



Effectively Utilizing K-State Policies and University Handbook

K-State Supervisory Foundations
Pillar I: Establishing Your
Supervisory Foundation

Introductions

- Name
- Department
- How long have you worked for Kansas State University?
- How long have you been a supervisor?

Stand Up If...

- You learned something new from the prerequisite online trainings.
- You can name 6 different types of leave available.
- You can name the two requirements to qualify for FMLA.
- You know how to start a conversation about the Interactive Process.
- You can name one of the 3 tests for FLSA exemption.
- You know who are mandatory reporters of discrimination/harassment allegations.



Learning Objectives

- Demonstrate an understanding of K-State employment policies and University Handbook.
- Locate K-State employment policies when needed
- Utilize K-State employment policies equitably across all employee types in various situations
- Establish “Swim Lanes” – What situations can supervisors handle, what needs to be passed on to Human Resources



Employee Benefits & the Family Medical Leave Act

Human Resources
Benefits

Kati Wolfgang, Director

Maiah Diel, FMLA & Leave Specialist

Objectives

- Identify employee benefits that support your team
- Explore K-State's leave programs
- Be familiar with FMLA Centralization & Standardization
- Recognizing FMLA & your role in the FMLA process.
- Review case studies related to FMLA

Benefits Overview



Insurance

Retirement & Voluntary Savings

Tuition Assistance

Worker's Compensation

Leave Programs

FMLA

Leave Programs

Vacation



Personal time off

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Leave Programs

Vacation

Sick

Employee or family member's
medial leave or appointments

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Maximum of 6 days of leave,
dependent on travel time and
relationship with the employee

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Qualifying employees may receive donations of leave when they experience a serious, extreme or life-threatening injury, impairment or physical or mental condition, either personally or by a family member after 6 months of employment.

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Employees who earn leave but who have depleted all their own leave balances may be granted advanced leave for medical absences to a maximum of 80 hours.

Future sick and vacation leave will be adjusted as earned against the amount of leave advanced until leave returned equals leave advanced.

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Eligible employees may receive up to 8 work weeks of paid leave (primary caregiver) or 4 work weeks of paid leave (secondary caregiver) following the birth, adoptive placement of a child under age 6, and placement of a foster child of any age.

Leave must be used within 12 weeks of the date of birth or placement.

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Has specific provisions for an employee to be approved.
Contact HR.

Leave Programs

Vacation

Sick

Bereavement

Shared

Advanced

Parental

Leave Without Pay

Family Medical Leave Act

Federally protected time off

Family Medical Leave Act



Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Qualifying Events

- Twelve workweeks of leave (480 hours) in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee’s spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Things To Consider



Leave Usage
on FMLA

Intermittent
vs.
Consecutive

Overlapping
Leave
Programs



FMLA Centralization

Why is this process improvement important?

The decentralized approach to FMLA was risky.

- Multiple employee touchpoints
- Role and responsibility duplication
- Record keeping and tracking
- Return-to-work/coordination
- Privacy and employee discipline

Roles Within the FMLA Process

Employee

Department HR Representative

Supervisor

HR Benefits

- Does not have to explicitly request FMLA.
- Cannot 'opt-out' of FMLA.
- Ensures health care provider paperwork is completed upon request from HR.
- Must follow normal call out procedures.
- Maintains communication with HR and/or department throughout the process.

Roles Within the FMLA Process

Employee

Department HR Representative

Supervisor

HR Benefits



- Partner with supervisors and employees to identify the need for FMLA
- Report any potential FMLA events to the FMLA Specialist and provide requested details.
- Track employee's absences related to the FMLA event and report to the FMLA Specialist.
- Does not have access to FMLA medical documentation nor employee's diagnosis.

Roles Within the FMLA Process

Employee

Department HR Representative

Supervisor

HR Benefits

- Communicate with HR Liaison regarding employee's need for leave pertaining to an FMLA qualifying event.
- Notify HR Representative(s) if an employee is absent for 3+ days for reasons outside of personal/vacation leave.
- Facilitate open communication with employee regarding protected leave.
- Does **not** have access to FMLA medical documentation nor employee's diagnosis.

Roles Within the FMLA Process

Employee

Department HR Representative

Supervisor

HR Benefits

- Verifies eligibility.
- Completes federally regulated paperwork and communications.
- Communicates FMLA Designation details with the Supervisor and department's HR Representative(s).
- Counsels' employees, HR Representative(s), and Supervisors on the FMLA process as needed.
- Coordinates with other central HR partners when needed.

Scenario One

Your employee has been off intermittently for sick and/or vacation leave over the last few months. They seem to take leave on a regular schedule. When you inquire on the regularity of their schedule, they indicate they have been seeing a doctor regularly for a condition. That is all the information they provide, what do you do?

Scenario Two

One of your employees tells you that another employee disclosed a recent serious medical diagnosis to them. They asked the employee not to tell anyone because they don't want people to feel sorry for them or make a big deal about it. The employee tells you because they think it is important for you to know. What do you do next?

In Summary

The PPM is a
valuable
resource

Always
collaborate
with HR

FMLA is a
benefit, but it
is also a law!



Americans with Disabilities Act Amendment Act (ADA/ADAAA) How to Manage Accommodation Requests

Human Resources

Employee Relations & Engagement

Maggi MB Denton, Deputy ADA Coordinator

Emily Everts, Accommodations Specialist

Check In

What is an example of a disability?



What is a Disability?

Equal Employment Opportunity Commission (EEOC) Definition

1. Physical or mental impairment that substantially limits one or more major life activities.
2. a record of such an impairment; or
3. being regarded as having such an impairment.

Poll Question

An employee tells you that he has serious health condition and cannot do portion of his job. What should your initial response be?



What is a Reasonable Accommodation?

- Any change in the work environment or in the way things are customarily done that enables an individual with a disability to perform the essential functions of their job.
 - Can cover things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and enjoy benefits such as access to facilities and events.

Who has what role during the accommodation process?

- Interactive = both the employer and employee

Why make accommodations?

- If employer fails to cooperate, may face a claim for
 - “failure to engage in ADA interactive process”
 - “failure to accommodate”
 - “failure to make good faith efforts to comply”claims for punitive damages for ADA obligations.

Poll Questions

What phrases an employee might say that will trigger the interactive process?





Engaging Interactive Discussion

1. Stay focused on the essential functions of the job
2. Be proactive vs reactive
3. Focus on the “How” versus “Why”
4. Must respond quickly to request for accommodation
 - **How can I help you perform your job?**

Meeting to Engage Interactive Process

FIRST STEP

- Identify essential job functions
- Ask employee for their input



Meeting to Engage Interactive Process

SECOND STEP

List restrictions and limitations identified on RAR form

- Specific essential functions employee is unable to perform
- Ask employee if it is accurate



KANSAS STATE
UNIVERSITY

The American Disabilities Act (ADA) Coordinator assists applicants, employees, hiring officials, supervisors and managers in determining the essential functions of jobs and obtaining documentation of functional abilities and limitations, unless the limitations are obvious; researching and obtaining documentation of possible accommodations; and selecting an effective accommodation. The ADA Coordinator works with Student Access Centers to ensure that students receive academic accommodations and with program sponsors to ensure that programs and activities are accessible.

PART I: REASONABLE ACCOMMODATION REQUEST FORM

This form is to be completed by Applicant/Employee (sometimes referred to as "requestor"), or Supervisor/Administrator to assist in a reasonable accommodation request. The form should be submitted to the Employee Relations, 103 Edwards Hall, 1810 Kerr Drive 785.532.6277 TRS: 711. Use of this form is not required to initiate a request. Requestors' use of this form is strongly encouraged, as it is provided as a tool to aid in the reasonable accommodation process. If the requestor does not complete the form, the ADA Coordinator may complete the form on the requestor's behalf after having been notified of a request.

PART II: HEALTH CARE PROVIDER FORM

If a requestor's disability and/or need for accommodation are not obvious or already known (e.g., from a previous request) to the University, the University is entitled to ask for and receive medical information showing that the requestor has a covered disability that requires accommodation. In those circumstances this form is to be completed by the appropriate health care professional. It is the responsibility of the requestor to see that this form is completed and submitted to Human Capital Services, Employee Relations, 103 Edwards Hall, 1810 Kerr Drive, 785.532.6277 TRS: 711. After receipt, and as part of processing the request (Part III), the ADA Coordinator will explain what additional information is needed from the professional, if any. The requestor should then ask his/her health care professional for the missing information, and the requestor shall provide it to the ADA Coordinator.

PART III: PROCESSING THE REQUEST

The ADA Coordinator shall contact the Applicant/Employee and, if necessary, the Supervisor/Administrator or other University official. The ADA Coordinator will consult with an employee's supervisor to gather relevant information necessary to respond to a request and to assess whether a particular accommodation will be effective. The individual requesting the accommodation must communicate with the ADA Coordinator about the request, the nature of the problem generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting the individual's needs. The ADA Coordinator also may require that the requestor undergo an independent medical examination. The ADA Coordinator shall maintain confidentiality and only share information on a need to know basis or as otherwise permitted by applicable law. The University will process requests and, where appropriate, provide accommodations in a reasonable timeframe.

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Meeting to Engage Interactive Process

THIRD STEP

1. How can we help you perform the job?
2. What is it that you may need in order for you to do your job effectively?



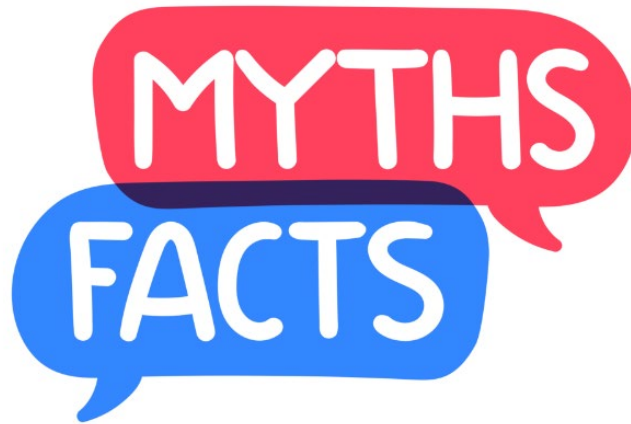
Poll Question

One of the employee's restrictions/limitations: Need to have sitting breaks for 10-15 minutes each hour as needed throughout the 8 hour work day. Is this a reasonable accommodation?



Poll Question

Employer must give what the employee requests as an accommodation?



Final Step

- Follow up in writing to employee
- Check-In with employee
- Keep medical records and accommodation documentation confidential and in a file separate from other personnel records

It's Not About The Nail

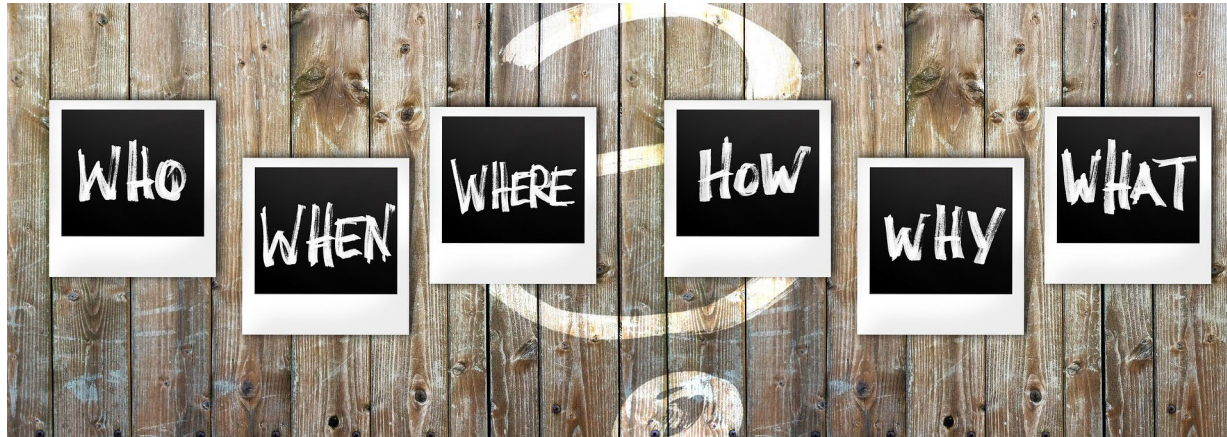


Final Thoughts

- Careful in making assumptions about a disability
- Listen
- Avoid detailed and lengthy discussion about the disability
- Reserve your personal judgments and opinion about the condition
- Do not diagnose or attempt to substitute your own judgment or terminology
- Be respectful
- Be helpful

**Be yourself as long as yourself
is a GOOD Self**

Questions & Answers





Fair Labor Standards Act (FLSA): Content Recap & Real-World Applications

Human Resources

Compensation & Organizational Effectiveness

Marci Ritter

Meet our Team

COE Services

- Position Management
 - Recruitment
 - Update
 - Market Review
 - Reclassification
 - FLSA Status
- Compensation Management
 - Pay changes for staff positions
 - KSU Pay Structures
- Organizational Effectiveness
 - Consultation for reorganizations and position structuring



Marci Ritter
Manager



Emma McElhane Parsley
Compensation Analyst



Bekkah Landoll
Compensation Analyst



Sarah Coomer
Talent & Comp. Services Coordinator

Overview

- Recap of online training
- Practical applications
- Your role as a supervisor
- Additional resources

What is FLSA?

The Fair Labor Standards Act (FLSA) was passed in 1938. It set standards for child labor, minimum wage and overtime pay. Since the passage of the Equal Pay Act in 1963 as part of the FLSA, the Act also prohibits gender-based wage discrimination.

Key Terms

Overtime

Compensatory
time

Non-exempt

Hours Worked

Exempt

De minimis

Workweek

Flexible work
arrangements

FLSA Basics

Non-exempt

- **Not** "exempt" from earning overtime - earns overtime or comp time when more than 40 hours are worked in a workweek
- At K-State, non-exempt employees are paid on an hourly basis
- ✓ **Compliance Priority** – documenting and compensating all hours worked

FLSA Basics

Exempt

- "Exempt" from earning overtime - does not earn overtime or comp time when more than 40 hours are worked in a workweek
- At K-State, exempt employees are salaried
- ✓ **Compliance Priority** – correctly determining exemption eligibility

How do we determine exemption?



*Subject to change based on Department of Labor updates



News

- The Department of Labor issued an updated final rule in April.
- Two tiers of threshold updates:
 - July 1, 2024 - \$43,888
 - January 1, 2025 - \$58,656
- HR works with departments to address impacted positions.



Exemption Test Example

Administrative Employee Exemption

To qualify for the administrative employee exemption, all of the following tests must be met:

- ✓ The employee must be compensated on a salary basis at a rate not less than the defined salary threshold
- ✓ The employee's **primary duty** must be the performance of **office or non-manual work** directly related to the **management or general business operations** of the employer or the employer's customers; and
- ✓ The employee's primary duty includes the exercise of **discretion and independent judgment** with respect to **matters of significance**

Key Terms

Overtime

Compensatory
time

Non-exempt

Hours Worked

Exempt

De minimis

Workweek

Flexible work
arrangements

Hours Worked

Meals

- Must be at least 30 minutes
- Completely relieved of work responsibilities



Hours Worked

Break periods

- Compensable if under 20 minutes





Hours Worked

Travel and training for Non-Exempt Employees

- Travel time
- Training programs, lectures and meetings
 - Attendance is required
 - Training/lecture/meeting directly related to the employee's job
 - Work is performed during the event

Travel and Training Scenarios





Travel and Training Scenario #1

You have a non-exempt employee, Sally, who is scheduled to work from 9am to 5:30pm with a 30-minute unpaid lunch break from 12pm to 12:30pm. Last week Sally worked through her lunch breaks in order to meet a deadline. You are aware of this practice and have taken no action to stop it.

Should Sally be paid for the time she worked during her lunch breaks? What are your next steps?



Travel and Training Scenario #2

One of your non-exempt employees, Jack, will be traveling to work at K-State's Olathe campus for the day. His regular working hours are 8am to 5pm but he is needed in Olathe from 9am to 4pm. While he is on the Olathe campus, he is expected to attend a lunch & learn related to his position.

Jack leaves Manhattan at 7am and returns home from Olathe at 6pm. How many hours are compensable?



Travel and Training Scenario #3

Gabriella regularly works from 8am to 5pm Monday through Friday. This week she will be traveling to another location and staying overnight for a 2-day training.

She leaves Friday at 8am, arrives at 10am and is in training until 5pm. Gabriella's training starts at 8am the next morning and she arrives home at 3pm. Gabriella took an hour lunch break both days.

How many hours are compensable?



Managing Time Flexibly

- Non-exempt = earns overtime or comp time if more than 40 hours worked in a workweek.
- Departments may offer a flexible schedule in a week when work is needed outside regular schedule.
- **Must be done in same workweek.**
- Must be applied equitably within the department.
- Decision for flex time is not up to the employee, must be arranged with supervisor.
- No “special” arrangements.



A Flex Time Scenario

Denzel works his regular 8 am-5 pm schedule with a one-hour lunch break 12-1 pm Monday-Wednesday.

On Thursday, Denzel assists with a recruitment event that starts with 6:30 am setup and ends at 7 pm with tear down taking an extra 30 minutes. A friend brought Denzel a sandwich so he could continue to greet visitors to the event during the lunch hour.

Denzel's supervisor has approved letting Denzel flex the extra time on Friday. How many hours will Denzel work on Friday?

Risks of Non-compliance



Risks of Non-compliance

Organization	Violation	Settlement
MetLife	Unpaid overtime	\$50 million
T.G.I. Friday's	Minimum wage violations, unpaid overtime, work without pay	\$19.1 million
T-Mobile	Off-the-clock work, unpaid overtime, missed meal and rest breaks	\$19 million
Shoreline Building Services	Overtime violations, improper record keeping	\$10,000
University of New Mexico	Unpaid overtime	\$2 million

Fill in the Blank

In addition to the salary basis and salary threshold, FLSA status is determined based on _____.

- a. the position job title.
- b. the position duties.
- c. the department's preference.

True or False?

All unclassified positions are exempt, and all USS positions are non-exempt.

- a. True
- b. False



Apply Your Knowledge

Taylor's department has a big project due and Taylor, who is a non-exempt employee, has agreed to stay late on Wednesday to help finish the project. Which of the following is not an option for managing Taylor's time this week?

- a. Taylor can volunteer his time Wednesday evening.
- b. Taylor's supervisor can approve flex time for later in the week.
- c. Taylor can record the hours worked and receive overtime pay or compensatory time.

True or False?

If a job regularly requires working variable hours on evenings and weekends, it is likely exempt.

- a. True
- b. False

Fill in the Blank

If overtime is not approved, _____.

- a. time worked can be banked for later use through a special arrangement with the supervisor.
- b. it does not have to be paid.
- c. it must be paid.
- d. the employee can decide to take extra long lunches to make up the time.

As a supervisor...

- ✓ Make sure your staff's position description (PD) accurately reflects their actual job duties.
- ✓ Familiarize yourself with PPM 4220.
 - ✓ Hours of Work, Overtime, Overtime Pay and Compensatory Time
- ✓ Ensure your department has clear overtime (or comp time) rules and that your employees are aware of them. Do non-exempt employees have PER-34's on file?
- ✓ If possible, be flexible. If an employee works late one day, let them leave early another day that week.

Need help?

- [Human Resources – FLSA & Overtime](#)
- K-State’s PPM 4220: Hours of Work, Overtime, Overtime Pay and Compensatory Time
- Department of Labor
 - Fact Sheet #17A: Exemption Under the FLSA
 - Fact Sheet #22: Hours Worked Under the FLSA
- Contact the Compensation team at hrcomp@ksu.edu



Questions





Sexual Harassment and Anti-Discrimination

Justin Frederick, Director (he/him)
Title IX Coordinator
Office of Institutional Equity

Housekeeping

- Content warning
- Titles/roles in the process (reporting party, complainant, respondent, witness)

PPM 3010

- PPM 3010 covers discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited.
- This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in University-sponsored programs or activities.



PPM 3010 Process & Your Role

Step 1: Initial Complaint or Report

Step 2: Initial Determination Regarding Jurisdiction and Validity

Step 3: Formation of the Administrative Review Team (ART)

Step 4: ART's Initial Evaluation of the Complaint

Step 5: Formal Written Complaint

Step 6: Investigation

Step 7a (Title IX): Review of Evidence, Report, and Live Hearing

Step 7b (Nondiscrimination): Determination and Written Report

Step 8: Appeal



Scenario #1

Employee A comes to you and states they have an issue with a fellow coworker, Employee B.

Employee A states they think Employee B is difficult to work with and stifles collaboration with their abrasive communication style. Employee A feels uncomfortable working with Employee B and requests that you intervene. Employee A requests to not be on any departmental projects with Employee B due to their discomfort.

Scenario #2

Employee A volunteered and formally requested to be on a new departmental committee. They were not placed on the committee they requested. Rather, they were placed on another committee that they have been on for the last three years.

Employee A contacts you and requests to visit about their dissatisfaction with committee placements.

During the conversation, Employee A asks if you did not place them on the committee they requested because they are a new parent. Employee A continues by stating they think your decision was based on their status.

Scenario #3

Employee A requests to visit with you regarding a private matter. During the 1:1, Employee A states they are struggling with their mental health and just want you to be aware they are trying their best to meet expectations and deadlines.

Employee A does not request anything from you and is just making you aware of what is happening for them in the present.

Following the meeting, you decide you want to help Employee A. You remove them from two committees they are on, and you have told them to take some time off to consider mental health resources available to them in the area.

Mandated Reporter/ Responsible Employee

Are you a responsible employee?

There are two categories of Responsible Employees that are required to report information to the Office of Institutional Equity:

Administrators and Supervisory

- Administrator Responsible Employees are management level personnel. This typically includes department and unit heads, directors, and equal or higher-ranking administrators. Administrator Responsible Employees must report all potential prohibited conduct in any university employment program or activity, regardless of their lack of personal supervisory responsibilities over the Complainant or Respondent.
- Supervisory Responsible Employees are personnel with authority over other employees or students (such as day-to-day management of employee tasks or hiring and firing responsibility) or with authority over a particular university environment (such as responsibility for a classroom or floor of a residence hall). Supervisory responsible employees are only required to make reports to OIE within their area of supervisory responsibility, but they are strongly encouraged to report all potential prohibited conduct of which they might be aware.

Quick Tips!

DO:

- Thank the person for seeking support
- Inform the person of your reporting obligation as soon as possible
- Ask the person if they feel safe now – if not, what do they need to feel safe immediately?
- Check in with yourself
- Offer to connect the person with resources
- Follow reporting protocol as required

DON'T:

- Don't try & “solve” the situation on your own – you must report
- Don't ask “why” questions
- Don't be directive
- Don't ask invasive/”intake” questions
- Don't use language they're not using
- Don't discuss confidentiality with an involved party; these matters are complex and these types of conversations should occur with the OIE

Other items to remember:

- You are not obligated to contact University Police, Counseling Services, CARE, etc. ***unless the person requests it***; you ***are*** obligated to contact OIE and notify OIE of all information you have received
- Reports to OIE ***can and should*** be made at any time, including times when you're “***off the clock***” and you become aware of an OIE matter which involves at least 1 person who is affiliated with Kansas State University in any capacity; keep in mind this includes visitors, applicants, candidates, staff, faculty, students, whether part-time staff/faculty or concurrently enrolled students; this also includes high school students who have already been admitted and/or enrolled as a new student, but may have not have graduated high school yet

How Do I Report?

You can report an incident by:

1. Calling OIE at (785) 532-6220
2. Stopping by OIE in person: 220A Kedzie Hall
 - Monday-Friday 8am-5pm
3. Sending an email directly to
 - equity@ksu.edu
 - frederick@k-state.edu
4. Completing an online incident report-- link located on OIE and HR websites



If you have any questions or concerns, please contact the Office of Institutional Equity at 785-532-6220 or equity@ksu.edu.

Background Information (Note: If you are a mandatory reporter, you must complete this section)

Your full name/Organization:

Your position/title:

Your phone number:

Your email address:

Your mailing address:

Parties Involved **(Required):**

[Learn more](#)

Date of incident **(Required):**

Time of incident:

Location of incident **(Required):**

[Online Reporting Form](#)



Non-Confidential Resources

- Office of Institutional Equity
- K-State University Police Department *(criminal process is separate from ours)
- Riley County Police Department *(criminal process is separate from ours)
- U.S. Department of Education – Office of Civil Rights

Confidential resources

- **K-State Counseling and Psychological Services**

<https://www.k-state.edu/counseling/>

lower level of Lafene Health Center Building

Phone: 785-532-6927

- **Employee Assistance Program (EAP)**

EAP counselors are available 24/7 at 1-888-275-1205 (option 1) to provide immediate care, concern, and assistance because life's questions don't always come between 8 and 5. TDD/TT 800-697-0353.

<https://www.k-state.edu/hcs/benefits/total-rewards/eap.html>

- **Center for Advocacy, Response, and Education (CARE)**

<https://www.k-state.edu/care/>

206 Holton Hall – ksucare@k-state.edu

Phone: 785-532-6444

QUESTIONS?

Equal opportunity to

LEARN, WORK, AND CONTRIBUTE



University Handbook

Karin Westman, Dept Head, English
for

Tanya Gonzalez, Acting Associate Provost for
Institutional Effectiveness, Office of the Provost

Poll

- How frequently have you consulted the University Handbook?



The screenshot shows the top navigation menu of the Kansas State University website. The menu items are: Faculty and staff home, Course catalogs, Human Capital Services, Institutional Equity, Provost, Information Technology Services, K-State Today, Policies and procedures, For University Support Staff, University Support Staff Senate, For Unclassified Staff, Faculty Senate, University Handbook, Department Head's Manual, Employee resources, and Employee Self-Service. A blue arrow points to the 'University Handbook' link. Below the menu is a video player with the title 'Leading by example | The Wildcat ...' and a play button. The video player has 'Watch later' and 'Share' buttons. Below the video player is the 'Academic resources' section, which includes links for 'Academic calendar' and 'Academic calendar'.

Faculty and staff home

- Course catalogs
- Human Capital Services
- Institutional Equity
- Provost
- Information Technology Services

K-State Today
Daily news and announcements

Policies and procedures

For University Support Staff

University Support Staff Senate
Membership, meetings, subcommittees, and more

For Unclassified Staff

Faculty Senate
Membership, schedules, policies, and reports

University Handbook
Provides a description of K-State, its nature, and the role of K-Staters in the university community's activities.

Department Head's Manual

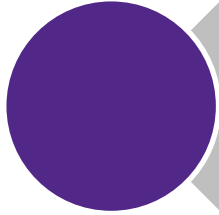
Employee resources
Employee Self-Service

Academic resources

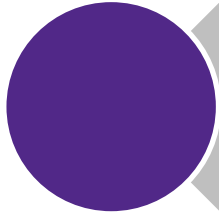
Academic calendar
K-State's academic events



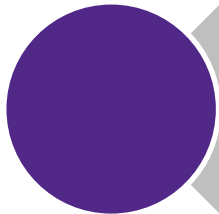
Overview



Purpose and History



Types of Information



Using the Handbook

Purpose and History

- Purpose

- Provides “a description of K-State, its nature, and the role of K-Staters in the university community's activities.”
- “Unless otherwise specifically noted, the contents of this handbook will be considered standard policy by the faculty and unclassified professionals and administration. Procedures and regulations, along with privileges and responsibilities, are presented for ready reference.”
- “These policies apply to faculty and unclassified professionals.”
- References the PPM in its text and links

Purpose and History

- History
 - In the 1980s, known as the Faculty Handbook; by early 2000s, as the University Handbook
 - By the late 2000s, available only online
 - Archive of changes to the Handbook since 1995 available for review
 - Designated process for additions and revisions

Types of Information

- Table of contents
 - <https://www.k-state.edu/provost/universityhb/>
- Sections A – K
 - Examples: Section D “Privileges, Benefits, Responsibilities” and Section F “Instruction – Academic Procedures”
- Appendices A – X
 - Examples: Appendix A “Standards for Notice of Non-Reappointment” and Appendix X “Social Media Policy Procedures”

Using the Handbook

- Table of contents
 - <https://www.k-state.edu/provost/universityhb/>
- Search Tool
 - <https://www.k-state.edu/provost/universityhb/search.html>
 - Example: “annual evaluation” for unclassified professionals and faculty
 - Note: Evaluation guidelines for USS employees located in the PPM ([4080](#))



Frequently Consulted Sections

- Section C “Faculty Identity, Employment, Tenure”
 - “Section C refers to unclassified professionals and faculty. While some questions of identity and employment are identical for the two groups, differentiation exists in some instances; and tenure policies apply exclusively to faculty....”
- Appendix S “Kansas State University Policy on Conflict of Interest, Conflict of Time Commitment, Consulting and other Employment”
 - “Conflicts of interest and time commitment are endemic to the modern university. These conflicts are a consequence of the many and varied roles that university members play....”



Assistance Using and Interpreting the University Handbook

- The Office of the Provost
 - Tanya Gonzalez, Acting Associate Provost for Institutional Effectiveness
- Office of General Counsel
- Dean or Department / Unit Supervisor
- Human Resources

Questions?

- Karin Westman
 - Department of English, westmank@ksu.edu
- Tanya Gonzalez
 - Office of the Provost, tgonzale@ksu.edu