

K-STATE SUPERVISORY FOUNDATIONS

EFFECTIVELY UTILIZING K-STATE POLICIES AND UNIVERSITY HANDBOOK

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KANSAS STATE
UNIVERSITY

Human Resources

KANSAS STATE UNIVERSITY

EMPLOYEE BENEFITS

Welcome to Kansas State University! When you join the K-State family, you gain access to a variety of benefits that make your life a little better. We truly believe that our employees are the university's greatest assets, and we take pride in ensuring you work in a positive, responsive environment that prioritizes your needs. Benefit-eligible employees are employees in a non-temporary position hired for 0.5 FTE or greater.

If you have any questions about the benefits listed below, please contact Human Resources for more information.
k-state.edu/hr/benefits

YOUR HEALTH

Health insurance — You can select from a variety of medical insurance plans, including prescription, dental, vision, and voluntary supplemental plans. Coverage begins on the first day of employment.*

Flexible spending accounts (FSA) — You may select pretax payroll deductions for qualified health expenses for you and your dependents. Dependent care FSA for qualified dependents is also available.*

Health savings accounts (HSA) — Savings account available to employees enrolled in a medical insurance plan considered a High Deductible Health Plan (HDHP). You may contribute pre-tax payroll deductions to this account to be used for qualified health expenses for you and your dependents.

Health and wellness — HealthQuest, a state of Kansas program, provides health and wellness services, some of which may lower employee health insurance premiums.

YOUR BENEFITS & DISCOUNTS

Workers compensation — You are covered at any location at which you are working for the university.

Long-term disability — You are covered by long-term disability insurance as of the first day of hire.

Teachers and Employees Association (TEA) Short-term disability — Voluntary short-term disability benefit that provides a weekly benefit amount if you cannot work because of a disabling illness or injury.

AFLAC policies — Optional insurance policies are available to you through a partnership with AFLAC and the K-State Credit Union.

Employee assistance program — You have access to a variety of resources to help you and your family members through life events.

Employee perks — Various university departments provide employee perks. These include, but are not limited to, K-State Athletics, Recreational Services and Colbert Hills Golf Course.

State Thanks and Recognition, STARS — This program is sponsored by the state of Kansas and provides a variety of discounts to employees.

**See footnote on back page*

YOUR TIME

Vacation leave — You will accrue eight hours of vacation time per pay period, with adjustments for part-time employment, not to exceed 176 hours per year and to a maximum accrual of 304 hours. Faculty on nine-month contracts do not earn vacation leave.

Sick leave — You will earn 3.7 hours of sick leave per pay period. Leave is adjusted based on the number of hours worked in a pay period.

Holidays — You receive paid holidays, as designated by the state of Kansas.

Special leave — Other leave is available for qualified events, including funeral/bereavement leave, parental leave, military leave, or Family Medical Leave entitlements.

YOUR FUTURE

Kansas Board of Regents Mandatory Retirement Plan (Unclassified/Faculty) — You may choose between two providers, VOYA Financial and TIAA. After a one-year waiting period, you contribute 5.5 percent of your pretax salary to your retirement account, with an additional 8.5 percent of your salary contributed by the university.* †

Kansas Public Employees Retirement System (University Support Staff) — In this mandatory retirement program, you contribute 6 percent of your pretax pay. Coverage begins at your date of hire. *

Voluntary 403(b) plans — Choose from multiple providers and make employee-only contributions through a pretax and/or after-tax payroll deduction.

Learning Quest Education Savings Program, 529 — An excellent way to save for education expenses, the plan allows earnings to accumulate on a tax-deferred basis and distributions are tax- and penalty-free when used for qualified education expenses.

† Some employees may be eligible for a waiver of the waiting period. See k-state.edu/hr/benefits for more information.

*Many benefits have deadlines for enrollment for new employees. Please see the HR Benefits website, k-state.edu/hr/benefits, for more information regarding deadlines and enrollment FAQs.

YOUR EDUCATION

Employee tuition assistance — The university provides tuition assistance for one undergraduate or graduate course of up to three hours of credit during each fall, spring and summer semester. Additional criteria applies. Please see the student financial assistance website for more information.

Dependent/spouse tuition assistance — Full-time students may receive a tuition grant for up to seven undergraduate credit hours or three graduate credit hours per fall and/or spring semester. This assistance is available for full-time (0.9 FTE or above), benefits eligible, regular (non-term) appointments. Please see the student financial assistance website for more information.

Deferred compensation, 457 — A supplemental retirement savings option where you may make contributions on a pre-tax or after-tax basis.

Basic life insurance — The university provides an amount equal to 150 percent of your annual compensation. You may name the beneficiary of this benefit.

KPERS optional life insurance — You are eligible for a guaranteed issue if enrolled within 30 days of hire and may purchase coverage at any time for you or your spouse, subject to underwriting approval. Coverage for dependents is also available. *

Teachers and Employees Association (TEA) Optional life insurance — This plan provides a guaranteed issue if enrolled within 30 days of hire. Coverage is available at anytime to purchase for you or your spouse, subject to underwriting approval. Coverage for dependents and will preparation is also available.*

Learn more:
Human Resources
785-532-6277
benefits@k-state.edu

Contact Us... Anytime, Anywhere

No-cost, confidential solutions to life's challenges.

Confidential Emotional Support



Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions



Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance



Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources



Our financial experts can assist with a wide range of issues. Talk to us about:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Online Support



GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

Your Employee Assistance Program offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 888.270.8897

TRS: Dial 711

Your toll-free number gives you direct, 24/7 access to a GuidanceConsultantSM, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: [guidanceresources.com](https://www.guidanceresources.com)

App: GuidanceNowSM

Web ID: SOKEAP

Log on today to connect directly with a GuidanceConsultantSM about your issue or to consult articles, podcasts, videos and other helpful tools.

24/7 Support, Resources & Information

Contact Your Employee Assistance Program

Call: 888.270.8897

TRS: Dial 711

Online: [guidanceresources.com](https://www.guidanceresources.com)

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Web ID: SOKEAP

ADA CASE STUDY

Charlotte reveals that she has a hard time doing some of her work. She asks if another custodial could take the trash out. She also reveals that she has difficulty getting to work on time due to a medical condition. She is also requesting to start her shift at 6:30 a.m. instead of 6:00 a.m.

Essential Job Responsibilities:

- Daily vacuum, use auto floor scrubbers;
- Weekly use the high-speed burnishes; riding vacuum
- Monthly use the low-speed buffer, pressure washer, wet/dry vacuum, carpet extractor;
- 50 pounds unassisted on a repetitive basis daily;
- Stand strain for long hours;
- Work inside and outside varying climate conditions;
- Remove snow and ice;
- Vacuum and extract carpeted areas;
- Clean tile floors;
- Wet mop stains and spots on tiled floors;
- Empty trash;
- Dust furniture, blinds, etc.;
- Clean glass, ledges, chalk, and dry marker boards;
- Clean restrooms;
- Clean hallways, stairways, elevators, entrances, and exteriors;
- Floor maintenance strip and scrub clean;
- Use chemicals;
- Bend, stoop, squat, and crawl;
- Push, pull, repetitive daily;
- Clean windows.
- Work shift 6:00 a.m. – 2:30 p.m.

Restrictions/limitations noted on Charlotte's Reasonable Accommodation Request form and other medical documentation:

- Lift and carry occasionally 50 pounds
- Start work no earlier than 6:30 a.m.
- Sitting rest breaks for 5 – 10 minute duration as needed throughout the workday

ADA FAQs

Q: When is an employer required to make a reasonable accommodation?

1. A: An employer is only required to accommodate a “known” disability of a qualified applicant or employee. Thus, in most circumstances, it is the responsibility of the employee to request the reasonable accommodation. If the employee does not want to disclose the medical condition, it may be sufficient for the employee to say that he or she has an illness or disability, that the illness or disability causes certain problems with work, and that the employee wants a reasonable accommodation. However, an employer can require medical documentation of the employee’s disability and the limitations resulting from that disability so disclosure may be necessary at some point during the interactive reasonable accommodation process.

2. Q: What if an employer has concerns about an applicant or employee’s ability to do the job in the future?

A: Employers cannot fire or choose not to hire a qualified person now because they fear the worker will become too ill to work in the future. The hiring decision must be based on how well the individual can perform now. In addition, employers cannot decide not to hire qualified people with a disability because they are afraid of higher medical insurance costs, workers’ compensation costs, or the potential for absenteeism.

3. Q: Can an employer consider health and safety issues when deciding whether to hire an applicant or retain an employee?

A: Yes, but only under limited circumstances. The ADA permits employers to establish qualification standards that will exclude individuals who pose a direct threat—i.e., a significant risk of substantial harm—to the health or safety of the individual him/herself or to the safety of others, if that risk cannot be eliminated or reduced below the level of a “direct threat” by reasonable accommodation. However, an employer may not simply assume that a threat exists; the employer must establish through objective, medically supportable methods that there is a significant risk that substantial harm could occur in the workplace. By requiring employers to make individualized judgments based on reliable medical or other objective evidence—rather than on generalizations, ignorance, fear, patronizing attitudes, or stereotypes—the ADA recognizes the need to balance the interests of people with disabilities against the legitimate interests of employers in maintaining a safe workplace.

4. Q: If there is no money in my departmental budget for an accommodation, can the employer deny the accommodation request?

A: Mostly no. It would be difficult to support lack of funding for an accommodation. Creativity does not have to be costly. 31% of accommodations are at no cost.

5. Q: Can an employer refuse an accommodation if they believe it may negatively affect morale?

A: No. As a supervisor, you may get inquiry on why the employee has what they may perceive is special treatment. If you receive inquiries from other employees wanting an explanation for the accommodation, inform employees that the university is acting for legitimate business reasons for which all employees have the same right. You can also inform them they have been excused from performing those tasks or been given permission for a modified work schedule.

6. Q: Can I share employee accommodations with other employees? What if the employee says it is okay?

A: No. The university is committed to protecting employee’s privacy. Sharing that information is on a limited need-to-know basis. It is the employee’s personal decision whether to share the medical information; they have to make that decision on their own. However, let them know by sharing their medical information, they may be removing themselves from the protection of confidentiality. Share that your goal is to support the needs of all employees.

7. Q: How much leave is permitted under ADA?

A: It depends – no per se rules regarding maximum leave permitted. Generally, indefinite leave is disfavored, but employers have an obligation to engage in the interactive process discussion.

Is the leave excessive and does the leave pose an undue hardship?

If leave would pose an undue hardship, reassignment to the positions that are vacant according to the mandated placement policy should be considered.

8. Q: What should happen if an employee has exhausted all FMLA 12-week entitlement, would they still be eligible for additional and/or intermittent leave?

A: Again, It depends – no per se rules regarding maximum leave permitted. Generally, indefinite leave is disfavored, but employers have an obligation to engage in the interactive process discussion.

Under ADA, leave may be extended beyond 12 weeks. Extension of 12 weeks of leave could be a reasonable accommodation under ADA. If leave would pose an undue hardship, reassignment to the positions that are vacant according to the mandated placement policy may be considered.

9. Q: Can the employee be fired if they can no longer do the job even with reasonable accommodation?

A: An employee may be eligible for mandated placement according to PPM 4040. BEFORE considering mandate placement:

Important to note: *Careful with this, it may take employees with disabilities a little longer, however, they still have to meet expectations.

Some of you may want to make a decision from your heart. That's admirable, but be very careful. Do not have to lower standards or productivity. Stay focus on the essential functions.

As with all employees, the university is committed to providing a positive and supportive environment. For disciplinary action for conduct and/or performance, need to follow the disciplinary process in the PPM and/or Handbook.

10. Q: Must an employer provide reasonable accommodation so that an employee may attend a training program?

A: Yes, you must provide reasonable accommodation that will provide employees with disabilities an equal opportunity to participate in employer-sponsored training, absent undue hardship. Whether it is in-house training or training provided by outside entity.

11. Q: Do you have to allow an employee with a disability to work a modified or part-time schedule as a reasonable accommodation, absent undue hardship?

A: Yes, a modified schedule may involve adjusting arrival or departure times, providing periodic breaks, altering when certain functions are performed, allowing an employee to use accrued paid leave, or providing additional unpaid leave. If it poses an undue hardship, have to consider reassignment-mandated placement to a vacant position.

12. Q: Are temporary or intermittent conditions protected under the ADA? For example, flu, pneumonia, an infection, seasonal allergies, sprain, broken bones, etc.

A: No, unless they turn into a long-term medical condition.

ADA

BEST PRACTICES & TIPS

1. Consult with the ADA Coordinator
2. Keep an open mind
3. Realize that many health conditions are subject to the reasonable accommodation obligation
4. Follow up with employee —encourage ongoing communication
5. Act “expeditiously” and don’t ignore
6. Schedule adequate time for the meeting
7. Remain sensitive to confidentiality
8. Treat employees with respect and dignity
9. Hold them to the same standards as all other employees
10. It is the supervisor’s obligation to be proactive
11. Prohibit discrimination
12. Maintain all records
13. Refer to the Employee Assistance Program (EAP)

NOTES

FAIR LABOR STANDARDS ACT (FLSA)

QUICK REFERENCE GUIDE FOR SUPERVISORS

Exempt (salaried)

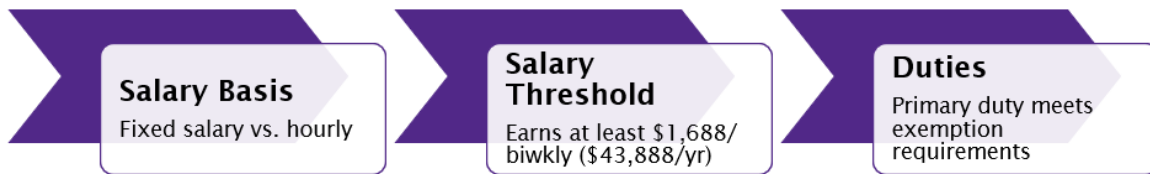
- Does not earn overtime or compensatory time for working more than 40 hours in a workweek
- Must meet the requirements of the FLSA exemptions set by the Department of Labor

Non-Exempt (hourly)

- Earns overtime or compensatory time for working more than 40 hours in a workweek

Workweek	At K-State, “workweek” is defined as Sunday at 12:01 am to Saturday at midnight.
Hours Worked	<ul style="list-style-type: none"> • All hours worked for the benefit of K-State • Short break of less than 20 minutes • Time spent waiting or downtime during the workday • Hours worked beyond the normal schedule (whether approved or not) • NOT commute to work, or meal breaks lasting 30 minutes or more
De minimis	An insubstantial or insignificant period of time outside the scheduled working hours that cannot be practically or precisely recorded, i.e. a few seconds or minutes of work.
Overtime	Pay for working more than 40 hours in a workweek; paid at 1.5x the employee’s regular rate of pay. Paid time off does not count as hours worked for purposes of overtime. (Non-exempt employees only)
Compensatory (Comp) Time	In lieu of paying a non-exempt employee for overtime worked, employees may earn compensatory time off at the rate of one and one-half hours for each hour of overtime worked. Accepting comp time in place of overtime pay is at the employee’s discretion. Comp time may be accrued up to a maximum of 120 hours.
Flexible Work Arrangements (Flex Time)	A way to help provide scheduling flexibility to employees and potentially avoid overtime/comp time. For instance, an employee may work 7:00 am to 4:00 pm instead of 8:00 am to 5:00 pm, or a supervisor may allow an employee to start work late after working late the day before. To avoid overtime/comp time, the time must be flexed within the same workweek.

FLSA EXEMPTION FROM OVERTIME FLOWCHART



FREQUENTLY ASKED QUESTIONS & SPECIAL SITUATIONS

Do I need to record time for the training program my employee attended?

Attendance at lectures, meetings, training programs and similar activities need not be counted as working time **only if** four criteria are met:

- It is outside normal hours
- It is voluntary
- Not job related, and
- No other work is concurrently performed.

How do I record travel time?

- **To and from work:** This is not work time and is not compensable.
- **One day out-of-town travel:** If a non-exempt employee travels out of town for less than one day, the employee must be paid for all travel time, excluding travel time from home to public transportation and bona fide meal times.
- **Travel during the work day:** time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
- **Overnight travel:** Pay is due for time spent traveling (except for meal periods) during their normal working hours on their regular working days as well as during normal working hours on their non-working days. For instance, if an employee's regular work schedule is 8 a.m. - 5 p.m. Monday through Friday, any travel on Saturday and Sunday between those hours is also compensable.

What if my employee works outside of their scheduled hours?

Work not requested but performed is still work time that must be paid.

Are breaks paid time?

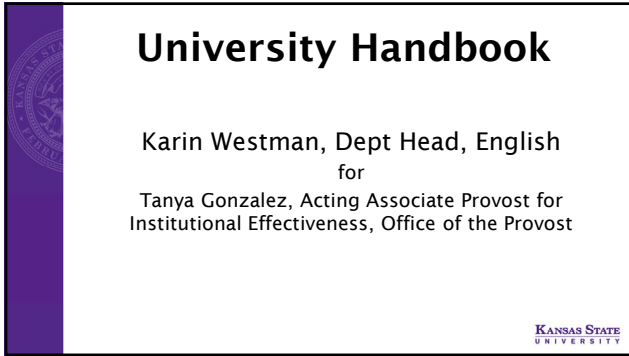
Non-meal breaks of 20 minutes or less are paid time and count as hours worked. Bona fide meal periods must be 30 minutes or more are not paid time and do not count as hours worked. Employees must be completely relieved from duty for unpaid breaks.

ADDITIONAL RESOURCES

- 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
- Human Resources website: www.ksu.edu/hr

CONTACT US

Compensation & Organizational Effectiveness
hrcomp@k-state.edu 785-532-2984

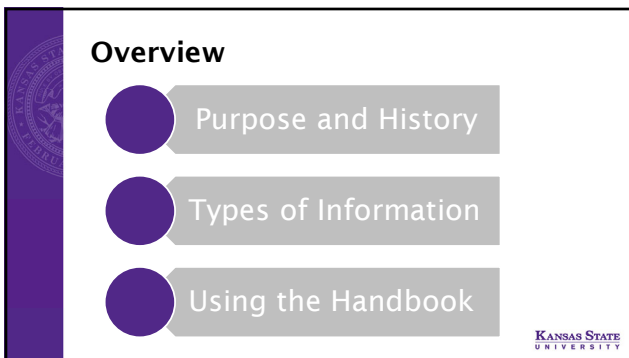


University Handbook

Karin Westman, Dept Head, English
for
Tanya Gonzalez, Acting Associate Provost for
Institutional Effectiveness, Office of the Provost

KANSAS STATE UNIVERSITY

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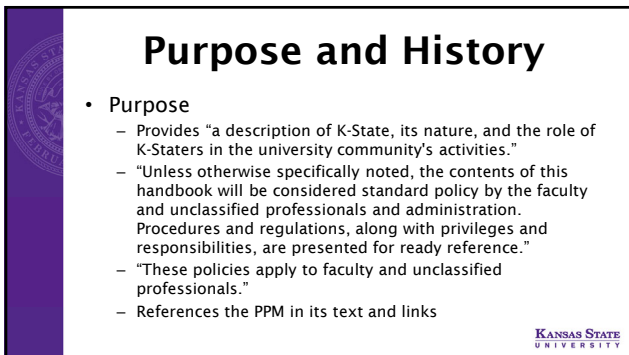


Overview

- Purpose and History
- Types of Information
- Using the Handbook

KANSAS STATE UNIVERSITY

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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

KANSAS STATE UNIVERSITY

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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

KANSAS STATE UNIVERSITY

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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"

KANSAS STATE UNIVERSITY

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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 [\(4080\)](#)

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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....”

KANSAS STATE UNIVERSITY

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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

KANSAS STATE UNIVERSITY

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Questions?

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

KANSAS STATE UNIVERSITY

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