LEAVE – DONOR LEAVE	29
LEAVE - FAMILY AND MEDICAL LEAVE ACT	29
LEAVE - FUNERAL	31
LEAVE - HOLIDAYS	31
LEAVE – INCLEMENT WEATHER	32
LEAVE - SHARED LEAVE	32
LEAVE - SICK LEAVE	33
LEAVE - VACATION LEAVE	33
PAYCHECK INFORMATION	34
SALARY	34
<u>TRAINING, EDUCATION AND TRAVEL</u>	
ORIENTATION	35
TRAINING AND CONTINUING EDUCATION	35
TRAVEL	36
<u>PROPERTY AND SERVICE MANAGEMENT</u>	
CONFERENCE ROOMS	38

COPYING/PRINTING	38
INVENTORY	39
KITCHEN FACILITIES	39
MAIL SERVICES	39
MOTOR POOL/STATE CAR USE	40
PARKING	40
PRESENTATION EQUIPMENT	41
PURCHASES/SUPPLIES	41
TELECOMMUNICATIONS	42
TELEPHONES	42
<u>INFORMATION MANAGEMENT</u>	
COMPUTER / INFORMATION SYSTEMS USE	46
CORRESPONDENCE & FILES	47
FORMS	48
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)	48
INTERNET AND PUBLICATION SERVICES	49
LIBRARY	49
PRIVACY AND CONFIDENTIALITY	49
<u>OTHER ADMINISTRATION</u>	
ACTIVITY FUND	50
BULLETIN BOARDS	50
COMMUNITY SERVICE	50
EMPLOYEE SUGGESTION PROGRAM	50
HEALTHQUEST PROGRAM	52
PROFESSIONAL MEMBERSHIPS	52
EMPLOYEE HANDBOOK ACKNOWLEDGMENT	50
INFORMATION PRIVACY AND SECURITY ACKNOWLEDGEMENT	51

TABLE OF CONTENTS (ALPHABETICAL)

ACTIVITY FUND	48
BREAKS	22
BUDGET AND STRATEGIC PLAN	19
BUILDING ACCESS	9
BULLETIN BOARDS	48
CLASSIFIED / UNCLASSIFIED	21
COMMUNITY SERVICE	48
COMPUTER / INFORMATION SYSTEMS USE	44
CONFERENCE ROOMS	38
COPYING/PRINTING	36
CORRESPONDENCE & FILES	45
DESIGNATED PERSON IN CHARGE	19
DISCIPLINE	22
DISCRIMINATION / HARASSMENT	14
EMERGENCIES/DISASTER PLAN	9
EMPLOYEE SUGGESTION PROGRAM	48
EMPLOYEE SELF SERVICE CENTER	26
EMPLOYMENT OPPORTUNITIES	21
ETHICS	15
EXEMPT / NON-EXEMPT POSITIONS	21
FORMS	48
GRIEVANCE AND EEO COMPLAINT PROCEDURES	22
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)	46
HEALTHQUEST PROGRAM	49
INCLEMENT WEATHER POLICY	9
INFORMATION MEMORANDUMS	20

INFORMATION SECURITY	10
INJURIES ON THE JOB	27
INTERNET AND PUBLICATION SERVICES	47
INTERNS	21
INVENTORY	37
KANSAS QUALITY MANAGEMENT	20
KITCHEN FACILITIES	37
LEAVE - DISCRETIONARY HOLIDAY	29
LEAVE – DONOR LEAVE	29
LEAVE - FAMILY AND MEDICAL LEAVE ACT	29
LEAVE - FUNERAL	31
LEAVE - GENERAL INFORMATION	28
LEAVE - HOLIDAYS	31
LEAVE - INCLEMENT WEATHER	30
LEAVE - SHARED LEAVE	32
LEAVE - SICK LEAVE	33
LEAVE - VACATION LEAVE	33
LIBRARY	47
MAIL SERVICES	37
MOTOR POOL/STATE CAR USE	38
ORIENTATION	35
OUTSIDE EMPLOYMENT	16
PARKING	38
PAYCHECK INFORMATION	32
PERFORMANCE REVIEW SYSTEM	23
POLICY DEVELOPMENT	20
POLITICAL ACTIVITY	17
PRESENTATION EQUIPMENT	39
PRIVACY AND CONFIDENTIALITY	47

PROFESSIONAL MEMBERSHIPS	49
PURCHASES/SUPPLIES	39
RESIGNATION	22
SALARY	34
SERVICE AWARDS	24
SOLICITATIONS	17
SUBPOENAS	18
TELECOMMUNICATIONS	40
TRAINING AND CONTINUING EDUCATION	35
TRAVEL	36
WORK HOURS	25
WORKPLACE BEHAVIOR	18

HISTORY OF THE KANSAS DEPARTMENT ON AGING

In 1977, the Kansas Department on Aging (KDOA) was established by statute as a cabinet-level agency to help seniors in the state maintain their security, dignity and independence. The statute also established the State Advisory Council on Aging which meets regularly to advise the department. In 1997, the Medicaid Nursing Facility Program and the Home and Community Based Services for the Frail Elderly Program were transferred to KDOA from the Department of Social and Rehabilitation Services. More recently on July 1, 2003, the Adult Care Home Licensure and Certification Program was transferred from the Kansas Department of Health and Environment to KDOA.

KDOA is mandated by the federal Older Americans Act (OAA) to serve as an advocate for Kansas's seniors and administer programs under that act. KDOA is the state's focal point for aging information, and coordinates services to meet the needs of seniors within the limits of funding provided by the federal government and state legislature.

KDOA's mission is to "serve all Kansas Seniors by using public and private resources to improve their security, dignity, and independence."

KDOA administers many of its programs through grants and contracts with providers including the 11 Area Agencies on Aging (AAA's).

Each AAA serves a designated Planning and Service Area (PSA) and has a director, staff members, and a local advisory board. Employees of the AAA are not state employees, but are employed by each AAA's governing body, which is either a governmental entity or nonprofit organization. AAA's also provide services that are funded by federal, state and/or local agencies.

KDOA works with not only Area Agencies on Aging and service providers, but with other state agencies such as the Kansas Department of Social and Rehabilitation Services, also the Kansas Department of Commerce, the Kansas Department of Human Resources, the Kansas Insurance Department, and the Kansas Department of Health and Environment. We also work with other entities such as Kansas State University, University of Kansas, and other partners across the state to maximize the variety and scope of services that are provided.

Services include but are not limited to:

Medicaid Funded programs
Home and Community Based Services for Frail Elderly (HCBS)
Targeted Case Management (TCM)
Client Assessment Referral and Evaluation program (CARE)
Nursing Facility program
Nursing Facility Survey and Certification
State Funded In-Home Services
State Funded Adult Care Home Survey and Licensure

Older Americans Act (OAA) programs
Congregate Meals / Home Delivered Meals
Disease Prevention and Health Promotion
Elder Abuse Prevention
Caregiver Support
In-Home Services

Senior Health Insurance Counseling for Kansans (SHICK)

EMERGENCIES

EMERGENCIES/DISASTER PLAN

It is the responsibility of all staff to review the KDOA Disaster Plan on the KDOA Intranet site at <http://intra.aging.state.ks.us/>

INCLEMENT WEATHER POLICY

The Governor may issue a Declaration of Inclement Weather for the entire state or for one or more geographic areas of the state. Only the Governor or the Governor's designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County. If a Declaration of Inclement Weather is issued by the Governor, the Governor's Office will communicate the Declaration to employees via the local news media.

For agency offices located outside Shawnee County, the Declaration of Inclement Weather may be issued by the Secretary of Aging or the Secretary's designee as stipulated in KDOA's Inclement Weather Procedures, which are located on the agency's official bulletin board and in the Human Resource and Education Guide. The Governor's Office must be notified in advance of any Declaration of Inclement Weather being issued by the Secretary.

A Declaration of Inclement Weather will result in the closing of non-essential services. For the purposes of this policy, all KDOA employees will be considered non-essential. The Declaration of Inclement Weather will be communicated to KDOA staff according to KDOA Inclement Weather Procedures.

Refer also to Leave – Inclement Weather section.
Reference: Governor's Inclement Weather Policy, December 2001

SECURITY

BUILDING ACCESS

All employees that work in the Topeka offices must use the KDOA ID/access card and security system. Misuse of the system by employees may result in disciplinary action. Each KDOA employee is provided an ID/access card, and information pertaining to its use. The ID/access card doubles as an employee photo ID card. Safekeeping of the ID/access card is the responsibility of the employee. If the card is lost or stolen, the employee must notify the Purchasing/Facilities Management Manager.

All visitors to the 503 S. Kansas office shall sign the guest register. A KDOA employee must escort all guests to their destination within the building. Employees may not allow guests (including delivery/repair persons) entry to KDOA offices or conference rooms without signing in. Unless it is an emergency, all persons shall exit the building through the main door. The stairway from the second floor to the first floor is located next to the elevators and shall only be used in an emergency.

INFORMATION SECURITY

This section summarizes the policies and standards for safeguarding the security of information held by KDOA. See the "Computer / Information Systems Use" section of this Handbook, and the separate [KDOA Information Systems Guide](#) for more information about protecting KDOA's information systems and the data they contain.

Security practices are necessary to prevent the unintended creation, modification, disclosure or destruction of information entrusted to the Department, whether that information is on paper, electronic, spoken or recorded. Protection of information entrusted to KDOA depends on the attention paid by each employee to proper system security. Careless practice by any one individual can jeopardize not only the data they normally work with (their e-mail and document folders), but also all other data on KDOA information systems.

Minimum Requirements for Information System Security

Establish your own password(s). New user accounts typically have a standard ("default") password associated with them; the same is true for voice mail security codes. Change this right away, so someone else isn't able to use the default security code to masquerade as you. Once you establish your own password, it is encrypted in the system - not even the Information Services Division can determine what your password is. The Help Desk can set a new password up for you if you forget it, but no one will be able to use the password you establish.

Make passwords difficult for someone to guess. Follow these guidelines for constructing your own passwords:

Minimum eight characters long (six numeric digits for voice mail security codes);

Includes at least one numeric digit;

Includes at least one lower case letter;

Includes at least one upper case letter;

No spaces;

No simple repetition of letters or numbers;

Is not the same as your user (logon) ID;

Does NOT include any "real world" information about you that someone else could use to guess your password (e.g., car license number, birth date, name of spouse/child/pet).

DO NOT REVEAL YOUR PASSWORD OR SECURITY CODE TO ANYONE. Do not write it down on a Post-It note stuck on your computer monitor. Do not tape it to the bottom of your telephone or keyboard. In other words, if it's convenient for you to check it, then it's also convenient for other KDOA employees, the evening cleaning crew, or anyone else who gains access to your office space to find and use it. Similarly, do not put your password into an online file. Do not put it in any automated command scripts (typically used to speed up a login process), including a speed-dial number for accessing your voice mail.

Change passwords regularly. You never know when someone else has discovered your password. To limit the chances of someone gaining advantage with your password, the KDOA network prompts you to change your password every 60 days. If the password isn't changed within a short grace period, it will expire and you will have to contact the Help Desk to re-establish your account. (Your e-mail and files will NOT be discarded if this happens; you just will not be able to get to them.) Your new password should be quite different from your previous ones, rather than a variation.

If you have a password within the KDOA e-mail system (which allows you to access your e-mail through a web browser over the Internet), you must manually change it when you change your login password.

Beware of “social engineering” attacks. Be especially wary of anyone who asks you for your password to "perform emergency system maintenance." This is a ruse frequently employed by malicious outsiders to gain access to a computer system. The KDOA Help Desk staff will NEVER ask you to give them your password over the telephone or in e-mail - if that information is needed, it will only be done in person (exception for field staff: you may be requested to place a return call to the Help Desk to confirm you are talking to the right person). *In fact, should you ever be requested to reveal your login user name, password, or network ("IP") address, please notify the Help Desk immediately, as someone may be trying to gain unauthorized entry to KDOA systems.*

Guard against virus software. To protect against attacks by computer viruses (malicious computer programs which can affect system performance or delete files):
Never open an e-mail attachment sent to you by someone you don't know, or even one sent unexpectedly by an acquaintance (check with them to confirm). Instead, delete the e-mail. Use KDOA's anti-virus software to scan all diskettes you use, before copying files. This procedure is covered in KDOA computer system training and related documentation.
Do not run programs downloaded from the Internet. If such a program is needed, call the Help Desk for assistance first.
Use your personal or group folders on the network server (H:, G: and K: drives) to store your data and documents, rather than your local hard disk (C: drive). KDOA's network drives are backed up nightly, but C: drives are not.

1. **Do not leave your computer unattended while you are logged in.** To protect against doing this unintentionally:
 - *Set up a password-protected screensaver.* Use features of your desktop computer's operating system (master program) to select a screensaver program, and establish password-protection. Set the screensaver to activate within no more than 20 minutes of keyboard inactivity. Entry of your password is then required to regain access to the computer. This procedure is covered in KDOA computer system training and related documentation.
 - *Manually activate your screensaver when leaving the work area.* The password-protected screensaver can be manually activated by a quick combination of keystrokes. This should become a habit whenever you leave your desk unattended, even for short periods. The procedure is covered in KDOA computer system training and related documentation.

Log out when leaving at the end of the day. Use the computer's "shutdown" and "restart" process to log out. It is better to NOT shut down the computer all the way (turn off the power), since system updates are conducted over the network, after hours, and the computer must be active for this to occur. However, you do not need to remain logged in for these updates.

Protect your storage media. Store data diskettes and compact disks out of sight unless you are actively using them. Use a locking drawer, bin or storage area whenever possible.

Report security breaches. If you encounter any situation which looks like it might violate security guidelines for KDOA information systems, notify the Information Services Help Desk right away.

2. **Provide management direction.** If you supervise KDOA employees or coordinate the activities of other individuals who must comply with KDOA Information Security policies, then you have several responsibilities related to information system security:
 - *Classify "your" data.* Identify the category of confidentiality and official record status (the schedule for record retention and disposition) for data under your management control. Different types of data may have different categories or disposition schedules.
 - *Specify access rights.* As guided by the KDOA Help Desk, identify the type of access (Read and/or Write) each person under your oversight should have access to system services and to the directories (folders) containing business data within your area of responsibility. If you approve Kansas Aging Management Information System (KAMIS) access for your organization as a KDOA Commissioner, Area Agency Executive Director, service provider Executive Director, or designated alternate, then you must complete the KAMIS Access Authorization form to identify for each of your intended KAMIS users whether they are to have Read, Write and/or Approve privileges for each KAMIS function.
 - *Ensure personnel receive system security training.* Everyone working or being trained at KDOA needs to understand the Department's Information Security policies. While necessary security training is conducted during new-employee Orientation, making sure people attend this training remains a supervisory responsibility. It is also the supervisor's responsibility to have each employee sign the Information Privacy and Security Acknowledgement form, and provide it to the Human Resources and Education Division for filing in the employee's personnel folder.

Watch for violations. Supervisors have primary responsibility for identifying lapses in conformance to Information Security policies, for reporting breaches in system security to the KDOA Help Desk, and for counseling individuals under their supervision who violate these policies.

Information Requiring Security Protection

KDOA deals with information which must be protected from loss, unauthorized alteration, or improper disclosure. Certain data about individual citizens must remain confidential under state and federal law. Violation of this confidentiality may be subject to criminal penalties. However, the need for information protection is counterbalanced by the public's right to know how their government operates, as reflected in the state Open Records Act. Accordingly, information must be categorized and managed according to its content.

Information to Be Protected. The policy of KDOA is to treat as "protected" (confidential) any information which is exempt from disclosure under the Kansas Open Records Act (K.S.A. 1999 Supp. 45-221). The first Open Records Act exemption forbids disclosure of records "specifically prohibited or restricted by federal law..." Significant federal laws which apply are the Privacy Act of 1974 (5 U.S.C. 552a) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA, 42 U.S.C. 1320d et. seq., codified in 45 CFR Parts 160, 162 and 164).

The Privacy Act protects information about individual people, "including, but not limited to, [their] education, financial transactions, medical history, and criminal or employment history and that contains [their] name, or the identifying number, symbol, or other identifying particular assigned to

the individual, such as a finger or voice print or a photograph..." HIPAA also identifies electronic-format "Protected Health Information" (PHI) about individuals, unauthorized disclosure of which is prohibited under the HIPAA Privacy Rule (45 CFR Parts 160 and 164). KDOA has determined the following information to be included within the scope of Privacy Act and HIPAA protection: Social Security Number and similar identifying numbers (e.g. Medicaid Beneficiary ID), residence address, residence telephone, functional and social status as determined during a formal intake or assessment, and the identity of program customers' associates (such as informal care providers, relatives, carriers of power of attorney, etc.).

Other Kansas Open Records Act exemptions, which are "protected" within KDOA, include:

- Medical, psychiatric, psychological or alcoholism or drug dependency treatment records which pertain to identifiable patients;
- Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment [with certain exceptions];
- Records of agencies involved in adjudication or civil litigation [in certain conditions];
- Correspondence between a public agency and a private individual [with certain exceptions];
- Software programs for electronic data processing and documentation thereof [with certain conditions];
- Notes, preliminary drafts, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed [unless revealed in a public forum];
- Records which are compiled for census or research purposes and which pertain to identifiable individuals;
- Specifications for competitive bidding [until the specifications are approved];
- Financial data submitted by contractors in qualification statements to any public agency;
- Information related to adult abuse, neglect, or exploitation complaints under the provisions of K.S.A 39-1401 et seq.; and
- Survey and inspection information deemed confidential by the Centers for Medicare and Medicaid Services (CMS).

See K.S.A. 1999 Supp. 45-221 for the full list of 43 exempt categories, and for the complete text alluded to in square bracket [] notations above.

Separate documentation and training is provided within KDOA regarding each employee's responsibilities under HIPAA. Also see the "Health Insurance Portability and Accountability Act (HIPAA)" section elsewhere in this Handbook.

Protecting Confidential Information. Protected (confidential) information in electronic form is to be stored in directories (folders), files (documents) and databases which are accessible only by individuals with a business need to know the information. This access limitation is to be enforced with permission-granting features of operating system and database management software, and protected by user-specific passwords.

Protected information which must be electronically transmitted beyond the boundary of the KDOA firewall computer must be encrypted.

Any paper to be discarded which contains protected information must be shredded. Do NOT place such materials in either trash baskets or paper recycling bins.

STANDARDS OF CONDUCT

DISCRIMINATION / HARASSMENT

It is the policy of KDOA not to discriminate in any of its employment practices on the basis of age, race, color, sex, national origin, religion, disability or any other basis prohibited by law. The intent is to provide equal opportunity in employment through administrative enforcement of the state and federal civil rights laws through education and technical assistance. KDOA follows a multi-pronged approach in its efforts to eliminate employment discrimination; prevention of discrimination through education and outreach; the voluntary resolution of disputes where possible; and where voluntary resolution fails, strong and fair enforcement. It is the responsibility of all KDOA employees to adhere to this policy.

Sexual Harassment

The term “sexual harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or communications or physical contact of a sexual nature. Sexual harassment occurs when (1) submission to such conduct is directly, or indirectly, made a requirement for the individual’s employment; (2) used as a basis for any employment decision, when such conduct unreasonably interferes with the individual’s work performance, (3) creates an intimidating, hostile and offensive work environment.

Examples of offensive behavior may include “dirty” or off color jokes or remarks; sexist comments about a person’s clothing or body; unnecessary touching; the use of greetings or titles offensive to the employee; the retention of sexual literature, cartoons or calendars on agency premises; and other similar conduct or communications.

American With Disabilities Act (ADA)

The ADA and the Kansas Act against Discrimination are designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. KDOA is committed to ensuring that persons with disabilities are included in all aspects of employment.

KDOA will make reasonable accommodation to known physical or mental limitations of an otherwise qualified employee with a disability unless it can be demonstrated that accommodation would impose an undue burden. After a qualified individual requests a reasonable accommodation, KDOA will make every reasonable effort to determine and provide the appropriate accommodation.

Equal Opportunity / Affirmative Action

KDOA’s Equal Opportunity and Affirmative Action program complies with the following acts:
Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972;
Age Discrimination in Employment Act of 1967;
The Kansas Act Against Discrimination;
Inter-governmental Personnel Act of 1970;
Federal Standards for a Merit System of Personnel Administration; and
All other applicable federal and state laws.

All employees are required to adhere to the letter of the law and the spirit of these policies by supporting a work environment free of discrimination and sexual harassment. Employees and

management personnel are encouraged to support and utilize the diversity and equal employment opportunity programs of the agency.

Complaints of Harassment / Discrimination

It is the responsibility of every employee who believes they have been subjected to harassment and/or discrimination to bring their complaint to their immediate supervisor. If the employee feels that it is his or her immediate supervisor who caused or knowingly condoned the harassment, then the employee should go to that supervisor's supervisor. In addition, complaints of harassment or discrimination may be taken directly to the EEO Coordinator or Human Resources Director.

It is also the responsibility of every employee to report harassment or discrimination of which they become aware.

Anytime a harassment or discrimination complaint has been made the agency will take immediate action to investigate the complaint and will take appropriate disciplinary action. The complaining employee will receive an explanation of the results of the agency's investigation regarding the complaint.

Complaints are to be treated in a confidential, professional and timely manner. Reporting violations shall in no way reflect upon an employee's standing within the agency. The employee will not be subject to any form of retribution or retaliation, directly or indirectly. Any person, who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to severe corrective action. (See Grievance and EEO Complaint Procedures.)

Reference: Title VII of the Civil Rights Act

ETHICS

Kansas law prohibits any state employee from accepting or requesting meals, gifts, entertainment, or travel with a few exceptions. As a general rule, you are prohibited from soliciting or accepting free or discounted meals from a source outside state government.

Exceptions to the meal rule are:

- Meals motivated by a personal or family relationship, or provided at events which are widely attended by the public;
- Beverages and snack foods not offered as part of a meal;
- Meals provided at public events, which you attend in your state capacity; and
- Meals provided to you when it is obvious the meal is not being provided because of your state position.

As a state employee, you are prohibited from soliciting or accepting any gift because of your employment with the state.

Exceptions to the gift rule are:

Tokens of appreciation, souvenirs, or other gifts valued at less than \$40 given at ceremonies or public functions in your capacity as a state employee;
Gifts from relatives or personal friends; and
Gifts accepted on behalf of the state.

Events: You are prohibited from accepting gifts in the form of entertainment. Entertainment includes free or discounted tickets or passes to events, such as plays, concerts, games, golf, hunting, fishing, and other recreational activities.

Conferences/Seminars: The ability of state employees to accept reimbursement for free registration and travel costs to conferences is allowed “when the person’s presence at a meeting, seminar or event serves a legitimate state purpose or interest and the person’s agency authorizes or would authorize payment for such travel and expenses.”

Travel: You are prohibited from accepting travel or lodging provided to you by any person or company. An exception to the travel expense rule exists when a state agency would be willing to pay your expenses for travel, lodging, and related expenses, or as listed above in the “Events” section.

The following can be accepted without violating the law:

Gifts given to you by someone based on a personal relationship totally unrelated to your state duties;
Soft drinks, coffee, or snack foods not offered as part of a meal;
Plaques presented in recognition of your state service; or awards and plaques presented in recognition of service to the community, etc.;;
Prizes given in truly random drawings; and
Rebates/discounts or promotional items available to any citizen or to all state employees.

You should consult with the Governmental Ethics Commission (785-296-4219) when you are not sure if you can accept a meal, gift, entertainment, or travel. A violation of any of these provisions may subject you to a civil fine up to \$5,000. In addition, the Governor may reprimand or remove you from state service.

Reference K.S.A. 46-237a, Kansas Governmental Ethics Commission Guidelines for State Employees Concerning Meals, Gifts, Entertainment, and Travel (2000) and Opinion No. 2000-01 and 2000-44

OUTSIDE EMPLOYMENT

Any employment outside of KDOA should not interfere or conflict with the work you perform within KDOA. If you believe your outside employment could be perceived as a conflict or interferes with your position at KDOA, it is your responsibility to consult with the Kansas Governmental Ethics Commission for a determination.

Reference: K.S.A. 46-215 et seq.

POLITICAL ACTIVITY

KDOA employees are encouraged to exercise their constitutional right to vote in elections. Employees however, can not engage in any political activity while on State time, using State property (including, but not limited to, telephones, vehicles, fax machines, copiers, computers, etc.) or from a State office. If an employee desires to engage in any political activity, he/she is advised to comply with all state and federal statutes and regulations concerning such political activity. No officer, agent, clerk or employee of this State shall directly or indirectly use their authority or official influence to compel any officer or employee to apply for membership in or become a member of any organization, or to apply or promise to pay any assessment, subscription or contribution, or to take part in any political activity. Any officer or employee in the state-classified service shall resign from the service prior to taking the oath of office for a state elective office.

Additionally, no officer or employee of the State shall use or authorize the use of public funds or public vehicles, machinery, equipment or supplies of any such governmental agency or the time of any officer or employee of any governmental agency, for which the officer or employee is compensated by such governmental agency, to expressly advocate the nomination, election or defeat of a clearly identified candidate to state office or local office.

Depending on the activity a KDOA employee wants to pursue, other state and federal statutes and regulations may also apply.

The federal Hatch Act also applies to the political activity of certain state and local government employees. Employees covered under the Hatch Act are persons principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans and grants.

Those state employees covered by the Hatch Act may not, for example, be candidates for public office in a partisan election, use official authority or influence to interfere with or affect the results of an election or nomination, or, directly or indirectly coerce contributions from subordinates in support of a political party or candidate

Employees who have specific questions about the Hatch Act can contact the Office of Special Counsel, the Federal agency responsible for investigating violations of the Hatch Act, at 800-85-HATCH (854-2824) or by e-mail at www.Hatchact@osc.gov.

References: K.S.A. 75-2953 K.S.A. 25-4169a, 5 U.S.C. 1501 et seq.

SOLICITATIONS

Solicitations by individuals or organizations during work hours without supervisory approval will be considered unauthorized and a disruption to the workplace. Employees soliciting for fund drives other than those authorized as agency projects may leave information in the break room and kitchen areas.

SUBPOENAS

If you receive a work-related subpoena, contact KDOA Legal Services immediately.

WORKPLACE BEHAVIOR

Appropriate Dress: You are expected to maintain a good personal appearance and to give consideration to neatness and cleanliness. Your clothing should always be in keeping with customary and acceptable attire for the workplace. Shorts or tattered jeans; sweatpants, sweatshirts or T-shirts with language or graphics that are vulgar, sexually explicit, or otherwise may be offensive; attire which is revealing or provocative; bare midriffs, tank tops, sports bras, halter tops or similar attire; skin tight clothing, see through blouses or shirts are not proper work attire. Footwear, jewelry and other accessories should be in keeping with customary and acceptable attire for the workplace, as well. Employees should avoid the use of strong perfumes or colognes. Jeans may be appropriate with supervisory approval when physical demands of work performed make business attire impractical. On Fridays, employees may dress in jeans and sweatshirts provided the guidelines above are otherwise followed. Employees who have business appointments or meetings on Fridays are expected to dress in appropriate attire.

Décor: KDOA encourages a neat and professional appearance for the physical work environment. Offensive materials and language are prohibited from being displayed or used in the workplace.

Privacy: You should guard against accidental or intentional disclosure of information that could personally affect another employee, or which another employee would rather keep confidential. Gossip, careless handling of written information, or other inconsiderate disclosure of information about a coworker is not acceptable.

While the agency will attempt to respect employees' privacy, employees should not have an expectation of privacy in, including but not limited to, electronic communications systems (fax, telephone, e-mail computers, internet, etc.), offices, desks, file cabinets, etc..

For more information see also Privacy & Confidentiality and Computer/Information (5. Confidentiality of Data)

Smoking: Smoking is prohibited in all public buildings by state law. Employees can smoke outside during break times or non-working hours, but are requested to not smoke in front of public buildings.

Workplace Violence: The safety and security of KDOA employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior or other acts of violence executed on state-owned or leased property but directed at state employees or members of the public while conducting official state business, is also a violation of this KDOA policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium. Violation of this policy will lead to disciplinary action that may include dismissal and appropriate authorities will be notified.

Employees are responsible for notifying Capital Police, (field staff are to contact local authorities), of any threats which they have witnessed, received, or have been told that another person has witnessed or received. You should also notify your supervisor and the facility's manager for your office. For further information on Bomb Threats refer to the KDOA Intranet site.

Firearms: Firearms are prohibited within KDOA premises.

Criminal Acts: Employee's charged with a criminal act, are responsible for informing their supervisor. Depending on the nature of the allegations leading to the arrest, the employee's job duties may need to be reassigned until the issue is resolved. Conviction of a criminal act is grounds for termination. A plea of no contest or *nolo contendere* shall be treated as a conviction.

References K.S.A. 75-2949f, K.S.A. 22-4707, K.A.R. 1-49-10

PLANNING AND AGENCY MANAGEMENT

BUDGET AND STRATEGIC PLAN

By law, KDOA is required to submit a budget request to the Division of the Budget and the Kansas Legislative Research Department on or before September 15th, each year. The Office of the Secretary is responsible for planning, compiling, submitting, and defending the agency's annual budget. The agency-wide budget is compiled from division level budgets submitted by each Division Director. In order to meet the performance-based reporting requirements for the annual budget, KDOA maintains a formal strategic plan as a management tool. The strategic plan outlines the agency's mission, philosophy, goals, objectives, and strategies. The general success of the agency's goals is measured in terms of both outputs and outcomes. Like the budget, the strategic plan will be reevaluated and updated annually. Contact your supervisor for further information.

DESIGNATED PERSON IN CHARGE

Commissioners, directors, and managers shall designate someone to be in charge of their respective commission, division or unit when out of the office for a day or longer and will notify their respective units.

The Secretary has established a chain of command to be followed when the Secretary is away from the office for more than 24 hours during the workweek.

INFORMATION MEMORANDUMS

Information Memorandums (IMs) are a formalized method for KDOA staff to communicate with our partners in the field, while providing an easily referenced and retrievable tracking system. IMs should only contain informational items concerning policy interpretation, and they should never create or change existing policies. IMs should be of interest to more than one agency or group of providers. A completed IM Cover Page needs to accompany each IM issued. The Policy Manager will maintain the “official” files and indexes. For further information see your supervisor or Policy Manager.

KANSAS QUALITY MANAGEMENT

Kansas Quality Management (KQM) is a management philosophy that focuses on customer satisfaction, continuous improvement, and employee involvement. KDOA strives for continuous improvement by applying KQM principles and practices in daily work activities. For more information about KQM, talk to your supervisor or the KQM Coordinator for KDOA.

Reference: K.A.R. 1-63-1

POLICY DEVELOPMENT

A policy is defined as “any formal communication in the form of a Regulation, Policy Issuance, or program instruction”. Any communication from KDOA that requires action(s) on the part of the end-user to avoid an adverse action must be issued as a policy to be enforceable. This includes the Employee Handbook. Any internal or external policy issued by KDOA must:

- Be results or outcomes based;
- Include representatives of the end-users when possible from the initial stage of development;
- Include a process for public and staff comments for external policies and only staff comments for internal policies;
- Be processed for approval through the Policy Manager;
- Be formally reviewed and recommended for approval by the KDOA Leadership team;
- Be approved through signature by the Secretary;
- Be issued a tracking number by the Policy Manager and retained on file, upon approval.

Use of this type of communication should be a last resort when other, more customer friendly methods of communication, have not resulted in the actions desired by KDOA. A policy can be expedited and implemented immediately with the approval of the Secretary. Even though they are not considered policy, all guides must be approved by the Leadership Team before they are distributed. A separate process is required for the Regulation process. Contact the Policy Manager for more information. For particular policies and procedures on certain programs and topics, refer to the KDOA Intranet site, or appropriate commission.

The Commission generating the policy will review each permanent policy two years from the date of adoption and every two years thereafter to determine if the policy is current and still necessary. Only the Secretary may grant a waiver to a program policy.

HUMAN RESOURCE MANAGEMENT

Positions

CLASSIFIED / UNCLASSIFIED

Classified and Unclassified: The Kansas Civil Service Act distinguishes between classified and unclassified positions. Unclassified positions do not receive the protections (permanent status and right to due process), provided by the Kansas Civil Service Act for employees in classified positions.

Reference: K.S.A. 75-2935, K.A.R. 1-2-19, K.A.R. 1-2-97

EMPLOYMENT OPPORTUNITIES

Information about state employment opportunities is available on the Notice of Vacancies list on the internet at <http://da.state.ks.us/ps/aaa/recruitment/review.htm> or at the Employee Self Service Center at <http://www.accesskansas.org/employee>. The list is updated daily and features all classified positions open for recruitment as well as some unclassified positions.

KDOA staff is provided with email notices of internal vacancies for which KDOA is recruiting. Contact Human Resources and Education if you have more specific questions about the employment process.

With prior supervisory approval, KDOA employees are allowed up to two hours per month to attend interviews for jobs at other state agencies without using leave or rearranged time.

Reference: K.A.R. 1-2-35; K.A.R. 1-6-1; K.A.R. 1-6-2; K.A.R. 1-6-3; K.A.R. 1-6-21

EXEMPT / NON-EXEMPT POSITIONS

Exempt and Non-Exempt: Each position is categorized Exempt or Non-Exempt based on interpretation of the wage and hour provisions of the Fair Labor Standards Act, (FLSA). FLSA is a federal law that sets forth rules regarding compensation, working hours and other employer/employee issues.

“Exempt” employees are paid on a salary basis and are not eligible for overtime compensation. Non-exempt employees must be compensated for any hours worked in excess of 40 hours each week.

INTERNS

Inquiries about internships with the agency should be referred to Human Resources. Generally, there are two types of internships - those for pay and those for education credit. Inquiries about paid internships will be directed to the Governor's office, and those who are seeking education credit will be handled internally. Human Resources will coordinate the employment of all interns.

RESIGNATION

If you intend to resign, you are expected to furnish your immediate supervisor with at least a two-week notice. The notice should state the final day of employment and the reason(s) for leaving. Once a written resignation is submitted, only the Secretary may rescind it. Upon receipt of the resignation letter, the Human Resources and Education Division will send a letter to the terminating employee explaining the exit procedure, which includes an exit interview and return of state property. The Human Resources and Education Division will conduct the formal exit interview.

Reference: K.A.R. 1-11-1

Workplace Practices

BREAKS

As a privilege granted by the Agency, full-time employees are allowed one (15) fifteen-minute break each morning and afternoon (includes smoking). Breaks shall not interfere with work performance. Supervisors may opt not to grant formal breaks because of work load and staff size. Breaks cannot be used at the beginning or end of the day, or in conjunction with a lunch hour.

DISCIPLINE

Progressive Discipline: Progressive discipline is discipline administered in stages, starting from the least severe progressing to the most severe. Progressive Discipline includes informal counseling, a written reprimand, change in duties, suspension, demotion and/or dismissal, etc. It shall be the policy of the Kansas Department on Aging that supervisors will use progressive discipline consistently and reasonably to address work performance or personal conduct problems. The progressive discipline system may also be used for probationary or temporary employees when appropriate, but is not required.

Reference: K.A.R. 1-7-10, 1-7-11, 1-7-12, 1-10-6, 1-10-7, K.S.A. 75-2949, 75-2949 d, e, and f

GRIEVANCE AND EEO COMPLAINT PROCEDURES

A grievance is defined as a statement of dissatisfaction over any condition of work which allegedly has an adverse effect on the employee, except as noted below.

KDOA employees have the right to grieve actions of the agency and concerns about work-related issues as outlined in the Human Resources and Education Guide. An employee cannot grieve

matters involving demotion, suspension, or dismissal of a permanent employee; furloughs; layoffs; employee performance reviews or any other subject for which a method of settlement or an appeal procedure is established under appropriate Kansas statutes or regulations. This process should start by contacting your supervisor, as outlined in the Human Resources and Education Guide to this handbook. Employees may grieve an action or issue according to the procedures in the Guide. This policy does not limit any rights granted by the Civil Rights Act of 1964, the Age Discrimination Act, the Americans with Disabilities Act, or the State Civil Service Act. The KDOA EEO Coordinator should be contacted for guidance on how to process such a complaint. For further information, contact Human Resources and Education Division.

The KDOA Grievance Procedure and general provisions are posted on the bulletin board in the Human Resources and Education Division.

References: K.A.R. 1-12-1.

PERFORMANCE REVIEW SYSTEM

The Performance Review System is part of the Comprehensive Management Education and Training Strategy (CMETS) which promotes the quality management values of employee involvement, training and development, communication and feedback, and accountability. The system focuses on feedback, which is not only a review of past performance but includes constructive guidance to help you develop and grow professionally. Generally, the Manager Review System is used for all classified employees with supervisory responsibilities. All other classified employees are evaluated using the Employee Review System.

The two components of the review systems are Priority Outcomes and Performance Feedback. The Priority Outcomes component focuses on tasks and results. The Performance Feedback component identifies baseline characteristics expected of managers and employees in the performance of their jobs.

Within the Performance Feedback component are Performance Indicators, which are used as starting places for the supervisor to begin in reviewing the performance of the employee. These Performance Indicators focus on areas such as work processes and results, self-management, leadership, and communication.

You and your supervisor will identify, negotiate, document, sign and date Priority Outcomes that are expected for the upcoming review period and may add other Priority Outcomes at any time during the review period. Together, you may revise or update Priority Outcomes as necessary during the review period. In case of a disagreement, the supervisor's decision will prevail.

At the Performance Feedback session you and your supervisor discuss your performance in context with Priority Outcomes expected and any other assigned duties and responsibilities identified on your position description. Feedback sessions should occur as needed to provide feedback, and at least annually. Overall performance ratings of: exceptional, satisfactory, or unsatisfactory are assigned by your supervisor at least annually and prior to the end of a probationary period. Unsatisfactory or Satisfactory Performance Reviews may be appealed. Contact the Human Resources and Education Division for more information on performance reviews, or review the instructions on the review system forms, or see your supervisor.

Reference: K.A.R. 1-7-10; K.A.R. 1-7-11; K.A.R. 1-7-12

SERVICE AWARDS

You are eligible for a service award when you attain 10, 20, 30, and 40 years of service with the state. KDOA conducts a presentation at agency meetings to recognize and acknowledge employees for their service to the state of Kansas.

Reference: K.A.R. 18-1-2

WORK HOURS

Standard Work Week: All full time KDOA employees will work a 40 hour work week, unless otherwise approved by the Secretary of Administration. Standard work hours are from 8:00 A.M. to 5:00 p.m. Monday through Friday, with an hour for lunch at mid-day. It may be necessary to stagger lunch breaks within a unit to assure full telephone and office coverage.

Regular Work Schedule: Each employee shall have a regular work schedule and complete a Regular Work Hours/Flex Time Request form KDOA-617 to establish his/her regular work schedule. All requests for flextime scheduling must have supervisory approval and are subject to change with sufficient notice dependent upon the current workload for the section or division.

FlexTime: Flextime is a privilege that an employee may request, using KDOA-617 form. No flextime request shall be implemented until the Human Resources and Education Division has confirmed that the request meets all Agency and FLSA standards, and has been approved.

Except under emergency conditions or urgent official state business, supervisors will give a 24-hour notice of a temporary change in scheduling and a two-week notice of a permanent change. When a change is deemed necessary, the Human Resources and Education Division shall be notified. The Secretary may alter work hours on a daily basis due to emergency conditions or urgent official state business.

Limitations on flextime are:

A supervisor has approved different hours on employee's schedule due to work requirements. A minimum of a half-hour and a maximum of 1-½ hours are allowed for a lunch period. An employee working half time or less may or may not have a lunch period based on working hours established for the position. An employee's lunch period is a non-paid time period.

Rearranged Time – Non-Exempt: Full-time employees with permanent status may make occasional requests to rearrange their daily-established work schedules. The employee's immediate supervisor must approve all requests for rearranged time, in advance, subject to the supervisor's discretion.

Rearranged time shall not result in an employee working in excess of the established forty-(40) hour workweek. The Secretary and supervisors reserve the right to adjust or rearrange an employee's regular work schedule within a standard workweek to avoid overtime.

Record and Report of Time Worked: Employee Time Report forms KDOA-608 are located on the common drive in Excel and can be downloaded to your own personal file. Time and leave is reported on a bi-weekly basis. All completed time sheets shall be signed and submitted to the employee's supervisor. The agency requires strict adherence to the FLSA requirements. For more information regarding Exempt or Non-Exempt status or the FLSA, please contact Human Resources and Education Division.

Non-exempt employees: All hours worked shall be reported on the employee's time sheet KDOA-608 form. Time and leave shall be reported in quarter hour increments. There can be no informal agreements with staff about not recording all time worked or rearranging time after the workweek ends.

Exempt employees: KDOA exempt employees do not complete the top portion of the KDOA-608. Hours are reported on an exception basis. This means that exempt employees do not complete the top portion of the KDOA-608, but are required to complete and submit a Request for Leave form (KDOA-607) to be included in biweekly time sheet batches so that appropriate time and leave is recorded and paid. (See Leave section.)

Time Allocation (Lower portion of timesheet): The bottom portion of the time sheet is used to track work activity on the various agency programs for allocation of agency expenditures—designated staff are required to complete the bottom portion of the time sheet.

Overtime and Compensatory Time: Fair Labor Standards Act (FLSA) requires that non-exempt employees be compensated for hours worked in excess of 40 during a work week. (Work Week for KDOA is 12:01 am Sunday through 12:00 midnight Saturday.)

Only employees whose positions have been determined to be Non-Exempt under FLSA shall be compensated for overtime. A non-exempt employee shall report to his/her supervisor daily any time worked in excess of the time scheduled to be worked.

Should overtime appear necessary, a written request for overtime authorization KDOA-610 form must be submitted prior to anticipated overtime. Without prior approval, overtime hours are not authorized and shall not be worked. KDOA compensates overtime hours by granting compensatory time off at the rate of one and one-half hour for each hour of approved overtime worked.

Supervisors should not allow employees to accrue more than 40 hours of compensatory time for overtime hours worked. Requests to accrue compensatory time in excess of 40 hours will be considered in emergency situations. A copy of the approval, KDOA 610 form, must be submitted to Human Resources and Education with time sheets. It is the responsibility of the employee and his/her supervisor to keep a record of accumulated compensatory time.

Forms and more information may be obtained from the Human Resources and Education Division.
Reference: K.A.R. 1-5-24; K.A.R. 1-9-1; K.A.R. 1-9-4; K.A.R. 1-9-2; K.A.R. 1-9-5; K.A.R. 1-9-13

Compensation, Leave and Personnel Services

EMPLOYEE SELF SERVICE CENTER

The Employee Self Service Center is a web-site that provides easy access to software applications and information designed specifically for employees of the State of Kansas. It allows employees to view personal data, benefits confirmation statements, training summaries, leave balances, job postings, paycheck information and total compensation. Through the Self Service Center, employees can make changes in their benefit elections during Open Enrollment in October, general profile information such as tax withholding, mailing address and W-4 tax withholding. And at tax time, they can request duplicate W-2s. The web address is: <http://www.accesskansas.org/employee>.

INJURIES ON THE JOB

The State of Kansas provides workers compensation for a personal injury caused by an accident arising out of, and in the course of, employment. Employees who sustain compensable injuries from an accident or occupational disease may be entitled to:

Time away from work to seek initial medical treatment;

Reasonable and necessary medical treatment expenses to treat the job related injury;

Disability compensation to replace part of the wages lost due to a disability as a result of a work related injury; and/or

Survivors benefits in the event of death.

Employees must use sick leave for absences from work due to injury on the job of less than one full day. Leave time begins at the time of injury. Applicable workers compensation benefits begin the first full day of absence due to injury.

The State Self-Insurance Fund (SSIF) administers workers compensation claims on behalf of State of Kansas employees. All work-related injuries shall be reported to the supervisor and Human Resources and Education Division at the earliest possible time so the injured worker can seek medical attention and to allow investigation of the accident to prevent recurrence. An Employers Report of Accident (form K-WC 1101-A) must be completed. Failure to notify an employer within 10 days of the accident could jeopardize compensation.

An employee injured at work is entitled to all reasonable and necessary medical treatment needed to cure or relieve the effects of the injury. The State of Kansas has the right to choose the treating physician. The SSIF has designated several hospitals and clinics for treatment. (See list below.) In locations that do not have managed care facilities the employee should be seen by their primary care physician. Should an employee seek medical care from a provider that is not approved by the Fund, he/she may receive unauthorized medical payments limited to \$500.

Hospitals authorized to provide Workers' Compensation Services by SSIF are:

Topeka: St. Francis Hospital & Medical Center, 1700 SW 7th Street, Topeka, KS 66606

Kansas City: University of Kansas Hospital Authority, 3901 Rainbow Blvd., Kansas City, KS 66160

Kansas City: KU Medical West, 7405 Renner Road, Shawnee, KS 66217

Lawrence: Lawrence Memorial Hospital, 325 Main Street, Lawrence, KS 66044

Manhattan: Mercy Health Center, 1823 College Ave., Manhattan, KS 66502

LEAVE - GENERAL INFORMATION

Refer to the “State of Kansas, *Benefits Guidebook for Active State Employees*” for specific information on Leave Plans. Please contact the Human Resources and Education Division for information on other leave types such as Court Appearance Leave, Jury Duty Leave, Military Leave, Disaster Service Volunteer Leave, Leave of Absence, or Disability Leave. The Request for Leave form KDOA-607 is located on the common drive in Word. This file can either be printed off or saved to your personal folder for future use.

Nonexempt Employees: Whenever possible, request leave in advance. To request sick leave, vacation leave, or a discretionary holiday, fill out form KDOA 607 and submit it to your supervisor. Your supervisor will either approve or deny the leave and notify you.

Exempt Employees: Request time away from work in the same manner as nonexempt employees. However, vacation, sick, or shared leave is only recorded when the leave is used in half- or full-day increments. A supervisor may deny a request for time away from work of less than a half-day, or may require an exempt employee to use and report a half- or a full day of leave, if this policy is abused through excessive absences of less than half- or full-day increments. (Kansas Department of Administration Bulletin # 95-01 7.5) If the employee is required to use a half day of leave under such circumstances, the employee cannot return to work before the allotted time of leave is used.

Reference: K.A.R. 1-2-42; K.A.R. 1-2-42a; K.A.R. 1-9-1; K.A.R. 1-9-3

Leave Without Pay (LWOP): An employee must exhaust all annual leave and/or sick leave before requesting leave without pay unless prior approval is received from the Secretary. The Secretary may approve pay, if such leave is for good and sufficient reason. Such requests shall be submitted in writing to the Director of Human Resources. In the event of insufficient leave balances leave without pay shall be assessed. Exempt employees may not be granted leave without pay in increments of less than 8 hours.

In the event that an exempt employee does not have sufficient leave balances to cover a full day off work, the employee’s supervisor shall be given the option of disapproving the partial day’s leave which will cause the employee to be assessed a full day of Leave Without Pay. If the supervisor approves use of the partial day’s leave, the employee will be charged for the 4 hours of leave and be paid for the full day because exempt employees cannot receive partial days of leave without pay.

When returning from LWOP for medical conditions, the employee must submit a physician’s statement addressing the employee’s ability to perform the duties required of the position. The statement must include the date the employee is released to return to work, if the employee is released to work full time or part time and if the employee has any restrictions or not.

Failure of the employee to return to work on the expiration of authorized leave without pay shall be considered a resignation. Before terminating the employee, KDOA shall make a reasonable effort to contact the employee. A summary of the steps taken to try to contact the employee shall be submitted to the Division of Personnel Services, Kansas Department of Administration with the deemed resignation.

Leave without pay may also be granted for disciplinary reasons. K.A.R. 1-9-2; DPS Bulletin 95-01

LEAVE - DISCRETIONARY HOLIDAY

Discretionary Holidays: After six months of service, an eligible employee accrues a discretionary holiday which may be used on any regular workday. Eligible employees are those who work in classified or unclassified positions and work more than 49% time. The holiday hours must be taken within the same day and cannot be divided among different days. Employees must use the discretionary holiday by the end of the last pay period of the calendar year, or it will be forfeited.

Submit your request for a discretionary holiday to your supervisor at least 24 hours in advance. Discretionary leave requests received without the required notice may result in denial of leave.

Reference: K.A.R. 1-9-2

LEAVE – DONOR LEAVE

Under the Kansas State Donor Program, all classified and unclassified benefits eligible employees may receive paid leave in accordance with the following criteria. Employees may receive (a) up to 30 working days of paid leave for recovery from an organ or tissue donation procedure; (b) up to 7 working days of paid leave following the donation of bone marrow; (c) 1.5 hours of paid leave every 4 months for the donation of blood; or (d) 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products. Please contact Human Resources and Education Division for further information.

LEAVE - FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) provides eligible employees 12 work weeks of paid and unpaid leave for a serious medical condition of the employee, employee's spouse, child (under age 18) or parent; for the birth of a child; or the placement of a child in the employee's home for adoption or foster care.

Employees are eligible when they have worked for a total of 12 months (does not have to be continuous), have worked for the state at least 1,000 hours during the 12 months prior to the beginning of leave and holds a position that requires at least 1,000 hours annually. The employee's job is protected during the leave. If any of the leave is without pay, the employee's group health insurance is continued at the same cost and benefit level.

Employees are responsible for advising their supervisor when they request leave if it appears the need for leave meets the criteria of a serious health condition under the FMLA. Supervisors must inform Human Resources and Education Division of an employee's notice of impending need for leave under FMLA or when an employee has been absent for three consecutive days due to illness or to care for a family member who is ill. Human Resources and Education Division will notify the

employee of rights under the FMLA and provide the necessary form(s) to obtain medical information to support the employee qualifications for FMLA.

All leave used for FMLA purposes - including sick leave, vacation leave, shared leave or leave without pay - counts towards your 12 work week entitlement. Employees must use all accumulated sick leave before using vacation leave or leave without pay. If accumulated sick leave is exhausted before the 12-work week entitlement has ended, the employee must use vacation leave prior to the use of leave without pay.

The Human Resources Director for KDOA will make the final FMLA determination and notify the employee in writing of the determination. For more information, refer to the official Bulletin Board or contact Human Resources and Education Division.

Reference: 1-9-27

LEAVE - FUNERAL

Employees can request leave with pay upon the death of a close relative. Request funeral leave from your supervisor either verbally or in writing on the Request Leave Form, KDOA-607, and in advance, when possible. Your leave request shall include the relationship to the deceased, location of funeral, requested days of leave, and other pertinent information. The amount of funeral leave approved is not to exceed six days, and is determined by the Supervisor on an individual basis. Your relationship to the deceased and travel time will be considered.

Reference: K.A.R. 1-9-12

LEAVE - HOLIDAYS

The following days are established by regulation as legal holidays for employees of KDOA:

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

Typically, the Governor designates additional holidays. Generally these include a day to be used at the discretion of the employee (discretionary day), and the Friday following Thanksgiving.

An employee who is on leave without pay for an entire day immediately preceding or following a holiday shall not be paid for the holiday. When an employee takes leave without pay for a partial day, immediately preceding or following a holiday, the Secretary shall decide whether or not the employee will be paid for the holiday. An employee whose last day at work was the day before a holiday shall not be paid for the holiday. No employees shall work on a holiday without prior written approval from the Secretary.

LEAVE – INCLEMENT WEATHER

Employees should record paid leave covered by this policy using the Inclement Weather Leave earnings code, which is IWE for exempt employees and IWN for non-exempt employees.

Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employee would have received had there not been a Declaration of Inclement Weather.

The provisions of this policy will not affect employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather.

If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow agency policy for reporting their absence and use of leave.

Employees not reporting to work, reporting to work late, or leaving early due to weather when a Declaration of Inclement Weather has not been declared will be expected to use vacation leave, accrued compensatory time, accrued holiday compensatory time, a discretionary holiday, or leave without pay. At the discretion of the supervisor, employees may make up missed work time within the workweek. This policy does not affect the requirement that exempt employees must report leave in half or full day increments.

Reference: Governor's Inclement Weather Policy December 2001

LEAVE - SHARED LEAVE

Shared leave is designed to assist employees who have exhausted all sick and annual leave for either personal medical reasons or medical reasons of a family member. After six months of continuous service, eligible employees may request shared leave for a qualified illness or injury by filing a shared leave request with KDOA for review and approval. Following are some highlights of the shared leave program.

Requesting Shared Leave: The qualifying illness, injury, impairment, or physical or mental condition must be extraordinary or severe. Shared leave may be requested for a personal or a family member's illness or injury. Eligibility for shared leave ends if the illness or injury improves so that it is no longer serious, extreme, or life threatening. The agency may deny shared leave if a history of leave abuse exists.

Donating Leave: Employees donating annual leave must maintain an annual leave balance of 80 hours after donation. Employees donating sick leave must maintain a sick leave balance of 480 hours sick leave after donation. Donations must be made in full-hour increments. Donations may be made to an employee in another agency.

Contact the Human Resources and Education Division for more information. Shared Leave request and donation forms are both available at <http://da.state.ks.us/ps/documents>.

Reference: K.A.R. 1-9-23

LEAVE - SICK LEAVE

Each classified employee in a regular position earns sick leave each pay period, which may be accumulated without limit. Sick leave may be used whenever an employee is unable to work because of illness or disability, pregnancy or pregnancy-related problems, adoption of a child or initial placement of a foster child in an employee's home, or for visiting a doctor, dentist, or other recognized health practitioner during working hours.

Use of sick leave may be authorized in case of an illness in the employee's family, which requires the employee's absence from work. Family shall be defined to include persons related to the employee by blood, marriage, or adoption and minors residing in the employee's residence as a result of a court proceeding.

Sick leave for non-exempt employees must be taken in one-quarter hour increments. Sick leave for exempt employees must be taken in four-hour increments. Sick leave use requires supervisory approval. Employees who are denied sick leave may be allowed to use annual leave if available. Supervisors may request a physician's statement to verify the need for absence due to medical needs. Supervisors may also request a physician's release to return to work, under advisement of Human Resources. If the employee fails to provide the requested statement, the use of sick leave may be denied.

An employee who retires with eight years or more of state service and has 800 hours or more of accumulated sick leave to his/her credit at the time of retirement shall be paid a portion of the sick leave.

Reference: K.A.R. 1-9-3; K.A.R. 1-9-5; K.A.R. 1-9-14

LEAVE - VACATION LEAVE

Permanent or probationary status employees accrue vacation leave from their first day on the job. An employee is eligible to take vacation leave as soon as it is accrued at the end of the payroll period. Vacation leave for non-exempt employees must be taken in one-quarter hour increments. Vacation leave for exempt employees must be taken in four-hour increments.

When an employee is on vacation leave, and the employee or a member of the employee's family becomes ill to the extent that the employee is deprived of a portion of the vacation, the employee may request that some or all of the leave time be charged to sick leave instead of vacation leave. Vacation leave accruals are subject to maximum accumulation, which shall be enforced each year on the last day of the final pay period in the fiscal year. Failure to use leave overage by the last day of the final pay period in the fiscal year will result in a loss of vacation leave in excess of the maximum accumulation. Under no circumstances will an employee be allowed to carry-over leave in excess of

the maximum accumulation. Under no circumstances will an employee be allowed to use sick leave for vacation leave. Reference: K.A.R. 1-9-3; K.A.R. 1-9-4; K.A.R. 1-9-13; K.A.R. 1-9-14

PAYCHECK INFORMATION

Employees may view their paycheck information and total compensation on the web based Employee Self Service Center. The address is <http://www.accesskansas.org/employee>.

Personnel and payroll records for KDOA employees are kept in the Human Resources and Education Division. Exempt employees are paid a biweekly salary and nonexempt employees are paid an hourly rate. Payday is every other Friday. If Friday is a holiday, then payday is the last working day prior to the holiday. Contact the Human Resources and Education Division for more detailed information.

You have two options on how to receive your biweekly paycheck:

Direct Deposit: If you choose direct deposit your pay is deposited into the financial institution of your choice and credited to your account(s) on payday. You can also designate multiple accounts within your financial institution for your deposit. A Payroll Deposit Advice is mailed to your mailing address two days prior to each biweekly payday.

Mail: Paychecks are mailed the day before payday to your mailing address if you do not choose direct deposit.

Reference: K.A.R. 1-5-21; K.A.R. 1-9-1

SALARY

State of Kansas employee's salaries, as well as the cost of living allocations (COLAs) are set by the state legislature. The Kansas State Civil Service Basic Pay Plan for classified employees is posted on the official agency bulletin board or contact the Human Resources and Education Division for a copy. It is also available on the KDOA intranet site. The pay plan provides a minimum and maximum rate of pay for each class of positions in the classified service in accordance with Article 5 of the Kansas Administrative Regulations.

Salaries and other compensation of all persons who serve in the unclassified service of the Kansas civil service act, which are not fixed by statute, and are subject to the approval of the governor.

Reference: K.S.A. 75-2935b

Training, Education and Travel

ORIENTATION

KDOA's Human Resources and Education Division, Legal, representatives from each commission and the new employee's immediate supervisor provide orientation training to all new agency employees. Information provided in the orientation includes:

- KDOA Employee Handbook
- Quality Management Training
- State and Department on Aging organization
- Descriptions of the various KDOA commissions and divisions
- Performance Review System
- Agency personnel policies and procedures
- Benefits (Benefits Guidebook for Active State Employees)
- Computer Information Systems Use

Each employee is required to attend orientation sessions within six months of their employment and will agree to abide by the agency's policies. For more information see the Human Resources and Education Guide.

Reference: K.A.R. 1-8-2

TRAINING AND CONTINUING EDUCATION

KDOA encourages employees to take initiative and assume responsibility for their own professional development. Training and educational opportunities are available both inside and outside the agency. Participation in workshops and seminars is on a voluntary basis, with supervisor's approval. Exceptions to the norm occur when employees are required to receive training because of an agency policy (or state or federal regulations), or when a supervisor requires an employee to attend training to assist with the development or enhancement of job related duties. Some agency employees may be required to attend specific training to meet federal and/or state licensing requirements.

Participation in the workshops and training offered by the Human Resources and Education Division in-house, are available to all KDOA staff at no charge. General categories of training provided throughout the year include but are not limited to:

- Monthly staff development opportunities
- Periodic overview of KDOA's major programs
- New employee orientation
- Computer skills development courses
- Diversity education
- Quality management leadership skills

Training opportunities outside of the agency are also available to KDOA staff. To request training that has a fee associated with it outside of the agency, KDOA-1 form, must be completed and submitted for supervisory approval prior to enrollment.

Newly appointed supervisors are required to take a 40-hour Basic Supervisory Course within six months of supervisory appointment. Thirty-two hours of this course are provided outside the agency and 8 hours in-house. To be a candidate for the Certified Public Manager (CPM) program, an individual must complete the Basic Supervisory Course and have one year of employment with KDOA. The CPM course extends over the course of one year. The number of candidates the Agency is able to sponsor is limited each year.

KDOA may contribute in the cost of educational programs in order to assist in the personal development of its employees and to enhance the quality of their work. Continuing Education requirement for a license or certification will be paid for if it is a requirement in the position description. Payment or reimbursement will be based on the availability of funds. See your supervisor for more information.

TRAVEL

KDOA employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the agency. A completed KDOA-1 form is required for all out-of-state travel. In-state travel requires a KDOA-1 form when there are any payments or reimbursements to be authorized.

Applicable Laws: When you travel on state business you must abide by all applicable federal, state, city and county laws and regulations.

Employee Travel Expense Reimbursement Handbook: You are also responsible to comply with the provisions contained in the Department of Administration Employee Travel Expense Reimbursement Handbook (“Handbook”), the provisions of which are incorporated in this policy by reference. The Handbook is on the web at:
<http://da.state.ks.us/ar/employee/travel/travbk.htm>.

State Vehicle Operator’s Manual: If you use a state vehicle you must also be aware of the information contained in the vehicle’s operator manual which is located in each state car.

Reimbursement: To receive reimbursement for allowable travel expenses, you must properly complete a Travel Expense Detail form (DA121), attach all receipts and supporting documentation, and submit the form for approval to your supervisor. The supervisor’s approval is limited to the approval of the employee’s travel and overall reasonableness of the completed form. Blank forms are on the Common Drive (I) in Excel. Information regarding allowable expenses is detailed in the Handbook. Persons submitting either incomplete or incorrect forms will not be reimbursed and the form will be returned to the supervisor for proper completion. Upon approval of the Secretary, an employee may be reimbursed at the private vehicle mileage rate for certain situations. Contact your supervisor for more information.

The Secretary has authorized the payment of one meal per day for single day travel situations where an employee incurs out-of-pocket expenses when the employee is required to travel on official state business, and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled work day; or when an employee is required to attend a conference or a meeting as an official guest or participant and a meal is served during the required attendance time. The DA-121, Travel Expense Detail that is submitted for reimbursement must include the following information: date, departure time, arrival time, destination, meal (the amount of the meal requested), the purpose of the travel. In addition to the purpose of travel, the employee should list the meal being reimbursed (e.g. lunch) and the employee's scheduled work hours for the day, (e.g. 8AM-5PM).

Reminder: When a state vehicle is not available, mileage reimbursement for a privately owned vehicle shall be at the current privately owned vehicle rate.

Additional Requirements: In addition to those requirements contained in the Handbook, the following shall apply:

All out-of-state travel must be pre-approved by the Secretary and processed by the Travel Reservation Clerk in your commission;

The Travel Reservation Clerk must make all air travel and rental vehicle arrangements with the State Travel Center;

In-state lodging will not be reimbursed for any amount over the daily lodging expense limitations listed in the Handbook, unless the Secretary approves a higher rate.

Conference Attendance: When prepayment of a conference/seminar registration fee or a purchase order is required by the vendor, an employee may submit the complete registration form and an approved KDOA-1 form with a memo asking the Accounting Services Unit to handle the registration for the conference or training session. Accounting Services Unit should receive this request as soon as possible prior to the date of the conference or training session in order to ensure proper registration. It is the employee's responsibility to assure the conference sponsors have received registration and payment. To ensure direct billing from a conference hotel, please submit the KDOA-1 form to Accounting Services 15 days prior to planned lodging.

Direct Billing: Employees are encouraged, but not required, to stay at hotels with which KDOA has established direct billing arrangements. A listing of the Direct Bill Lodging Establishments is available on the Common (I) drive under Direct Bill Establishments. When using a direct bill establishment, the employee must complete a KDOA 811 form and submit it to the Accounting Services Unit within 48 hours after travel is finished. This form provides documentation needed by Accounting Services to verify the accuracy of the lodging establishment's bill. Only lodging expense may be direct billed. The employee is responsible for paying the lodging establishment for any other fees or costs incurred during his/her stay at time of checkout.

Reference: K.S.A. 8-301 et seq.; K.S.A. 75-2072; K.S.A. 75-3201 et seq.; K.S.A. 75-4601 et seq.; K.A.R. 1-16-1 et seq.; K.A.R. 1-17-1 et seq.; K.A.R. 1-18-1a; Employee Travel Expense Reimbursement Handbook

PROPERTY AND SERVICE MANAGEMENT

CONFERENCE ROOMS

KDOA has several formal and informal conference rooms located in the 503 S. Kansas office:
120 Conference Room is located on the first floor next to the computer lab;
211 E Conference Room is located on the southeast corner of the second floor;
221 Executive Conference Room is located on the north side of the second floor;
305 E Conference Room is located on the northeast corner of the third floor;
331 W Conference Room is located on the northwest corner of the third floor (does not require a security entrance between the hours of 7:30 a.m.-5:30 p.m.); and
342 C Conference Room is located on the south center of the third floor

Phone numbers for the Conference rooms are located on the KDOA Phone Directory list. All KDOA employees can schedule conference rooms via GroupWise, except for the Executive Conference Room. To reserve the Executive Conference Room, contact the Executive Secretary in the Office of the Secretary. Check room availability and reserve conference rooms before use.

Cancel all room reservations in GroupWise, if not needed so other staff will be able to reserve room. Approval for the use of meeting rooms will be limited to individuals or groups conducting state business, established benefit providers conducting information-sharing sessions, or non-business activities approved by the Secretary or for state sponsored community service projects, or employee gatherings over the lunch hour. Field staff: refer to guidelines of the facility where you are located.

Reference: K.A.R.1-49-10

COPYING/PRINTING

The agency has six copiers for use in the New England office by KDOA staff. The copiers can be used to duplex, collate, staple, reduce, and enlarge. The copiers are located in the Office Service Areas located on each floor. Please contact the Purchasing/Facilities Management Unit for the adding of toner, or in the event that the copier malfunctions or needs service. Personal copying is to be kept to a minimum, contact Purchasing/Facilities Management for more information. Field and Curtis State Office Building staff: refer to the guidelines of the facility where you are located.

State Copy Center: If you need to copy multiple quantities of documents, 200 pages or more (front and back equals two pages), the job should be processed through the State Copy Center. The State Copy Center has two locations: Docking State Office Building and Landon State Office Building. Either copy center can process large quantity jobs, usually in a 24 to 48 hour period. In order to process a job, a Division of Printing copy ticket from KDOA Purchasing/Facilities Management is required. Complete the copy ticket for supervisory approval, and submit it to Purchasing/Facilities Management for processing.

State Printer: KDOA staff should contact KDOA Purchasing/Facilities Management to make a request for a printing order. Purchasing/Facilities Management will either forward the request to the Division of Printing or have the person making the request contact the Division of Printing directly. The Division of Printing will provide a cost proposal to Purchasing/Facilities Management or the person making the request. If Purchasing/Facilities Management receives the cost proposal, it will be forwarded to the requestor. After the cost proposal is received, a KDOA Request to Purchase form (KDOA 632) and a Printing Requisition form (DA-104) need to be completed. The requester will give these forms and the cost proposal to Purchasing/Facilities Management and a purchase order will be forwarded to the Division of Printing.

Reference: K.S.A. 75-1005 K.S.A. 76-392

INVENTORY

Each year KDOA is required to conduct a physical inventory of all capital equipment. At the end of June each employee will be sent a list of equipment that is assigned to the employee. The employee will need to inventory his/her office of all equipment and furniture and return the sheet to Purchasing/Facilities Management as instructed.

In order to insure the equipment inventory list is accurate, employees are requested not to move equipment or furniture from the assigned location without contacting Purchasing/Facilities Management prior to the move.

Reference: K.A.R. 75-3729

KITCHEN FACILITIES

A kitchen facility at the 503 S. Kansas office is located on each floor for staff use. A large break room with vending machines is located on the third floor. Employees may participate in the "coffee club" by paying monthly dues. Available equipment includes refrigerators and microwave ovens. Please help to keep the kitchen facilities and equipment clean. Some of the equipment is acquired through employee contributions and occasionally employees are asked to replace equipment through donations or fundraisers. Contact the Purchasing/Facilities Management staff for more information. Field and Curtis Office Building Staff, please refer to the guidelines of the facility where you are located.

MAIL SERVICES

The Division of Information Systems and Communications (DISC) provides mail services for delivering building mail to certain locations and processing outgoing mail for U.S. Postal Service delivery for official state business. Mail is picked up from the Administrative Services unit each morning and afternoon. Mail drop boxes are available on the first floor in the Mailroom, and on each floor for intra-office (within KDOA) and inter-office (other state agencies in Topeka). All U.S. mail must be coded with an agency number. See your supervisor for the proper code. For time

sensitive mailings contact Purchasing/Facilities Management for use of the agency's postage machine.

A mail drop box for personal stamped mail is located in the Mailroom. It is a wire basket identified as US Mail - Stamped. Staff may leave their mail in the basket and the US Postal Carrier will pick it up when making deliveries to the agency. Deliveries are made once a day, usually in late morning. KDOA Mail Room employees are responsible for receiving and delivering KDOA mail only, and do not provide postage for personal mail. Employees are discouraged from receiving personal mail at their work address. Contact your supervisor for more information.

DISC Policy and Procedure Memorandum 2203.03

MOTOR POOL/STATE CAR USE

Use of any state-owned or state-leased vehicle is restricted to state business only. Any passengers must also be on official state business. K.A.R. 1-17-1 defines state business as . . . the pursuit of a goal, obligation, function, or duty imposed upon or performed by a state officer or employee (as) required by state employment. Commuting between an employee's residence and official workstation in state vehicles should be strictly limited to those rare instances in which there is a clearly demonstrated, legitimate business need.

Obtain motor pool requisition forms from supplies maintained in Administrative Services, the Accounting unit, or clerical staff within each commission. Complete and submit forms to your supervisor for approval.

If you use a state-owned or state-leased vehicle or your personal vehicle for state business, you are responsible to understand the applicable laws and regulations. You are also responsible for understanding the information in the Employee Travel Expense Reimbursement Handbook, available on the Internet at: <http://www.da.state.ks.us/ar>, prepared by the Division of Accounts and Reports.

Reference: K.A.R. 1-16-1 et seq.; K.A.R. 1-17-1 et seq.; K.A.R. 1-18-1a; Employee Travel Expense Reimbursement Handbook

PARKING

KDOA offers leased parking space from the City of Topeka for staff who work at the 503 S. Kansas office. KDOA pays a portion of the parking fee and the employee pays the remainder through payroll deduction. There are two parking areas for employees that work at the 503 S. Kansas office: a surface lot (non-covered) at 412 Jackson Street, and a parking garage located at 512 Jackson. Each employee who wishes to use the parking areas must sign a Parking Space Payment Agreement, and should contact Accounting Services for assistance. Curtis Office Building and Field Staff: please refer to the guidelines of the facility where you are located.

PRESENTATION EQUIPMENT

Equipment and materials may be used on a first come, first served basis. The following equipment is available for loan: Overhead projector, TV and VCR, video camera, camera, Write-on-Board w/copying capabilities, large chalk board, easel w/pads, easel pad carriers, small luggage cart, public address system and large coffee pot. For computer equipment such as laptops and Power Point presentation equipment, contact the Help Desk.

Reserving Equipment (with conference room): List any equipment required when reserving a conference room through GroupWise. All equipment will be delivered to, and removed from, the conference room by the Purchasing/Facilities Management. In the event you need to add equipment to a conference room reservation it should be done through GroupWise. The original reservation will need to be cancelled and the new reservation entered, adding your revised equipment needs. In the event that you need equipment immediately before or during a meeting, contact the Purchasing/Facilities Management Unit.

Reserving Equipment (without a conference room): Contact the Purchasing/Facilities Management Unit to coordinate your equipment needs.

PURCHASES/SUPPLIES

The Purchasing/Facilities Management Unit maintains an inventory of office supplies. A supply catalog is maintained on the KDOA Intranet Website, and is based on the Internet shopping concept. All ordering of supplies must be done through the Intranet Supply Catalog. It is a complete listing of every item currently stocked in the supply room, and there is a picture of almost all the items in the catalog. The catalog's main page has a simple, detailed procedure on placing an order and a search function that makes selection of items easy. To request supplies not listed in the supply catalog, please complete and submit a Request to Purchase form (KDOA-632) through your supervisor, per instructions below:

Goods, services, and supplies not listed in the KDOA Supply Catalog may be purchased through the following process:

Complete a Request to Purchase (KDOA 632) for the goods or services desired. Provide as much information as possible, including part numbers, etc.

The KDOA-632 form shall then be forwarded to Purchasing/Facilities Management for processing. Purchasing/Facilities Management will order the good or service in accordance with State of Kansas guidelines and requirements. Once the item has been ordered, a copy of the Purchase Order will be returned to the requestor for their records.

Upon receipt of the item purchased, the Purchasing/Facilities Management will make delivery to the requestor.

Under special circumstances and with approval of your supervisor, other purchases may be approved. No one is authorized to open any account in the agency's behalf other than the Purchasing/Facilities Management.

Goods and services that require contracts or sole source approvals must be coordinated with the Purchasing/Facilities Management.

TELECOMMUNICATIONS

Information on using the State of Kansas Telephone System is located on the Intranet site at <http://intra.aging.state.ks.us>. Employees are permitted the use of equipment to the extent there is no cost to the agency in terms of time lost or supplies used. Employees are prohibited from charging personal long distance calls to the agency.

Expenses for official telephone calls, FAX transmissions, or other authorized communications that are paid by the employee are reimbursable. Employees placing KANS-A-N calls from access cities must use the local access number when applicable. Expenses incurred from the use of coin-operated telephones to access KANS-A-N are also reimbursable. Calls made to an employee's family are permitted when traveling on official business. They should be limited.

See the State of Kansas Communication Service Directory for more information about KANS-A-N.

Governors Executive Order 0303

TELEPHONES:

Proper Use: KDOA telephones are for state business. Keep business calls to a reasonable length and personal calls to a minimum.

Etiquette: Ask your Supervisor if the agency's name and your division's name should be stated when answering your phone. The impression you make is important - you may be the first contact for the caller or you may be at the end of a series of transfers.

Long-Distance Calls: All business related long-distance calls are to be placed over the KANS-A-N system. KANS-A-N is a leased, private-line, long-distance telephone system. It provides intrastate, interstate, and international service for all ON-NET stations 24 hours a day, 7 days a week.

To place business related long-distance calls to non-KANS-A-N numbers press #8 and then the area code and regular telephone number (do not press "1" first).

To access an outside line for local or toll-free long-distance calls, press "9." Personal long distance calls may be placed only if charged to your personal telephone credit card. Employees are not authorized to accept collect calls.

Conference Calls: In the interest of saving time, fuel and money, telephone conference capability is available to KDOA employees. There are three ways to set up conference calls, depending on the location of the conference coordinator and how many people are expected for the conference. Detailed instructions for each method, and the planning/request form for Sprint calls, can be found on the KDOA Intranet web site: <http://intra.aging.state.ks.us>.

Sprint Teleconferencing Services (items 2 and 3 below) are available statewide under a DISC contract with Sprint. Teleconference Cards have been issued to each KDOA Commissioner and select high-volume teleconference managers in the agency, who may delegate their use. Charges for Sprint teleconferences apply to the card used by the KDOA conference manager, and are billed monthly by DISC. Long-distance charges to the Sprint teleconference center in Overland Park, KS (913 area code) are either born by participants who dial in directly to the non-toll-free number, or are included in the rate charged to the respective KDOA Teleconference Card, for calls placed by the KDOA conference manager and for participants dialing in to the toll-free number. Sprint Teleconference charges are applied per minute, per conference participant. Use the Sprint Teleconference planning/request form (available on the Intranet site) for estimating costs of your planned conference call, obtaining signature approval for the charges, and notifying the Accounting and Financial Management Division of the expected expense and which KDOA account to charge.

1. Conference-9. For phones in the Topeka-area state telephone system only. Telephone lines in all of KDOA's New England Building conference rooms, and select phones elsewhere in the building, have the Conference-9 feature available. Up to nine people (counting the KDOA conference manager) may be included in a simultaneous conversation. The KDOA employee places all calls to participants, so any long-distance charges are billed to the KDOA number. There are no separate charges to KDOA for using the Conference-9 feature itself. Procedures are different for analog and digital (multi-line "p-set") telephones – see the Intranet page for details. Contact the ISD Help Desk (785-296-2987, HelpDesk@aging.state.ks.us) if you need to determine whether your phone has the Conference-9 feature installed, or to request that it be installed.

2. Sprint Personal Conferencing. For up to 30 participants, counting the KDOA conference manager; no operator assistance or advance scheduling is required. Outgoing calls may be placed by the KDOA conference manager ("dial-out"), or participants may be given numbers to call and an access code. Note that dial-out calls placed by the KDOA conference manager will originate from the Sprint Teleconferencing center in Overland Park, not the location of the KDOA employee, and require commercial long-distance dialing procedures rather than the KANS-A-N "#-8."

3. Sprint Attended Conferencing. For up to 2,500 participants. A Sprint Conference Meeting Coordinator (operator) manages the call, including placing any dial-out calls (i.e., calling participants, instead of having them call in). Conferences must be scheduled at least 72 hours in advance, and there may be cancellation charges or overbooking charges for unplanned changes. This method offers many optional special features. Per-minute charges are higher than for Personal Conferencing, and there may be other charges which apply. Options and costs are listed in the Sprint Teleconference planning/request form available from the KDOA Intranet site.

Service and Repair: For telephone service and equipment repair, contact the Information Services Help Desk at 296-4987 or by e-mail (HelpDesk@aging.state.ks.us).

KANS-A-N Calling Cards: Calling cards are issued for agency personnel requiring access to long-distance calls from any non-state phone. Contact Accounting Services to order a card. Because calls are identified and billed by the card number, precautions must be taken to prevent the use of calling cards by unauthorized persons. Report any lost calling card or unauthorized use to Accounting Services, immediately.

Language Line is the carrier that provides KDOA with interpreter services. The automated access system captures the spoken language you are requesting an interpreter for and then asks for a client ID and your assigned access code. Once you have entered this information on your telephone keypad, the system connects you to an interpreter who will communicate your message to the non-English speaker customer. Your supervisor will provide you with ID and access code numbers. The KDOA Resource Library has a “Language Line” training video that you may check out.

Cell Phones: State-provided cell phones may be checked out from KDOA’s Purchasing Department. Cell phones are available for checkout on a first come first serve basis. Cell phones are expected to be checked out for no more than a day at a time and are to be returned promptly to the Purchasing Department. If a cell phone is needed for longer than a day, i.e., the employee will be attending a conference for several days, the employee is to advise the Purchasing Department when the cell phone will be returned.

Employees should keep in mind their surroundings when speaking on cell phones especially when discussing confidential, privileged or otherwise sensitive matters.

Cellular phones are provided to improve customer service and to enhance business efficiencies. Cellular phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct state business. Employees are responsible for operating state-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using cellular phones while operating such vehicles and equipment. Possessing a cellular phone is a privilege and all employees are expected to use them responsibly. The state will seek reimbursement for any additional charges resulting from personal calls. Misuse of a state cellular phone may result in its revocation and possible disciplinary action against the employee pursuant K.S.A. 75-2949. If the cellular phone contract is based on minutes used, a minimal plan shall be utilized. In other words, the smallest plan available to accommodate the particular business need shall be utilized. No employee may approve his/her own cellular service plan.

Each state cellular phone will receive a monthly activity statement for all charges. The user must review the monthly statement for billing accuracy. Monthly activity statements must be attached to the voucher and retained for a period of time consistent with record retention policies.

More than the minimal personal use of a state-provided cellular phone without written authorization by the employees’ agency head is not allowed. When personal calls/minutes cause the monthly plan minutes to be exceeded, reimbursement for those minutes must be made to the state. Additionally, all long distance and roaming charges incurred for personal calls (even if under the plan limit) must be reimbursed to the state. All reimbursements are to be made within 15 days of receipt and reconciliation of the monthly statement.

Employees violating this policy may be subject to disciplinary action in accordance with the provisions of K.S.A. 75-2949, including but not limited to, K.S.A. 75-2949e(a)(3) “careless, negligent or improper use of state property,” or K.S.A. 75-2949f(1) “refusal to accept a reasonable and proper assignment from an authorized supervisor.”

Personal Cellular Phone Policy: The following policy shall be in effect for the use of employee personal cellular phones in order to promote a safe working environment and to limit the liability for the State due to the use of personal cellular phones in non-work related situations. State employees may carry personal cellular phones with them while on state time or while operating state equipment, but are subject to the following restrictions:

Excessive use of a personal cellular phone for personal business during duty hours is not allowed.

Employees are responsible for operating state-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal cellular phones while operating such vehicles and equipment.

The State assumes no liability for loss or damage to employees' personal cellular phone carried in state vehicles or left on state property. Employees assume risk of loss or damage to personal cellular phones carried by employees during work hours.

When authorized in writing by the Secretary of Aging, the cost of using a personal cellular phone for official business may be reimbursed to the employee. Having a personal cellular phone is a choice the employee makes, and if the cellular phone is used for business purposes, any reimbursement will be for reasonable costs in excess of the base plan plus any additional fees such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instance will the employee be reimbursed more than the monthly cost to the employee. The Secretary of Aging may authorize payment of using a personal cellular phone for official state business retrospectively. In all instances when reimbursement is sought for the use of a personal cell phone for official business, the employee shall submit a completed Travel Expense Detail form DA-121 (under "Other Expense"), a copy of his/her cell phone bill identifying the calls to be reimbursed along with a written explanation verifying that the expense he/she is asking to be paid was incurred for official state business. The amount to be reimbursed will be in accordance with Executive Order 03-08.

Employees are not permitted to receive a monthly allowance from a state agency for the use of a cellular phone.

The violation of any provision of this policy may result in possible disciplinary action pursuant to K.S.A. 75-2949 et seq.

Reference: Executive Order 03-08

FAX MACHINES: Personal use of faxing is to be kept to a minimum. Similar to making a personal long distance telephone call, use your personal telephone credit card when sending a personal fax to a long distance telephone number so that the call is not charged to KDOA.

E-MAIL and the INTERNET: See Computer Use Section.

INFORMATION MANAGEMENT

COMPUTER / INFORMATION SYSTEMS USE

Many activities at KDOA require use of various services and pieces of equipment, (computers, network connections, printers, telephones, and faxes) which are referred to as agency "information systems". KDOA entrusts each employee with access to the equipment, software and services they need to do their job. In return, KDOA expects each employee to use these resources responsibly and appropriately. Detailed procedures and guidelines for using KDOA information systems can be found:

On the KDOA Intranet web page, <http://intra.aging.state.ks.us>;

In the KDOA Information Systems Guide;

In the information systems orientation received by each new employee; and

In subsequent training courses

There are certain aspects of KDOA information systems, which require particular attention by each KDOA employee:

1. For official state business. Information systems equipment, software, networks, and the data which they contain (including electronic mail, information transferred from the Internet, and audio recordings such as voice mail messages) are state property, intended for use in official state business.
2. No expectation of employee privacy. Any information which passes through, or is stored in KDOA information systems, may have its source identified and content reviewed, as a result of an agency management decision, request by an authorized external oversight organization, an Open Records request (subject to certain exceptions), or court-directed legal discovery.

Acceptable and prohibited uses. Use of KDOA information systems, including unrestricted Internet access, for official state business is always an acceptable, appropriate use. There are limited conditions when non-official uses of these resources may be allowed. Refer to the web-site listed in the first paragraph for more information. The following uses of KDOA information systems are prohibited:

Random or purely recreational use of Internet access ("surfing", downloading movies or music);

Playing computer-based games

Conduct of for-profit or not-for-profit business;

Any action which is illegal, including introduction of "virus" or "worm" programs;

Any action which could be construed by a reasonable person as intimidating, harassing or otherwise detrimental to professional conduct of state business;

Transmission of anonymous e-mail (missing or misleading user name of the sender), unwarranted mass broadcasts of e-mail, or e-mail "chain letters";

Any action which violates other regulation or policy of KDOA, the State of Kansas, or program-cognizant federal agencies (e.g., Centers for Medicare and Medicaid Services);

Social, political, commercial or religious representation or solicitation which could in any way be associated with KDOA, Kansas State government, federal agencies, or KDOA business partners and contractors (Area Agencies on Aging, service providers, and associations thereof), unless specifically approved in writing by the Secretary.

Monitoring the acceptable use of KDOA information systems by an employee is the responsibility of the employee's supervisor. However, the agency retains the right to monitor system activity electronically to ascertain conformance to or violation of Acceptable Use guidelines.

3. System security. Just as the weakest link determines the strength of a chain, the security of KDOA information systems is only as good as the security habits practiced by each employee. Each employee is required to observe the security guidelines contained in the reference listed in the first paragraph, particularly with respect to protection and management of security passwords, and protection against "virus" programs. See the "Information Security" section elsewhere in this Handbook.
4. Confidentiality of data. Information about individual customers of KDOA programs (identity, residence, medical condition, financial status, etc.) is absolutely confidential; violation of this confidentiality may be subject to criminal penalties under the Federal Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as well as state law. There are other types of information which also require special protection. For example: business data (pricing for services proposed in contract negotiations); personal data about agency employees and personnel actions being taken; evidence and arguments in litigation; draft policy documents under consideration; and other information within one of the 43 exception categories in the state Open Records Act.
5. Installing software. To preserve the legality and integrity of KDOA information systems, KDOA employees may not install any software on the desktop, laptop (notebook), or handheld computer, which has been assigned to them. The KDOA Information Services Division must install any software that needs to be added. Information Services Division staff will ensure that only legally licensed software is installed on KDOA computers.
6. Copying software. No KDOA employee may copy purchased or licensed software from their office computer. Only the KDOA Information Services Division may make backup copies of software. Certain software products purchased or licensed by KDOA allow use at alternate locations (on a second computer) under certain conditions. Installation of software in these situations will always be performed from original media, under supervision of the KDOA Help Desk.
7. Potential consequences of unacceptable use or other violation. Violation by any KDOA employee of agency and state guidelines for use of information systems can put those systems and their data at risk, create a hostile work environment, or expose the agency to legal liability. Accordingly, the agency may respond to acts in violation of these policies and guidelines with disciplinary action, up to and including termination of employment, civil action, and/or, if applicable, criminal prosecution.

Reference: K.S.A. 75-4709, K.S.A. 1998 Supp. 75-7203, K.S.A. 45-221(A)(16)

CORRESPONDENCE & FILES

The Special Assistant to the Secretary shall receive a copy of anything sent out under the Secretary's signature. On the signature line for the Secretary, add the title "Secretary" under the name. Templates used for other correspondence are located on your computer under New on the File Menu or on the T drive.

Any KDOA employee referred to in a letter should always receive a copy. If the correspondence has the Secretary, or a Commissioner's signature, they must be provided with a signed copy. "C" should be used to identify parties who receive copies. If you believe other staff or related parties should also receive a copy of the correspondence, please include them. All correspondence should have initials of the creator in capital letters and typist in lowercase. Use the format prescribed for a letter from the Governor or the Secretary. (See KDOA's Intranet web-site for this style page.)

KDOA generated documents, or other official correspondence, shall be identified with a date, the number of total pages, and initials of the document's author. **All pages should be numbered.** The sample below should be used at the bottom of each page; the date of initial draft is not required for correspondence.

DFH (author's initials)
05-05-03 (date of initial draft)
1 of 24 pages (total # of pages of full document)
-1-

All files, work products, or other records maintained at workstations, are the property of KDOA and not the employee assigned to the work.

FORMS

KDOA has an official format for forms that are used to conduct agency business across commissions or with external customers. Any employee proposing to develop an official agency form must contact the Policy Manager to obtain a draft form number and information on format guidelines and the approval process.

Proposed forms must be approved by the agency Leadership Team. Employees may not use or distribute forms before they are approved. Revision of any form, once approved, must be processed through the Policy Manager. The Policy Manager maintains a central file of official agency forms and any accompanying instructions. If a form becomes obsolete, the unit originating the form is responsible for notifying the Policy Manager. Check with your supervisor for location of forms.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

KDOA will safeguard all confidential information about individuals, inform individuals about KDOA privacy practices and respect individual privacy rights to the full extent required.

As an employee you may receive or create certain health or medical information ("Protected Health Information" or "PHI," as defined below) in connection with the performance of your job. This PHI is subject to protection under state and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations, as amended, promulgated there under by the U.S. Department of Health & Human Services.

KDOA shall provide training to all employees on KDOA privacy policies. Employees shall sign the “Information Privacy and Security Acknowledgement” outlining their role and responsibilities relating to protecting the privacy of KDOA customers following this training.

Your employment may be terminated if you improperly use or disclose PHI in a manner that is not authorized by KDOA.

Upon severance of employment with KDOA, you shall retain no documents, or copies of documents, that contain PHI that you have received or created in the course of your employment.
Ref: PL 104-191 42 CFR

INTERNET AND PUBLICATION SERVICES

The KDOA Internet site, www.agingkansas.org/kdoa provides information for both internal and external customers. The web site is maintained by KDOA’s webmaster and is updated frequently. Information available on the web site includes legislative testimony, Secretary’s news releases, reports, brochures and links to aging related agencies and topics.

Proposed Internet information and publications of any kind, may not be printed or distributed before they are approved by the Public Information Officer. Once approved, the webmaster will place the information on the web site, if appropriate. When information on the Internet or in a publication becomes obsolete, the unit originating the information or publication is responsible for notifying the webmaster.

The State of Kansas Communications Services Directory with phone numbers and addresses of state offices and employees is available in printable format on the State’s website at:
www.accessKansas.org.

LIBRARY

KDOA has a resource library containing newsletters, books, magazines, videos, program manuals, and telephone directories, located on the first floor of the 503 S. Kansas office, almost all the materials are available on a loan basis. There are some items that may only be read in the library. Special arrangements may be made for field staff. The subjects range from Alzheimer and Parkinson’s disease, care-giving, elderly abuse, housing, health, legislative issues, government, budgeting, to general reading. Books and videos may be checked out, by contacting resource library personnel, in person or by mail. Videos that are requested by mail will be mailed one week prior to the date requested and are due for return within seven days after the use date.

PRIVACY AND CONFIDENTIALITY

In the course of your work, you may have access to information, which is considered privileged, and confidential regarding KDOA, customers, clients, recipients, applicants, employees, providers or other persons or entities. It is your responsibility to protect this information and keep it confidential. You are not to reveal, divulge or disclose any such information to any outside party

unless authorized to do so. Any breach of this policy will not be tolerated and disciplinary action and/or legal action may be taken. If you are unsure whether certain information is privileged and/or confidential, you should consult with the KDOA Legal Division for further clarification. See also the Employee Handbook sections “Computer/Information Systems Use” (#5. Confidentiality of Data), “Health Insurance Portability and Accountability Act (HIPAA),” and “Information Security.” Also, see the separate HIPAA Guide and KDOA Information Systems Guide.

References: K.S.A. 39-709b, K.A.R. 26-1-7, K.S.A. 75-2949f

OTHER ADMINISTRATION

ACTIVITY FUND

The Activity Fund is open to all interested KDOA employees. Participation is strictly voluntary. The Fund's purpose is to provide an easily accessible and impartial method of recognizing member employees who marry, welcome a new child, are hospitalized for a minimum of two days, resign or retire, or to recognize the death of an employee or an immediate family member. Bi-annual membership drives are held in June and December of each year. Further information regarding the Activity Fund can be accessed on the Intranet web-site at: <http://intra.aging.state.ks.us>.

BULLETIN BOARDS

The official bulletin board is located on the first floor of the 503 S. Kansas office. KDOA's Human Resources and Education Division must approve any posted material on the official board; however, unofficial bulletin boards may be located in each division and field offices. For additional information see Human Resources and Education Guide.

Reference: K.A.R.1-49-10

COMMUNITY SERVICE

As an agency KDOA supports several community services. Employees voluntarily participate in these services on behalf of, and as representatives of, KDOA. Non-exempt employees who participate on behalf of the agency are not required to take leave time or rearrange their work schedule to participate. All time away from work to participate must be approved in advance by your supervisor. The Human Resources and Education Division has a list of the agency supported community activities which employees may take time to participate in away from work.

EMPLOYEE SUGGESTION PROGRAM

Under this program, state employees may submit suggestions for cost reductions in the agency through increased efficiencies or other economies or savings in the operations of the state agency.

Each employee making a suggestion for cost reduction shall be paid a monetary employee award for innovation upon the adoption of the suggestion by agency. The monetary award for innovation shall be in the amount of 2.5% of the estimated cost reduction, as certified by the agency's chief fiscal officer and the Secretary up to maximum of \$3,500. Each employee making a suggestion for cost reduction which is adopted by the agency shall be paid an employee suggestion bonus not to exceed \$37,500. Any employee wishing to submit a cost reduction suggestion for consideration should contact the Human Resources and Education Division for further details.

House Bill No. 2369, L. 2003, Ch. 133

HEALTHQUEST PROGRAM

HealthQuest, the State of Kansas statewide employee health promotion program, offers a variety of programs and services throughout the state including the following:

- **Assessment** - HealthCheck, a health risk appraisal program, is offered periodically. HealthCheck tests may include measurements of blood pressure, cholesterol, blood sugar, height, weight, and percent of body fat.
- **Education** - Classes and self-help programs in weight management, healthy eating and smoking cessation are regularly offered in the Topeka area. One-on-one help in quitting smoking is also available from the HealthQuest office. A free resource library of current health videos and books is available through the HealthQuest office. Contact the Compensation and Benefits Section in the Division of Personnel Services in the Department of Administration for a catalogue. Kans-A-Gram Newsletters are also regularly distributed to KDOA employees.
- **Activity** - Fitness rooms are located in various areas throughout the state. A consent form (available from the Department of Administration Personnel Office or HealthQuest office) must be completed before use.
- **Assistance** - LIFELINE, the State of Kansas employee assistance program, provides free, confidential help to you or an immediate family member experiencing problems such as marital conflict, depression, alcohol or drug abuse, financial trouble, or family difficulties. There are three counseling sites located in Topeka. LIFELINE can be reached at any time by calling the 24-hour, toll-free number 1-800-284-7575. LIFELINE also provides referrals for attorneys, dependent care and day care. The internet address for LIFELINE is: <http://da.state.ks.us/ps/subject/healthquest.htm>

Exercise Room: An exercise room is available in the basement and to your immediate right when you get off of the elevator at the 503 S. Kansas office. This exercise equipment is provided by HealthQuest and is available for use by all state employees. It is to be used only during breaks, lunch, before and/or after work. The exercise room is open during regular building business hours, 7:00 a.m. - 5:15 p.m., Monday through Friday. Your access card is not required for entry. A "Release of Liability" form must be completed by employees and filed with Human Resources prior to using the equipment in the room. There is a voluntary sign-up sheet in the room to track the use of the equipment.

Women's Expressing Stations for Nursing Mothers: Located in the basement level, just off the Exercise Room are two small stations and a sink available for nursing mothers. You must walk through the Exercise Room to access the expressing station. There is a sign to the right of the door clearly marked, "Expressing Station - Women Only".

PROFESSIONAL MEMBERSHIPS

Organizational memberships approved and funded by KDOA are considered KDOA memberships. See Purchases/Supplies section. KDOA does not cover the cost of an individual's professional license.

KANSAS DEPARTMENT ON AGING
EMPLOYEE HANDBOOK
ACKNOWLEDGMENT

Nothing in this document shall be construed as a contract of employment between the State of Kansas and any employee, nor as a guarantee of any employee to be continued in the employment of the State, nor as a limitation on the right of the State to discharge any of its employees with or without cause. The Kansas Department on Aging reserves the right to modify or discontinue the information at any time.

My signature below indicates that I have received a copy of the Kansas Department on Aging Employee Handbook.

I acknowledge that I have read the policies and understand them.

Print Name _____

Signature _____

Date _____

Kansas Department on Aging

Information Privacy and Security Acknowledgement

(This form shall be signed following the required trainings.)

I UNDERSTAND MY RESPONSIBILITIES AS A KDOA EMPLOYEE IN SAFEGUARDING THE CONFIDENTIALITY OF PROTECTED INFORMATION, AND IN PRESERVING THE SECURITY OF MY WORKPLACE AND THE INFORMATION SYSTEMS TO WHICH I AM GRANTED ACCESS. “PROTECTED INFORMATION” INCLUDES, BUT IS NOT LIMITED TO, ANY PERSON’S INDIVIDUALLY-IDENTIFIABLE HEALTH INFORMATION IN ANY FORM, INCLUDING ORAL, WRITTEN AND ELECTRONIC.

As a condition of (a) being granted access to State of Kansas information systems, indicated by assignment of login credentials (user name, password, digital signature certificate, and/or a security token device), and/or (b) being granted authorization to access any form of protected information, I agree to observe these terms and requirements:

I have read and understand the Information Security portion of the KDOA Employee Handbook. I will, to the best of my ability, comply with the Department’s policies, procedures and standards for information privacy and security. I will, to the best of my ability, keep informed of these policies, procedures and standards as they change over time. If any Information Security directives or practices are unclear to me, I will seek explanation from my supervisor, designated trainers, and/or the Information Services Help Desk.

I understand that access to State of Kansas information systems is a privilege which may be changed or revoked at any time, depending on needs of the State and my own compliance with required security practices. My access to State of Kansas information systems will be terminated upon the end of my State employment, or upon termination of the business contract under terms of which my access was granted. I further understand that continued permission to use information systems relevant to my job may be a condition of employment.

My personal password and digital signature certificate, if assigned, are equivalent to my legal signature. I will not disclose my individual password(s) to anyone, or knowingly allow anyone access to a state information system using my personal password(s). I will take precautions to prevent my password(s) from being discovered by anyone else. I will periodically change my password(s) according to standards and procedures established by the Department.

I will not attempt to discover or use another person’s login credentials, as defined above, to access any State of Kansas information system.

I am responsible and accountable for all information entered in a system, changes to information, and/or retrievals of information performed with my assigned user name and associated password(s), whether by my own action, or by another as a consequence of my intentional or negligent act or omission.

If I suspect that the confidentiality of my password(s) may have been compromised, I will immediately notify the Information Services Help Desk, notify my supervisor, and change the suspect password(s).

(continued)

I will not leave unattended any computer, computer terminal or communications device which has an unprotected, active session based on either my personal login credentials, or shared login credentials limited to a specific workgroup. Instead, I will either log out, restart the computer, or activate a password-protected screen-saver program.

Upon observing any apparent lapses or breaches in security protections for my workplace or any State of Kansas information system, I will promptly report the circumstances to the KDOA Information Services Help Desk.

I will neither request nor deliberately access any protected information which is beyond the scope of my job. I will request and/or deliberately access within-scope protected information only to the extent needed in the course of performing my assigned duties.

I will not disclose any protected information to persons known or unknown, unless required to do so in the official capacity of my employment or contract, and then only in compliance with Departmental policies and procedures for limiting and documenting such disclosures. I understand that I have no rights or ownership interest in protected information held by the State of Kansas.

I understand that unauthorized disclosure of protected information to which I am granted access in the course of my employment/contract with KDOA is prohibited indefinitely, even after termination of my employment or business affiliation with KDOA.

I understand that my use of any State of Kansas information system may be monitored to ensure my compliance with applicable policies and procedures.

I understand that if I violate any of the terms and requirements listed above, I may be subject (a) to disciplinary action including, but not limited to, limitation or loss of access privileges to protected information and/or information systems; termination of employment; or termination of contract; (b) to civil legal action for monetary damages and/or injunction; or (c) criminal prosecution, if warranted.

Employee Name (printed): _____

Commission / Unit: _____

Employee Signature: _____ Date: _____

(This form shall be signed following the required trainings.)