



Kansas State University

Faculty Handbook

College of Human Ecology

In a world focused on things, we focus first on PEOPLE.

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PART I. About the College

Message from the Dean

We are a college made up of many diverse parts. That breadth is one of our strengths. Everything we do is relevant to major issues of society. Terrie McCants teaches conflict resolution. Sonya Britt understands family financial planning. Barbara Anderson is committed to sustainability in interior design. Tim Musch helps students understand physiology as it relates to exercise, disease and well-being. Sandra Stith finds solutions to domestic violence. Kevin Sauer teaches students how to influence healthy eating decisions. Weiqun Wang explores the relationship between functional foods and chronic disease prevention. Bronwyn Fees examines how children learn. These are but a few of the areas we cover. The unifying theme is that we focus on humans... we put people first.

We are committed to making Kansas State University one of the best public research institutions in the country. Our research – conducted by faculty, undergraduates and graduate students – promotes health and well-being in all facets of human life. Our areas of expertise include marriage and family therapy, textiles, interior design, family studies and human services, gerontology, personal financial planning, dietetics, kinesiology, athletic training, human nutrition, sensory analysis, hospitality management and more.

We are committed to making the College of Human Ecology a place that gives students an exceptional educational experience. We focus on students and their potential so they can graduate with skills to lead productive successful lives, to be leaders in their professions and in their communities.

The College of Human Ecology was one of the first programs established at Kansas State University. We have been contributing to scholarship and its application – putting people first – for nearly 150 years.

If you have questions or want to learn more about our college, we would love to hear from you.

John Buckwalter, Ph.D.

Dean

Mission

The mission of K-State's College of Human Ecology is to discover, disseminate and apply knowledge to meet basic human needs and improve the human condition. This knowledge advances professions, human services, public policy, business and industry.

PART II. Structure and Offices

Board of Trustees

The KSU Foundation is fortunate to have a large body of trustees who support the university generously and serve as ambassadors in their communities. Trustees elect members of the board of directors, who serve as the foundation's governing body. Directors meet quarterly to consider strategic and policy issues and also serve on standing committees to provide guidance and oversight to foundation staff.

For more information, see <http://www.found.ksu.edu/trustees/>

Office of the President

The chief administrative officer of Kansas State University is the President, who serves at the pleasure of the Kansas Board of Regents. The office of the President is the focal point for plans, policies, and operational decisions crucial to institutional progress.

For more information, see <http://www.k-state.edu/president/>

Office of the Provost

The provost and senior vice president is Kansas State University's Chief Academic Officer, whose most important duties are to oversee the academic affairs of the university and ensure its academic standards. In cooperation with the president, vice presidents, and the Deans Council, the provost provides leadership in the development, review, and implementation of policies and goals related to teaching and learning, research, and engagement.

The provost works closely with the president to develop university priorities and administer its policies. The provost also serves as a representative of the president and in place of the president during his absence.

The deans of the nine academic colleges, the libraries, Graduate School, and the Global Campus report to the provost. Other reporting units and programs include K-State Olathe; K-State Salina; and the Staley School for Leadership Studies; as well as Academic Affairs; the Center for Engagement and Community Development; Diversity; Information Technology Services; Institutional Effectiveness; International Programs; Sustainability and Undergraduate Studies.

For more information, see <http://www.k-state.edu/provost/about/>

Institutional Diversity and Equity

The Office of Diversity is committed to promoting diversity in every sector of Kansas State University. The Office of Diversity provides vision and leadership in diversifying all university functions as well as students, faculty, staff and the curriculum.

The Office of Diversity reports to the provost and senior vice president and takes both a targeted and a broad view in defining diversity. In its core activities, the Office of Diversity targets the issues of historically under-represented American minorities and women. The long and grave histories of racism and discrimination affecting these groups, the continuing present-day inequities, the demands of employers for graduates from these groups and the accelerating pace of demographic changes provide compelling legal, moral and self-interested rationales for sustaining efforts aimed at these groups.

At the same time, the Office of Diversity appreciates the broadest spectrum of human diversity and the need for the university to be fully inclusive. The overall quality of education an institution provides depends, in part, on this broad-scale inclusivity.

For more information, see <http://www.k-state.edu/diversity/>

Academic Affairs

The Senior Vice Provost for Academic Affairs has overall responsibility for academic affairs, with a focus on academic planning, program development, policies, compliance; curriculum; promotion and tenure, sabbatical requests and reports, and academic departmental documents review; commencement; dual career; and the K-State Advancement of Women in Science and Engineering (KAWSE).

For more information, see <http://www.k-state.edu/provost/reporting-units/>

Office of the Registrar

The University Registrar has responsibility to provide services to all University stakeholders in support of the institutional mission. As the official purveyor of student academic information, the integrity of all student records is maintained from the time of matriculation to beyond graduation as enrollment continues as part of the lifelong learning process. Services include: class schedule development, enrollment reporting, grade collection and dissemination, maintenance and archival of student educational records, student enrollment, and transcript production.

For more information, see <http://www.k-state.edu/registrar/>

Office of the Dean

The Office of the Dean of the College of Human Ecology provides leadership, administrative support and guidance to the departments and units of the college. Dean John Buckwalter works with an administrative team of assistant and associate deans, advisors, coordinators, specialists and support staff who help faculty and staff throughout the college carry out their mission of teaching, research and outreach. The Office of the Dean is the hub of the college, facilitating important scholarship and research and building crucial alliances with academic, corporate and governmental partners around the world. The Office of the Dean works diligently to promote diversity in the college, securing the necessary resources to attract talented students and faculty from all backgrounds and cultures. The faculty and staff in the Office of the Dean work to carry out the mission of the college every day. Please do not hesitate to contact them if they can be of service in any way.

For more information, see <https://www.he.k-state.edu>

Academic Advising

Advisors at Kansas State University have the responsibility to provide academic advising and assistance, which helps students successfully make the transition into college life. Effective advising helps students learn to set personal and academic goals and to develop strategies for achieving those goals. Learning to develop strategies for achieving goals will be useful in their academic careers, as well as in their personal lives and professional careers.

Kansas State University is committed to providing effective advising services to students as an essential component of their educational experience. Semester advising generally is required as a condition for enrollment. Electronic permission for reentered enrollment must be received from the advisor. Students are encouraged to seek academic advising regularly throughout their academic careers. Students are responsible for initiating advising contact and preparing for advising sessions. The advising relationship between the academic advisor and the student is protected by confidentiality.

In accordance with the Kansas Board of Regents academic advising policy, department and college-based advising systems are available to all students to assist in and provide all of the following: goal setting, help students set both short-term and long-term educational goals; information, inform students of the graduation requirements of their department, help with strategic course selections so as to minimize the number of semesters required for graduation, and inform students of career opportunities in their field of study; transitions, inform students how to change colleges and/or departments and provide information to explain the process students follow to enroll in their curriculum and to drop or add courses during the semester; accessibility, have reasonable hours and methods of

availability for students. Students should be able to set up appointments for an adequate amount of time to make curricular selections and career choices; referral to campus resources, be able to refer students to various campus resources such as Academic Assistance Center, Counseling Services, Academic and Career Information Center, Career and Employment Services, and Degree Audit System (DARS). In an advising relationship, it is important to know who has the responsibility for certain issues and decisions. At K-State, the ultimate responsibility for advising rests with the student; however, not all students will take the initiative nor do they realize what their responsibilities are.

For more information, see <http://www.k-state.edu/advising/handbook.html>

Division of Communication and Marketing

The Division of Communications and Marketing, or DCM, provides strategic communications and marketing leadership for Kansas State University. Their results-oriented team of experienced and talented professionals is responsible for helping the university communicate with one voice — on all three campuses, statewide, nationally and worldwide — in deeply-rooted support of the university's mission, values and K-State 2025.

They are committed to building, promoting and furthering the university's distinct brand while providing superior quality and service to the entire K-State community. They collaborate with colleges, departments, units and offices to promote Kansas State University.

Their staff of professionals also provides broad-based engineering support and produces stories that showcase the remarkable achievements of K-State students, faculty, staff and alumni, both through traditional news and social media while also maintaining cooperative relationships with the media.

For more information, see <http://www.k-state.edu/marketing/>

Office of Administration and Finance

The mission of the Administration and Finance division is to provide the supportive environments and services to effectively facilitate and enhance the instructional, research, and public service activities of the university.

The Vice President of Administration and Finance and the employees of the division subscribe to the National Association of College and University Business Officers Code of Ethics.

For more information, see <http://www.k-state.edu/vpaf/>

Budgeting Office

The Budget Office is responsible for preparing the budget request documents for all of K-State's sub agencies including Main Campus, Veterinary Medical Center and Extension Systems and Agriculture Research Programs (ESARP). These documents are prepared in September prior to the beginning of the fiscal year beginning in July. The documents are submitted to the Division of Budget that is the basis for the Governor's recommendations. The block grant funding model allows for the Board of Regents to request new funding for the system in their budget requests.

Preparing the operating budgets for all of K-State's budgetary units is another responsibility of the Budget Office. The annual operating budget is prepared at the beginning of each fiscal year and distributed to internal departments and the appropriate external customers. The Budget Office is also responsible for preparing the City/University Capital Improvement Program Request to the City of Manhattan each calendar year.

The Budget Office works in close coordination with the Assistant to the President for Governmental Affairs in tracking and reporting all relevant legislation affecting K-State during the legislative session. The Budget Office serves as liaison between K-State and the analysts from the Division of Budget and the Legislative Research Department.

The Budget Office handles ad-hoc data requests from internal and external sources. These requests involve salary or expenditure information. The Budget Office prepares the Peer Data Comparison Study including data collection. The Budget Office also assists the Planning and Analysis Office in preparing salary analysis reports and other requests.

For more information, see <http://www.k-state.edu/budget/>

Office of the Vice President for Research

The Office of the Vice President for Research administers and promotes the university's research mission through a variety of supporting offices, services and dedicated research facilities.

The office oversees research compliance, patents and commercialization of inventions and technologies, the National Agricultural Biosecurity Center, and the Biosecurity Research Institute.

For more information, see <http://www.k-state.edu/research/leadership/>

Vice President for Student Life

The Division of Student Life is committed to the philosophy of "Putting Students First." The Vice President for Student Life/Dean of Students enhances the K-State student experience by providing important recruitment and retention functions for the University community and supports students in their academic, personal and professional development. The division includes a variety of departments, programs and resources that promote student success both inside and outside of the classroom. Student Life programs will advocate, support, and prepare students to achieve academic success while maximizing their personal and professional potential as we become a top 50 public research institution.

The Division of Student Life promotes student success through opportunities for student involvement experiences to strengthen personal and academic growth, leadership, professional development, and community engagement. The goals of the Division of Student Life are to promote academic success to support and enhance student persistence, support students through advocacy and development of the whole student and provide opportunities for students to develop through an active and diverse student experience. Additional goals are to challenge students to think globally and develop awareness, acceptance, and appreciation of personal and cultural differences and provide programs, environments, and facilities that are conducive to student learning and success.

For more information, see <http://www.k-state.edu/vpsl/>

Human Capital Services

The Division of Human Capital Service is comprised of Talent Acquisition, Benefits, Compensation and Organizational Effectiveness, Learning and Development, Employee Relations and Engagement, Labor Relations, Resource Center — which includes HRIS and Payroll — and the Office of Institutional Equity.

Meeting Kansas State University's evolving human capital needs ensures the continued recruitment, retention and development of a diverse and highly skilled workforce that advances our vision and goals for K-State 2025. As the university further develops our human capital services, we are dedicated to keeping our university personnel informed and aware.

For more information, see <http://www.k-state.edu/hcs/about/>

President Committees

President's Commission on the Status of Women (8075)

The Commission on the Status of Women at K-State is an advisory committee of seventeen members including faculty, students, staff, and one representative from

Salina. The goal of this commission is to review the roles, needs, and opportunities of female students, faculty and staff at Kansas State University and make recommendations to the university president for changes where appropriate.

For more information, see <http://www.k-state.edu/pcsw/about/index.html>

President's Commission on Multicultural Affairs (8077)

The President's Commission on Multicultural Affairs consists of student, faculty and community representatives charged with assisting in the development of an inclusive and diverse campus environment. In this stead, the commission establishes and recommends goals and policies related to inclusiveness and reports them to the president and university community. This commission's recommendations are a high priority in the strategic planning efforts of the university.

For more information, see <http://www.k-state.edu/president/about/commissions.html>

Division of Financial Services

Welcome to the Division of Financial Services. We provide fiscal services to the campus and serve as an interface with external agencies for all fiscal matters. The division ensures funds are properly received, spent, and reported in accordance with University, Regent, State, and Federal requirements. To accomplish these objectives the division is organized into eight sections, each with distinctive yet interrelated responsibilities.

Our offices are located in Anderson Hall. Constructed in the 1880's, Anderson houses central administration offices, including the President's Office, the Registrar's Office, the Admissions Office, and the Division of Financial Services. The building is on the National Register of Historic Places.

For more information, see <http://www.k-state.edu/finsvcs/>

Division of Facilities

The Division of Facilities is an action-oriented service organization within the K-State family. We plan, budget, build, operate, maintain, clean, supply and transport. We are custodians, landscapers, carpenters, plumbers, electricians, mechanics, project managers, engineers, architects, accountants, and administrative professionals — all stewards and leaders of an inspiring campus shared by many. We wholeheartedly embrace the K-State traditions of excellence, integrity and professionalism, and we are enthusiastic champions of K-State's visionary goal to become a Top 50 Public Research University by 2025.

For more information, see <http://www.k-state.edu/facilities/>

Campus Planning and Project Management

Campus Planning & Project Management Department is dedicated to providing professional services for creation of facilities and infrastructure that meet the university's evolving needs at a competitive level with our benchmark institutions. Our aim is to be an asset to recruit and retain quality students, faculty, researchers and staff. We hold our clients' needs paramount. We listen to them and strive to consistently meet their requirements and exceed their expectations.

Facilities is here to serve you. From providing Room requests to Disposal of Property to Repairing a Light, we offer many solutions for you. Most issues can be resolved by filling out a request form or calling Customer Services at 532-6389. Services include: service request, key authorized signature form, vehicle rental, classroom and event scheduling request, project estimate request and space request.

For more information, see <http://www.k-state.edu/facilities/>

PART III: Faculties, Services and Resources

Auditing

Auditing is attending a course regularly, without participating in course work or receiving credit, and is permitted on a space-available basis. Permission to audit a course is granted by the instructor, with the approval of the dean of the college in which the course is offered. Laboratory, continuing education, and activity courses may not be audited. No record is made on the academic transcript. Students 60 years or older may audit on a space-available, no-fee basis.

Faculty Support

The Family Educational Rights and Privacy Act Faculty and staff members play a key role in the protection and integrity of student records. It is incumbent upon them to maintain, report and make available information included in student educational records in compliance with the requirements of FERPA and the Student Records Policy.

Guidelines for Requesting Student Data for use in Research

As the steward of student data, the Office of the Registrar is tasked with determining whether requests for student data are compliant with the Family Educational Rights

and Privacy Act of 1974 (FERPA) and thus, whether such data requests shall be fulfilled or not.

The Office of the Registrar will only disclose information from a student's educational record upon receipt of prior written consent of the student or if one of the exceptions to 34CFR99.31 has been invoked.

University officials include academic and research personnel of Kansas State University and research is held to be a legitimate educational interest of the institution, generally sufficient to satisfy the exception to 34CFR99.31, when supported by an approved University Institutional Review Board application.

However, disclosure of student data is still the institutional prerogative and IRB approval does not overrule the decision of the Registrar when the two are in conflict.

In order to request student data for Research purposes, it is necessary to complete the Request for Student Data for Use in Research Project form and submit to the Office of the Registrar, along with an approved IRB form. An IRB should be submitted if there is any potential for the research to be submitted for publication, even when the data were originally requested for non-research purposes.

Under no circumstances will data be released from a student record wherein the student has placed a request for "FERPA Non-disclosure Hold" to create a denial of disclosure of personally identifiable information.

All publication of findings must assure the anonymity of the data cohort by publishing only aggregate data and not publishing any data derived from a cell size of less than five.

Personally identifiable data should not be distributed via unencrypted email and must be stored in a manner to ensure its protection and confidentiality.

Assessment of Student Learning

The College of Human Ecology at Kansas State University is committed to student learning and to providing the highest quality educational experiences for its students. The college and its academic programs uphold assessment of student learning and the use of the results of assessment as key strategies to ensure continuous improvement of student learning. Student learning outcomes at the university, degree program and support program levels provide a shared vision of what we value and what students are expected to learn.

Within a culture of reflection, scholarship, trust and shared responsibilities, faculty, with participation from students, administrators, alumni and K-State constituents, develop and implement ongoing and systematic assessment strategies to

understand what, how much, and how students learn. Through the use of both direct and indirect sources of evidence of student performance, results from assessment guide collective actions for, among others, curricular change, better learning opportunities for students, improvement of teaching, and more effective academic support services.

Technology Support

The College of Human Ecology network is comprised of more than 600 connected devices. This local area network spans seven buildings used by all members of the college. The computers are connected to K-State's campus network as well as the Internet.

The Computing Support Group is located in 121C Justin Hall. Current members of the group include Marin Dowlin, Sam Haines, Nicholas Webb and Kevin Hewitt. They will answer your questions and requests for service as quickly as possible. You are encouraged to contact the Computing Support Group by filling out the online **Request Assistance** form or by sending an email to hesupport@k-state.edu. This method ensures the quickest response as all members of the group check this mailbox.

College Media Resources

The College of Human Ecology at Kansas State University maintains a variety of resources that supports the college's faculty and staff and that raise the visibility of the college and its academic and research units.

It strives to be a proactive source of information about the college's strengths in research, scholarship and teaching and its relevance to public life, industry and academia through appropriate messages and mediums. Services include: web services, social media, media news releases, marketing plans, printed materials, newsletters, college magazine, still photography resources, and video resources.

Annual Leave Forms

Hourly Employees (non-exempt) see,
http://www.k-state.edu/hcs/work-life/time-off/leave_request_hourly.html

Salary Employees (exempt) see,
http://www.k-state.edu/hcs/work-life/time-off/leave_request_salaried.html

Conflict of Interest

Kansas State University recognizes the value of faculty and staff interaction with business and industry, private foundations, and government agencies to foster the University mission, facilitate professional development, and promote expansion of

knowledge. In some cases the external activities of faculty and staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time. BOR policy states that full-time unclassified faculty and staff of K-State owe their primary professional responsibility to their employing institutions and their primary commitment of time and intellectual effort should be to the education, service, research, and scholarship missions of the University. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments. External professional activities that take time away from University responsibilities should be discussed with the department chair or other immediate supervisor to obtain concurrence that the activities do not constitute a conflict of time commitment. Disclosure of relevant significant financial interest is required of all full-time faculty and unclassified staff and all other University employees who have potential or possible conflicts of interest or time commitment. Failure to comply with the policy may result in disciplinary action.

For New Employees Required to Complete the COI Form: The COI Form may be filed electronically by logging into the Human Resources Information System (HRIS). Please ask your department's personnel specialist to alert you when your information has been added to or updated in HRIS so you may log on to complete the form. The form must be filed within your first month on campus.

K-State Research Exchange

As the university's institutional repository, the K-State Research Exchange (K-REx) collects, and preserves the creative and scholarly works of the K-State community. In addition, K-REx houses K-State Libraries digital collections, including historical documents and images from the Morse Department of Special Collections.

Through increased visibility and discoverability, K-REx raises the prestige of K-State's scholarly output, increases scholarly communication, and provides materials to a global audience.

If you are a member of the K-State community we invite you to deposit your works.

For more information, see <http://krex.k-state.edu/dspace/>

Parking Passes

The ordering process is quick and easy. Faculty/staff may reorder the same parking permit as the previous year or select something different. Payment options include payroll deduction, credit card, check, or cash. After completing the online process, confirmation e-mail is sent to the user.

To order a permit, faculty/staff should go to HRIS Employee Self Service and sign in

with their K-State eID and password. From there, click **Employee Self Service**, then **Payroll and Compensation**, then **Purchase Parking Permit**. Detailed instructions are available on the HRIS website and Parking Services site.

For more information, see www.k-state.edu/parking

PART IV: Document for Annual Evaluation, Promotion and Tenure, and Chronic Low Achievement and Standards

Annual Evaluation

The evaluation will provide the basis for annual salary recommendations. The responsibility for developing and updating an annual evaluation system rests primarily with faculty in consultation with the Department Head. The annual evaluation is based on performance during the 12-month period ending December 31.

In early December, the Department Head shall inform faculty of the due date for submission of annual performance evaluation document (usually in the third week of January). Appropriate forms should be completed by faculty with supporting documentation attached.

The Department Head will prepare a written evaluation for each faculty. The evaluation shall provide succinct assessments of effectiveness in performing each responsibility and these statements must include summaries of the achievements/evidence that support the assessments. The Department Head may solicit advice from faculty members who hold a rank higher than the rank of the faculty being evaluated.

Each faculty will review and must have the opportunity to discuss his/her written evaluation with the Department Head. Before the Department Head submits the evaluation to the Dean, each faculty must sign a statement acknowledging the opportunity to review and discuss the evaluation. Within seven working days after the review and discussion, faculty members have the opportunity to submit written statements of unresolved differences regarding their evaluations by the Department Head to the Department Head and to the Dean.

Promotion and Tenure

Tenure Eligibility

Tenure is not granted below the rank of associate professor. For individuals appointed at the rank of assistant professor, applications for tenure must be made before or during the sixth year of the probationary service. Candidates not approved for tenure during the sixth year of service will be notified by the Dean that the seventh year of service will constitute the terminal year of appointment. For individuals appointed at the rank of associate or full professor, applications for tenure must be made before or during the fifth year of the probationary service. Candidates not approved for tenure during the fifth year of service will be notified by the Dean that the sixth year of service will constitute the terminal year of appointment.

For the purposes of counting regular annual appointments as part of the probationary period, a year is credited if the individual is on a full-time appointment for at least eight months of an academic year. Individuals appointed at lesser levels do not count that year a part of the probationary period.

Faculty members on probationary appointments who have met the criteria and standards for tenure prior to the maximum time may be granted early tenure. Because candidates may be considered for tenure at any time during their probationary period, no time credit shall be granted for service prior to employment at KSU.

Mid-Probationary Review

Unless otherwise stated in the candidate's contract, a mid-probationary review shall take place during the third year of appointment. A positive mid-probationary review does not insure that tenure will be granted in the future nor does a negative review mean that tenure will be denied.

Procedures for the mid-probationary review are similar to procedures for the tenure review, with the exception that assessment from external reviewers is not required and that a formal vote from eligible departmental faculty is not taken. The candidate is responsible for preparing the review document and the Department Head is responsible for making the file available to the eligible tenured faculty members in the department at least 14 calendar days prior to a meeting to discuss the candidate's progress. Documents from annual performance review shall also be available to eligible tenured faculty for review. The Department Head shall provide a letter of assessment to the candidate, including a summary of faculty comments and suggestions, and discuss the review and assessment with the candidate. After receiving the assessment, the candidate has the right to submit a written response for the file. If the candidate desires feedback beyond the department, the candidate may request a review by the Dean.

Timeline for Mid-Probationary Review

Unless otherwise stated in the candidate's contract, a mid-probationary review shall take place during the third year of appointment.

Date / Activity

September/October -

Department Head discusses mid-probationary review procedure with the candidate and provides guidelines for document preparation.

Mid-October -

The Candidate submits a notebook of materials to the Department Head who checks for format and completeness of documents. Eligible tenured faculty members in the department are notified of the availability of the materials.

Early November -

Eligible faculty members review the materials individually and then meet to discuss the candidate's performance. A written statement incorporating comments from all eligible faculty members is submitted to Department Head.

Mid-November -

Department Head provides a letter of assessment to the candidate, including a summary of faculty comments and suggestions. A meeting is arranged between the Department Head and the candidate to discuss the review.

Late November -

The candidate may submit a written response for the file or request a review by the Dean.

Promotion Criteria

Successful candidates for promotion will demonstrate superior professional accomplishments. The candidates for promotion are expected to have received above average annual evaluations during the review period and exceeded the minimum and recommended performance criteria specified in the department's annual performance evaluation forms.

Promotion to **associate professor** reflects substantial professional contribution that indicates excellent in teaching, research, and other creative endeavor or directed service. The candidate should document (1) active engagement and high commitment to teaching as well as a record of effective instruction; (2) competence as a researcher, with evidence of potential to contribute to the knowledge base of the chosen discipline at a national and/or international level; and (3) effective involvement in service to the profession as well as to the public and that he/she can be reasonably expected to continue a program of effective service.

Promotion to **professor** is based on attainment of excellence in the assigned responsibilities of the faculty member and recognition of excellence by all appropriate constituencies. The candidate should demonstrate (1) a sustained record of excellence in teaching and serving as an effective role model for colleagues and students; (2) an extensive record of research, scholarship, and other creative

endeavor that is recognized nationally or internationally; (3) evidence of serving as a role model for less senior faculty, students, and the profession; and (4) a sustained record of effective involvement in the service to the profession and the public. Major requirements for the professor rank candidate are to make a significant contribution to the knowledge base of the discipline, to perform significant professional service, and to develop a national and/or international reputation as a leader in his/her field or profession.

Promotion and Tenure Evaluation Procedures

Faculty members in the final year of probation will be automatically reviewed for tenure unless they resign. After consultation with the Department Head, a faculty member may request an early tenure review. There is no explicit time in rank required for promotion. However, the median time for promotion at KSU has been approximately six years. Promotion may be granted earlier when the faculty member's cumulative performance at rank clearly meets the standards for promotion.

The candidate compiles and submits a file that documents his/her professional accomplishments, achieved during the review period, in accordance with the KSU Guidelines for the Organization and Format of Tenure and Promotion Document, available at <http://www.ksu.edu/uau/forms/promotio.html>. The candidate is encouraged to consult with the Department Head and senior tenured faculty concerning the content and preparation of the document. The file should be submitted to the Department Head by September 15 to adhere to the university promotion and tenure timeline.

For more information, see <http://www.ksu.edu/ucua/depthead/promotion>

The Department Head will coordinate the review by 5-6 outside reviewers. The Department Head should provide each external evaluator with a written description of the candidate's responsibilities during the evaluation period and pertinent materials from the candidate's file. Outside reviewers should include recognized leaders in the candidate's area of expertise. Three outside reviewers should be selected by the Department Head, in consultation with eligible faculty members, and three selected by the candidate.

Tenured faculty who hold a higher rank than the rank being sought (for promotion cases) or currently held (for tenure only cases) by the candidate are eligible to review and provide recommendation. The Department Head is responsible for making the candidate's file and outside reviews available to eligible faculty at least 14 calendar days prior to the scheduled meeting date to discuss the application. Eligible faculty members will individually review the candidate's file and provide written comments, and will then meet to discuss the candidate's application. Any member of the eligible faculty may request a meeting with the candidate to discuss, for the purpose of clarification, the records of accomplishment submitted by the

candidate. Recommendation (i.e., vote) and written comments from each eligible faculty are forwarded to the Department Head.

The Department Head will independently evaluate the candidate's document and forward a written recommendation to the Dean, accompanied by an explanation of his/her judgment. All recommendations and unedited written comments of the department's eligible faculty, outside reviewer letters, and the candidate's file are forwarded to the Dean.

Promotion and Tenure Review

Faculty members in the final year of probation will be automatically reviewed for tenure unless they resign. After consultation with the Department Head, a faculty member may request an early tenure review. There is no explicit time in rank required for promotion. The candidate should check with the College and University timelines to make sure that all deadlines are met. The Candidate submits a notebook of materials to the Department Head who checks for format and completeness of documents and inserts letters from external reviewers. Eligible tenured faculty members in the department are notified of the availability of the materials. Eligible faculty members review the materials individually and then meet to discuss the candidate's performance. Written comments and vote by each individual faculty are submitted to Department Head.

Department Head writes a letter of recommendation for the candidate and submits the candidate's notebook of materials, with external review letters, his/her written recommendation, and written recommendations and unedited comments of the faculty to the Dean. The Department Head sends a copy of his/her letter to the candidate.

Confidentiality

Any written comments or recommendations submitted by individual faculty and outside evaluators are not to be disclosed to the candidate. All files should be kept confidential, by all individuals participated in the process, from those who are not involved (e.g., other faculty members within or outside of the department).

For more information, see

<http://www.k-state.edu/provost/deptdocs/humecol/hotel/hrimdeptdoc.pdf>

Chronic Low Achievement

Chronic failure of a tenured faculty member to perform his/her professional duties shall constitute evidence of "professional incompetence" and warrant consideration for "dismissal for cause" under existing university policies. The minimum performance expectations for HRIMD faculty are defined in the annual evaluation forms. When a tenured faculty member's overall performance falls below the

minimum level, the Department Head shall indicate so in writing to the faculty member. The Department Head will also indicate, in writing, a suggested course of action to improve the performance of the faculty member. In subsequent annual evaluations, the faculty member will report on activities aimed at improving performance and any evidence of improvement. If the faculty member has two successive evaluations or a total of three evaluations in any five-year period in which minimum standards are not met, then “dismissal for cause” will be considered at the discretion of the Department Head and the Dean.

Professorial Performance Award

The Professorial Performance Award recognizes and rewards strong performance at the highest rank with a base salary increase in addition to that provided for by the annual evaluation process.

What the Professorial Performance Award is NOT:

- It is not a form of promotion review.
- It does not create a “senior” professoriate.
- It is not a “right” accorded to every faculty member at the rank of Professor.
- It is not granted simply as a result of a candidate’s routinely meeting assigned duties with a record free of notable deficiencies.

Professorial Performance Award Criteria

- The candidate must be a full-time faculty member.
- The candidate must have held the rank of Full Professor at Kansas State University for at least six years or at least six years must have passed since the last Professorial Performance Award.
- The candidate must show evidence of sustained productivity in at least the last six years before the performance review. “Sustained productivity” applies to teaching, research and service.
- The candidate should be viewed as a role model for colleagues, and a person who acts as a mentor for less senior faculty and students.
- The candidate’s teaching evaluations should show a consistent record of excellence (averaging 4.0 or above) on TEVAL or IDEA report scores of teacher excellence.
- The candidate should demonstrate an extensive and sustained (ongoing) record of research, scholarship or other creative endeavors that is recognized nationally or internationally. This recognition should be evidenced by publications, national and/or international presentations or other appropriate citations.
- The candidate should demonstrate a sustained and significant record of securing extramural funding to support research activities including graduate research assistantships.
- The candidate’s record should show regular and systematic publications of research conducted either on his/her own, in collaboration with colleagues, or from work done with graduate students. Publications should be in

reputable, peer-reviewed journals on the department's roster of top tier journals.

- The candidate's record should show evidence of consistent involvement in service to his/her profession and to the public. Evidence of such includes election to major leadership positions within professional associations, appointment to committees or task forces of major importance, and recognition with national or international honors or awards.
- The candidate's overall body of scholarship and leadership is deemed by colleagues as making a significant contribution to the knowledge base and advancement of the profession within the disciplines represented by HRIMD.
- The candidate's productivity and performance must be of a quality comparable to that which would merit promotion to professor according to the current HMD standards.

Professorial Performance Award Process

- Eligible candidates for review should compile and submit documentation that showcases the individual's professional accomplishments for at least the previous six years in accordance with the criteria outlined above.
- The candidate's portfolio should be submitted to the department head at the same time as his/her regular evaluation documentation at the end of the calendar year.
- All tenure-track faculty members in HRIMD will be provided with the Professorial Performance Award criteria. These faculty members will be invited to review the candidate's portfolio and forward evaluation comments to the department head.
- The department head will prepare a written evaluation of the candidate's materials, including evaluation comments from the department's tenure-track faculty, and provide a recommendation for or against the award.
- The candidate for the award will have the opportunity to discuss the written evaluation and recommendations with the department head, and the candidate will sign a statement acknowledging the opportunity to review the evaluation.

Within seven working days after the review and discussion, the candidate will have the opportunity to submit a written statement of unresolved differences regarding his or her evaluation to the department head and to the dean. A copy of the department head's written recommendation will be forwarded to the candidate.

The department head will submit the following items to the dean:

- A copy of the evaluation document used to determine qualifications for the award.
- Documentation establishing that there was an opportunity for the candidate to examine the written evaluation and recommendations.
- Any written statements of unresolved differences concerning the evaluation.
- The candidate's supporting materials that served as the basis of adjudicating eligibility for the award.

- The dean will review all evaluation materials and recommendations to ensure that the evaluations are consistent with the criteria and procedures established by HRIMD for the Professorial Performance Award.
- If the dean does not agree with recommendations for the Professorial Performance Award made by the HRIMD department head, an attempt will be made, through consultation, to reach a consensus. If this fails, the dean's recommendation will be used.
- The provost will review all evaluation materials and recommendations to ensure that the evaluation process was conducted in a manner consistent with the criteria and procedures approved by HRIMD and that there are no inequities in the recommendations based upon gender, race, religion, national origin, age or disability.
- If the provost does not agree with recommendations for the Professorial Performance Awards made by subordinate administrators, an attempt will be made, through consultation, to reach a consensus. If this fails, the provost's decision will prevail.

Amount of the Award

The Professorial Performance Award will be 8% of the average salary of all full-time faculty (instructor through professor excluding administrators at those ranks). However, funding for the award cannot come out of the legislatively approved merit increment.

Cost of the Award

In the event that financial conditions in a given year preclude awarding the full amount as designated above, the provost shall, in concert with the Vice President for Administration and Finance, adopt a plan to phase in the full award for all that year's recommended and approved candidates.

Upon official notification from the Office of the Provost, the dean will consolidate the Professorial Performance Award with salary increases resulting from annual evaluation and issue the candidate a contract that includes the candidate's salary for the next fiscal year. The Professorial Performance Award will become part of the professor's base salary.

PART V: Faculty Assistance

Faculty Leaves

Faculty leaves include: Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day*, Thanksgiving Day, and Christmas Day.

The university is closed on all the above holidays except Veterans Day when classes are in session. Veterans Day* is a recognized holiday for employees who earn vacation leave. As a reminder, 9-month instructional faculty do not earn vacation leave.

Unclassified employees who earn vacation leave and are eligible for overtime pay who work on a holiday earn holiday compensatory time at the rate of time and one-half. Unclassified employees who earn vacation leave and are not eligible for overtime pay who work on a holiday earn holiday compensatory time credit at straight time.

University support staff who earn leave and who work on a holiday earn holiday compensatory time at the rate of time and one-half, regardless of overtime status. Each full-time employee who works a nonstandard workweek will receive the same number of holidays in a calendar year as employees whose regular work schedule is Monday through Friday.

Designated holidays and dates are announced annually. Holidays falling on a Saturday or Sunday are observed on the preceding Friday or following Monday, respectively. A legal holiday occurring within the period of an employee's vacation or sick leave is not charged against any accrued vacation or sick leave.

If a legal holiday precedes or follows the day of the officially observed holiday, employees will receive holiday credit for only one of the two days if required to work on both days. If the numbers of hours worked on the two days are not the same, the employee will receive holiday compensation for the day on which the employee worked the greater number of hours. An employee who is on leave without pay for any portion of the last working day before or immediately after a holiday will not receive holiday credit, unless the department/unit head granted the authorized leave without pay for a portion of either or both of the working days and approved the holiday credit for the employee.

Any employee whose last workday before separating employment from the University is the day before a regularly scheduled holiday will not receive holiday credit for that holiday.

Discretionary Day

A Discretionary Day may be designated by the Kansas Governor to give employees *who earn vacation leave* an additional day off to use for a religious holiday, family event, or other special occasion. The characteristics and procedures below apply to any discretionary holiday authorized:

- This day is available to employees who accrue annual leave after 6 months of continuous employment.

- Each eligible employee receives discretionary day hours equal to the number of hours regularly scheduled to work. All hours for a discretionary holiday must be taken on the same day and within the year it was awarded. Discretionary days do not carry over to the next calendar year.
- The Discretionary Holiday is not a leave type for which pay is received at termination or retirement.

Medical Leave

Medical leave includes any event that qualifies under the sick leave provisions discussed in full in this chapter. Medical leave is leave taken for an employee or an employee's family member's medical needs.

Leave records that contain employee medical and health information must be filed in a secure location separate and apart from other personnel files and accessible by those authorized in accordance with applicable laws.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law enacted to protect employees' benefits and to provide job protection for medical absences and other qualifying events. Eligible employees are entitled to up to twelve workweeks of job-protected leave for the birth, adoption, or foster placement of a child; for a serious health condition of the employee; or for an employee to care for the employee's family member with a serious health condition. Eligible employees may also be entitled to up to 26 weeks of job-protected leave to care for certain illnesses or injuries of a covered member of the Armed Forces, as discussed more fully below. Kansas State University has developed this policy to outline both the employee's and the University's rights and obligations under FMLA and state law. This policy should be construed and applied in a manner consistent with Kansas law, FMLA, and federal regulations implementing FMLA. For purposes of this policy, "University employee" or "employee" will mean an individual employed by the University, regardless of geographical location, who is eligible to receive state benefits. FMLA entitlement is a coordinated entitlement with the provisions of the KPERS disability waiting period, the Workers' Compensation Program, and the Shared Leave Program.

Eligibility for FMLA

Eligibility for leave under FMLA will be determined as follows:

1. the employee has been employed by the University, another Regent's institution, or another Kansas state agency for at least twelve months prior to commencement of leave; AND
2. the employee has worked for the University, another Regent's institution, or another Kansas state agency at least 1,250 hours during the twelve months

immediately preceding the date leave begins. Only hours actually worked will be counted toward the 1250 hours requirement. Leave of any kind, whether paid or unpaid, does not count toward the 1250 hours worked.

The twelve months' employment does not have to be consecutive. Any previous employment with the University, another Regent's institution, or another Kansas state agency counts toward establishing FMLA eligibility.

FMLA Qualifying Leaves

An eligible employee may be granted up to 12 workweeks of unpaid, job-protected leave (that includes health insurance continuation) during any 12-month period for the following reasons:

- the birth of the employee's child or placement of a child with the employee for adoption or foster care, and care of the child upon birth or placement in the employee's home (must be taken within twelve months following birth or placement);
- the care of an employee's spouse, son, daughter, or parent, as defined in Section .040 A9, who has a serious health condition.
- the serious health condition of the employee that makes the employee unable to perform the functions of the employee's position.
- to address certain Qualifying Exigencies related to a spouse, son, daughter, or parent who is on Covered Active Duty, or who has been notified of an impending call or order to Covered Active Duty.
- Employees who are a spouse, son, daughter, parent, or next of kin of a covered service member may also be eligible for up to 26 weeks of leave in a single 12-month period to care for a Covered Service Member who has a serious injury or illness incurred or aggravated in the line of duty that may render the Service Member medically unfit to perform his or her own duties and for which the Service Member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Leave may also be used to care for veterans undergoing treatment, recuperation, or therapy for a military related injury or illness, as long as the veteran was a member of the Armed Forces, National Guard, or Reserves within 5 years of requiring care. In order to qualify for this leave, the employee must be the spouse, son, daughter, parent, or next of kin of the Service Member.

The 12-month period will be based on a rolling calendar year, measured backward from the date an employee first uses any FMLA leave. Entitlement for eligible employees who work less than full-time will be prorated. For example, an employee who normally works 20 hours per week will use one week of FMLA entitlement for every 20 hours of FMLA leave. Each employee is entitled to up to 12 workweeks of his or her normal workweeks per year.

Spouses employed by the University are limited to a combined total of 12 workweeks for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Leave for birth and subsequent care or placement for adoption/foster care must conclude within 12 months of the birth or placement.

Exhaustion of Accrued Leave

University employees are required to use any and all accrued paid leave toward the twelve workweeks of FMLA leave to which they are entitled.

Request For, Notice and Designation of FMLA Leave

Employees must consult their departmental HR liaison and comply with the department's usual and customary leave notice and procedures for requesting FMLA leave.

Employees must provide sufficient information for a department head to determine whether the request is for a qualifying event as defined by the FMLA. Such information may include documentation of diagnosis, hospitalization, or inability to perform functions of the job. Privacy of medical information in accordance with applicable laws will be observed. Documentation may also be required for leave taken when the employee or employee's qualifying family member is under continuing care of a health care provider.

Leave with or without pay that an employee uses that is FMLA-qualifying is counted against the FMLA leave entitlement, even if the employee does not request leave under FMLA. This includes time away from work under the Workers' Compensation Program, the KPERS disability waiting period, and the Shared Leave Program, if the serious health condition qualifies as FMLA leave. The University may designate leave as FMLA leave even if the employee does not request it if the circumstances qualify for FMLA. When requesting FMLA leave, employees must give as much advance notice as practicable and, when possible, at least thirty (30) days' notice. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment during times that do not disrupt departmental operations. Requests for FMLA leave will be made to the employee's HR liaison within his/her department or to the department/unit head if the HR liaison is the employee's supervisor.

Resolution of requests or disputes is vested with the Provost for unclassified employees and with the *Vice President for Human Capital Services*, for university support staff.

Intermittent or Reduced FMLA Leave

FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday. There must be a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule.

Intermittent or reduced leave will be subject to prior approval by the employee's department/unit head.

When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the department/unit head agrees.

When an employee is granted intermittent leave or reduced leave, the employee may be required to accept a temporary transfer to an available alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced leave.

FMLA Medical Certification

Employees requesting FMLA leave due to their serious health condition or the serious health condition of the employee's spouse, son, daughter, or parent, or next-of-kin for military related leave, may be required to provide medical certification by a health care provider. The University may require periodic medical certification during any FMLA leave and may designate health care providers to furnish second and third opinions at the University's expense. The University may require an employee on FMLA leave to submit medical certification that the employee is able to return to work following leave.

Records and documents relating to certifications, recertification or medical histories of employees or employees' family members will be maintained as confidential medical records in separate files/records from the usual personnel files, in accordance with applicable laws except that:

- supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;
- first aid and safety personnel may be informed if the employee's physical or medical condition might require emergency treatment; and
- documents may be presented to state or federal agencies or courts with competent jurisdiction as required to document compliance with FMLA or during litigation.

Health Insurance Continuation Under FMLA

An employee paying for group health insurance prior to the FMLA leave may continue to pay the same premium for the group health insurance during FMLA leave, even if the FMLA leave is without pay (LWOP). In a LWOP situation, *Human Capital Services* will notify the employee of premiums due for continued health insurance coverage. In some situations, the University may recover premiums paid on behalf of an employee on FMLA leave when the employee fails to return to work following FMLA leave.

Employees on FMLA leave will be subject to any change in group health insurance plans or benefits that affect all employees. Employees on FMLA leave will be given notice of any opportunity to change plans or benefits that is available to all employees.

Job Restoration Following FMLA

Upon return from FMLA leave, an employee will be returned to the position held prior to the FMLA leave or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to prior to using FMLA leave, nor can FMLA leave taken be counted against the employee under a "no fault" attendance policy. Accrual of employee leave benefits will occur only in those pay periods during which the employee was on paid leave.

There may be situations when an employee on FMLA cannot return to work after leave. For example, termination of employment may occur during or after leave if while an employee is on leave there is a layoff, reduction in force, or other cause supporting dismissal, so long as that event would have occurred if the employee were actively working. Similarly, termination of employment may occur if following leave, the employee is unable to perform the essential functions of the position, with or without reasonable accommodations.

FMLA Definitions

"Family Member" means an employee's spouse, son, daughter, or parent, as defined below:

- Spouse: Spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including "common law" marriage and same-sex marriage.
- Parent: Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."

- Son or daughter: Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
- In Loco Parentis: The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have no legal or biological relationship.

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider, which is defined as a period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves: (a) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider; or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which (a) requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under the direct supervision of a health care provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.).
- A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition

that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

"Treatment" for purposes of this section includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal diseases, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all of the other conditions of the FMLA regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave. Absences attributable to incapacity qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

"Health Care Providers" are:

- doctors of medicine or osteopathy;
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to subluxation correction);
- nurse practitioners, nurse-midwives and clinical social workers who are performing within the scope of their practice as defined under state law;
- Christian Science practitioners; and
- any health care provider recognized by the employer or accepted by the group health care plan.

"Covered Active Duty" means duty of a Covered Service Member during deployment to a foreign country. This term, as applied to members of the reserve component of the Armed Services, will mean covered active duty as defined by federal law.

"Covered Service Member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

"Qualifying Exigencies" relate to the active or impending duty of Covered Service Member, including attending certain military events, arranging or providing for alternative child care or school, addressing certain financial and legal arrangements, addressing issues arising from short-term deployment, attending certain counseling sessions, and attending post-deployment reintegration briefings.

"In Pay Status" means time worked and time off work but for which the employee is compensated because of a holiday, use of any kind of leave with pay, or because of use of compensatory time credits.

"University Employee" or "employee" will mean an individual employed by the University, regardless of geographical location, who is eligible to receive state benefits.

"Workweek" means seven consecutive 24-hour periods.

FMLA Record Keeping

Departments are to keep records of the dates and duration of leave taken under FMLA provisions, as well as copies of employee requests and employer designations. If a supervisor or department head suspects that an employee is absent from work for an FMLA-qualifying reason, he or she must notify *Human Capital Services*, who will contact the employee regarding the absence. Records and documents relating to medical certifications, re-certifications or

medical histories of employees or employees. family members, are required to be maintained as confidential medical records in separate files/records from the usual personnel files.

FMLA Questions and Forms

For questions and clarification on specific FMLA situations, contact Benefits in *Human Capital Services* at 785-532-6277 or benefits@k-state.edu. Forms for use in FMLA absences are available on the Benefits website on FMLA.

Advanced Leave (For Medical Absences Only)

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. Implementation guidelines follow:

- The employee must have exhausted all leave (vacation, sick, compensatory time, holiday compensatory time and discretionary day) and is not currently receiving shared leave.
- The employee must not have a history of leave abuse.
- The requesting employee completes and submits the Advanced Leave Agreement (PER-60) form, to the department head for approval.
- The amount of advanced leave cannot exceed the amount of hours the employee is regularly scheduled to work in a pay period. For a full-time employee on a normal schedule, this is a maximum of 80 hours.
- Advanced leave for non-exempt employees must be used in .25 hours increments; exempt employee will use leave in half or full-day increments.
- Future earned sick and vacation leave accruals will be adjusted for the amount of the advanced leave.
- If the employee separates from K-State before the advanced leave is deducted from the employee's sick and vacation leave accruals, the remaining balance of hours owed will be deducted from the employee's final paycheck.

Shared Leave

Shared leave is an optional medical leave program for eligible employees who are experiencing a physical or mental health condition that is serious, extreme, or life threatening and who have exhausted their leave balances. In some circumstances, leave may be requested to care for a family member experiencing a serious, extreme, or life-threatening health condition if that diagnosis and the inability to perform daily living activities unassisted is substantiated by a medical professional. For purposes of this program only, "family member" means a person related to the employee by blood, marriage or adoption; and a minor residing in the employee's residence as a result of court proceedings.

The standard for determining conditions that are serious, extreme, or life threatening is stringent. Qualifying medical conditions do not include routine and planned surgeries, routine pregnancy and delivery, anxiety and depression (unless hospitalization is required in treatment), broken bones, or chronic diseases or conditions.

Additional criteria includes the exhaustion of all accrued leave, an application and review process by a committee, satisfactory work performance and attendance. If approved, shared leave covers only the duration of the medical condition for which it was granted, up to a maximum of six months. Shared leave can be awarded retroactively up to two pay periods if circumstances are warranted. Shared leave forms are available on Employee Forms website.

Eligibility of Shared Leave

Any leave-earning employee with at least six months of continuous service may submit an application for shared leave for conditions defined in Section C of this Chapter.

An employee with a current or pending workers' compensation claim is not eligible for shared leave for the same medical condition. An employee approved for long-term disability is no longer eligible for shared leave. Shared leave may be denied if the approving authority determines that the requesting employee has a documented history of leave abuse or unsatisfactory work attendance.

Once an application is approved, the awarding of leave is dependent upon availability of leave donated by other employees.

Shared leave covers only the duration of the medical condition, up to a maximum of six months, for which the leave was approved and cannot be awarded twice for the same condition. Shared leave cannot be used intermittently or on a reduced work schedule except during the thirty days following an employee's return to work after an approved shared leave absence, and then only for follow-up care that is directly related to the initial condition.

Application of Shared Leave

An employee requesting shared leave must submit a signed Shared Leave Request through the employee's department to *Human Capital Services*. The request must include complete medical information from a health care provider.

A Shared Leave Review Committee, made up of at least two unclassified employees representing unclassified employee requests, and at least two university support staff representing university support staff requests, will consider the completed application and submit a recommendation to the appropriate University

administrator – the Provost for requests by unclassified employees and the *Vice President for Human Capital Services* for requests by university support staff. Applicants will be notified of approval or denial by email or letter.

Pay and Benefits for Shared Leave Recipient

Shared leave is paid at the recipient's rate of pay by the recipient's department. An employee receiving shared leave is considered to be in pay status and will continue to receive benefits equal to those received prior to the start of shared leave.

Any vacation and sick leave accrued during each pay period must be exhausted before shared leave hours are used.

Once an employee has returned to work for at least 20 days, the shared leave awarded but not yet used will be deleted and therefore, unavailable to the recipient except as described above.

Shared Leave Departmental Responsibilities

The department/unit head's signature is required for all shared leave requests submitted by department/unit employees prior to forwarding the requests to *Human Capital Services*.

When shared leave is approved, the notification will include the number of hours donated so that time and leave may be entered appropriately. Shared leave may be applied retroactively for a maximum of two pay periods preceding the date of approval.

Shared Leave Donations

Shared leave donations can be made only to an employee who is already approved for shared leave. Donations can be made to a specific individual or to any employee who is approved for shared leave. Donations are made on a Shared Leave Donation form and submitted to *Human Capital Services*. All donations are anonymous.

These conditions apply to all shared leave donations:

1. Unclassified employees may donate sick leave only. The donor's leave balance must be 480 hours or more after the donation unless the donor is terminating employment with the University.
2. University support staff may donate sick leave and/or vacation leave. The donor's vacation leave balance must be 80 hours or more after a donation of vacation leave; the donor's sick leave balance must be 480 hours or more after a donation of sick leave. These balances are not required when the donor is terminating employment with the University.
3. Shared leave awarded but not used by a recipient will be returned to the donor(s) on a pro-rated basis if the donor(s) is still employed in an eligible position at the University.

Donor Leave

All eligible employees may receive paid leave for medically approved recovery time away from work for donating organs, tissue, and marrow, blood, or blood products in accordance with the following criteria:

- Up to 30 working days of paid leave for recovery from an organ or tissue donation procedure
- Up to 7 working days of paid leave following donation of bone marrow
- Up to 1.5 hours of paid leave every four months for the donation of blood*
- Up to 3 hours of paid leave every four months for the donation of blood platelets or other approved blood products.

Time spent in pre-donor activities (e.g. evaluation, diagnostic testing, travel etc.), counts towards these entitlements.

Donor leave may not be used to care for family members who are donors.

Donor leave does not count against an employee's FMLA entitlement.

*Participation in State of Kansas and University sponsored blood drives is not considered donor leave as described in this section. An employee can participate in these sponsored blood drives without using the donor leave allowance.

Workers' Compensation

Each employee who is injured on the job and awarded workers' compensation will be granted use of accumulated leave upon the employee's request to supplement workers' compensation payments. The compensation for accumulated leave used each pay period is that amount which, together with workers' compensation, equals the regular pay for the employee. Vacation leave and compensatory time will be used only after sick leave has been exhausted unless the employee requests that vacation leave and/or compensatory time be used first. Employees are not required to use accumulated compensatory time in conjunction with workers' compensation.

For more information, see <http://www.k-state.edu/hcs/benefits/work-comp/>

Job Injury Leave(Not for Regular On-the-Job Accidents)

Situations qualifying for job-injury leave at the University generally apply to those employees working in protective service. Any injury qualifying for job-injury leave must be approved by the Provost or *Vice President for Human Capital Services*.

A qualifying job injury is one that meets these criteria:

- Renders the employee unable to perform regular job duties; and
- Arose out of and in the course of employment with the State of Kansas; and
- Was sustained as the result of a shooting, stabbing, or aggravated battery by another person against the employee; or for law enforcement officers, was sustained while in pursuit of a person who has committed a crime or who is reasonably suspected of having committed a crime as defined in State of Kansas Statues

Qualified job injuries do not include injuries sustained because of the intentional actions of a co-worker. Job injury leave cannot exceed six total months away from work, including any periods of limited duty. While an employee is on an approved job injury leave, the University will continue to pay the employee's regular compensation. If the employee is awarded workers' compensation also, the University will pay the employee compensation in an amount that, together with workers' compensation pay, equals the regular pay of the employee. The employee will not be required to use accrued sick leave or vacation leave. The employee will continue to accrue sick and vacation leave as long as the employee remains in pay status.

Employees on approved job injury leave are prohibited from being gainfully employed by any other employer.

Special Purpose Leaves

Special purpose leaves include those situations which arise without anticipation or which cannot be planned/scheduled by an employee. Special purpose leaves are not accrued.

Administrative Leave

Administrative leave is leave with pay as authorized by the *Human Capital Services, Director of Employee Relations* for situations that create dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building. Department/unit heads must notify the *Human Capital Services, Director of Employee Relations* in writing concerning any situation that might warrant administrative leave, including the circumstances, facilities involved, starting and ending times of the administrative leave, and employees affected by the situation.

The *Human Capital Services, Director of Employee Relations* also has the authority to impose administrative leave (with or without pay) for personnel issues when doing so is in the best interest of the University.

An employee who is authorized to attend a workshop, seminar, or convention is considered to be working (not on administrative leave) and documentation for these absences is determined by the department/unit head. Standard policies for hours worked apply.

Disaster Service Volunteer Leave

Leave with pay may be authorized for any employee who is a certified disaster service volunteer when these conditions are met:

- The employee is requested in writing by the American Red Cross to provide disaster services.

- The disaster is designated by the American Red Cross to be Level II or greater.
- The disaster occurs in Kansas or in a state contiguous to Kansas.

Disaster volunteer leave is limited to 20 working days within a 12-month period that begins on the first day of disaster volunteer leave used. Written approval from the appropriate administrator is required. For unclassified employees, the Provost or appropriate Vice President is the approving administrator. For university support staff, the *Vice President for Human Capital Services* is the approving administrator.

An employee on disaster volunteer leave as an American Red Cross volunteer is not considered an employee of the State of Kansas for workers' compensation insurance or coverage by Kansas Tort Claims Act.

Funeral/Bereavement Leave

Employees may be granted a maximum of six working days as paid leave for bereavement or to arrange for and to attend the funeral services of a close relative *or* other qualified adult or that person's close relative. The employee's relationship to the deceased and necessary travel time are all factors in determining whether or not to grant paid leave and the number of days if granted.

For university support staff only: Close relatives are defined as spouse, child, mother, father, brother, sister, foster parents, step parents, step children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren, unmarried domestic partner, or any relative or legal guardian residing in the household. One day is allowed in the case of death of an aunt, uncle, *niece or nephew* of the employee or the employee's spouse.

Inclement Weather Leave

Inclement weather leave occurs only when declared by the University President or his designee, or the Governor of Kansas. Weather conditions warranting this declaration are severe enough to close or substantially reduce the University schedule and operation. When inclement weather is declared, *Human Capital Services* will provide guidance on payroll coding so that affected employees are compensated appropriately for time designated as inclement weather leave.

Jury Duty

Each employee, excluding an employee on a temporary appointment, will be granted a leave of absence with pay for required jury duty, in order to comply with a subpoena as a witness before the Civil Service Board, the Kansas Human Rights Commission, the U.S. Equal Employment Opportunity Commission, or a court, legislative committee, or other public body, except for appearances which involve an employee, either as defendant or plaintiff, in a personal matter. In such cases

involving a personal matter, accrued vacation leave, compensatory leave, holiday compensatory leave, discretionary day, or leave without pay may be used. The length of time for jury duty leave will be determined by the department/unit head, using the following factors as guidelines: (1) actual hearing/court time, (2) location of hearing/court, and (3) employee's residence location in relationship to the hearing/court location. Department/unit heads may require documentation to support this determination.

Each employee granted such leave who receives pay or fees for a required appearance, excluding jury duty, will turn over to the State of Kansas the pay or fees in excess of \$50. The employee may retain any amount paid to the employee for expenses in traveling to and from the place of the jury duty or required appearance except that when an employee travels in a state vehicle for a required appearance before a court, or a legislative committee, or other public body, the employee will turn over to the State of Kansas any mileage expense payments received.

Leave Without Pay (LWOP)

Authorized leave from regular University duties for purposes not related to University duties and during which the benefits-eligible employee receives no University compensation constitutes leave without pay. The reason(s) for leave without pay may include professional growth, significant public service, health or other personal reasons.

With approval from the department/unit head, an employee on leave without pay may return to work on an earlier date than originally scheduled. If terminating a leave without pay is in the best interest of the University, the Provost (for faculty) or the appropriate Vice President may give two weeks written notice to the employee that the leave without pay will be terminated. An employee's failure to return to work at the end of an authorized leave without pay or upon notice of termination of the authorized leave will be considered a resignation of employment.

When a university support staff returns to work following an approved leave without pay or upon notice by the *Vice President for Human Capital Services* that the leave has been terminated, the employee will be returned to a position in the same job title as the position which the employee held at the time the leave was granted or in another job title in the same pay grade for which the employee meets the qualifications. If the leave without pay was granted concurrent with FMLA leave.

Employees who receive workers' compensation pay may submit a written request to Human *Capital Services*, asking that accumulated leave not be used to supplement workers' compensation pay. Without this specific request, accumulated leave will be used to the extent needed to equal the employee's regular pay.

Unclassified Employees' LWOP

Eligibility

Only employees in budgeted positions and who are not on term appointments qualify to be considered for leave without pay.

Term and temporary employees are not eligible for LWOP except when on approved FMLA leave. The only exception is faculty who hold nine-month term appointments who are not appointed for the summer but who have a contract for the following academic year may be placed on involuntary leave without pay for the summer months.

Length

A leave without pay for up to three years may be granted by the University President when such leave is judged to be in the best interest of the University. Any extension of a leave without pay beyond three years requires approval of the Kansas Board of Regents with documentation of the extraordinary circumstances to be provided by the University President.

While leave without pay will not be considered to be a break in service, leave without pay will not be counted for qualification for sabbatical leave. Only leave without pay for scholarly leave will count toward the probationary period for tenured status unless the employee and the University agree otherwise at the time the leave is granted. Such agreement must be in writing.

Procedures

For leave without pay of less than 30 days, employees must request and get approval through their department/unit head.

For leave without pay requests exceeding 30 days, employees must file a Memorandum of Agreement Regarding Leave Without Pay for Faculty or Unclassified Employee Leaves 30-Days or Longer with the appropriate approval signatures; final approval resides with the Provost for faculty and the appropriate Vice President for non-faculty. Additionally, the department/unit is to submit a Change or Separation Form (PER-39) to Human *Capital Services*. See PPM Chapter 4460 Personnel Appointments, Changes and Separations.

University Support Staff LWOP

Eligibility

Any university support staff with permanent status or any university support staff in a regular position but without permanent status may be considered for leave without pay (LWOP). All accrued leave must be exhausted before LWOP can be approved. This leave may be for any of these purposes:

- Illness, disability, pregnancy, childbirth, miscarriage, abortion, and recovery;
- Adoption of a child by the employee;
- Initial placement of a foster child in the employee's home;
- Care for a family member with a serious health condition;
- Other good and sufficient reason deemed by the appointing authority to be in the best interest of the University.

Family members are persons related to the employee by blood, marriage, or adoption, and minors residing in the employee's home as a result of court proceedings pursuant to the Kansas Code for Care of Children or the Kansas Juvenile Offenders Code.

As the appointing authority of the University, the *Vice President for Human Capital Services* or department head, may require a physician's statement to document illness or disability cited as the reason for leave without pay.

Any employee with permanent status may be granted leave of absence without pay from the employee's position to enable the employee to take a position in the unclassified service if the granting of this leave is considered to be in the best interest of the University.

Length

University support staff with permanent status may be granted leave without pay for a period not to exceed one year.

Leave without pay for University support staff in a regular position but without permanent status is normally limited to no more than 60 days. *Exceptions may only be made by the Vice President for Human Capital Services.*

University support staff taking an interim position in the unclassified service are limited to one year, however, the *Vice President for Human Capital Services* may grant one or more extensions of up to one year.

Procedure

Applications for leave without pay for 30 days or less must be approved by the department/unit head prior to the beginning of the leave.

Leave without pay for more than 30 days requires approval by *Human Capital Services*.

The department must complete and submit a Change or Separation Form (PER-39) with the written request for leave without pay exceeding 30 days. Leave without pay for 30 days or less is reported in the Human Resource Information System, Time and Leave.

Sabbatical Leave

Sabbatical leave is paid leave granted by the University for approved full-time faculty to pursue advanced study, conduct research, or secure appropriate industrial or professional experience. Faculty members applying for a sabbatical leave must make formal application no later than November 1 of the year preceding that for which leave is requested. *Applications must be submitted to the Office of the Provost by December 15. Exceptions to this deadline may be considered depending upon the circumstances.* Leaves will be considered based on comparative merit, with preference given to sabbatical leave requests for a full year at one-half pay.

Requests for sabbatical leaves and subsequent changes are submitted to the Provost. Sabbatical leave guidelines and application are available from the Office of Academic Personnel.

Sabbatical leave may be granted under the following conditions:

In strictly meritorious cases, a full-time faculty member on regular appointment at Kansas State University who has served continuously for a period of six years or longer at one or more of the regents institutions may, at the convenience of the University and upon recommendation of the Provost and approval of the University President, be granted one such leave of absence for each period of regular employment to pursue advanced study, conduct research studies, or secure appropriate industrial or professional experience. Leave will not be granted for a period of less than one semester or for a period of more than one year, with reimbursement being made according to the following schedule:

- for nine-month faculty members, up to half pay for an academic year, or up to full pay for one semester.
- for twelve-month faculty members, up to half pay for eleven months, or up to full pay for five months.

Outside grant funds received by the University in support of the individual's scholarly efforts during his/her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed his/her regular salary. Regular salary is defined as the salary being paid at the time the sabbatical leave begins.

Faculty must agree to return to the service of the state institution granting the sabbatical leave for a period of at least one year (9 or 12 months depending on term of employment) immediately following the expiration of the sabbatical leave. Persons failing to return to the university must refund all sabbatical pay. Those who fail to remain for the full one year of school service (9 or 12 months depending on annual term of employment) must refund that portion of their sabbatical pay as represented by the portion of the one year they fail to serve.

Military Leave(For Non-FMLA Absences)

The Federal Uniformed Services Employment and Reemployment Rights Act (USERRA), codified at 38 U.S.C. 4301 et seq. provides enhanced leave rights and job protections for employees absent for military duty.

University employees who are called to full-time active duty or who must fulfill Reserve or National Guard training requirements are eligible for leave benefits described in this section. Military leave provisions include military leave with and without pay.

The request for military leave should be made as soon as possible under the circumstances of the order. The department must complete and submit a Change or Separation Form (PER-39) to *Human Capital Services*, together with a copy of the military order or duty document.

Military leave not requested as prescribed in this policy will not be approved unless the employee provides satisfactory evidence of extenuating circumstances to *Human Capital Services* via the department/unit head.

Each employee in a leave-earning position will be granted military leave without pay or, at the employee's request, granted accrued vacation leave for induction, entrance, or examination into a Reserve or National Guard unit. Upon completion of the induction, entrance, or examination, the employee is to return to work.

Military leave is included in the employee's length of service when documented by a DD-214. No paid leave will be earned or accrued while on military leave without pay.

For purposes of this policy, any reference to the military Reserve of the United States is considered to include members of the National Guard.

Full-Time Active Duty — For Other Than Training Purposes

Employees in a regular (non-temporary) university support staff position or unclassified employees with a regular contract, who enlist or are drafted into the Armed Forces of the United States or employees who are Reservists and members of the National Guard who are activated to duty will be granted military leave without

pay upon the employee's notice of a military order requiring active duty *for other than training purposes*. The employee must notify the department/unit head of the military order requiring active duty as soon as possible. An employee on military leave without pay must apply for permission to return to service within 90 days after receiving a discharge (under honorable conditions) from the active military service or from hospitalization due to injuries or illness sustained while on active duty. The following re-employment provisions apply:

- If the employee is qualified to perform the duties of the former position, the employee will be restored to that position or to a similar position with like status and salary in the same geographic location; or
- If the employee is not qualified to perform the duties of the former position by reason of disability sustained during military service but is qualified to perform duties of any other position, the employee will be offered employment in the same geographic location in a position comparable in status and salary to the former position; or
- If the University's circumstances have so changed as to make it unreasonable to offer the person a position under (1) or (2) above, contact the *Vice President for Human Capital Services*.
- Reenlistment or continuation of active duty beyond the time prescribed will be considered a voluntary resignation from military leave status and from employment at K-State.

Military leave will be counted as part of the employee's length of service. Sick leave, vacation leave and holiday credit will not be earned or accrued during a period of military leave without pay.

For employees in KPERS retirement program, an employee must submit to *Human Capital Services* an official copy of military orders and discharge papers (DD214) to substantiate the length of service. The employee's KPERS membership, if applicable, will be protected during the period of service provided he or she returns to employment with a participating KPERS employer within 12 months following discharge or separation from active duty.

Military Leave for Reserve Component and National Guard Duty

Leave-earning employees who are members of a Reserve or National Guard component of the military service of the United States are granted a maximum of 15 working days of military leave with pay for (active duty) annual training within each 12-month period beginning October 1 and ending September 30 of the following year. Active duty in excess of 15 working days within the 12-month period will be charged to military leave without pay or, at the employee's request, to accrued vacation leave.

For monthly drill activities (inactive duty), employees who are members of a Reserve or National Guard component of the military will be granted military leave

without pay, or at the employee's request, accrued vacation leave for this period of service. Most drill activities occur on weekends and this provision would generally apply only to those whose regular work schedule includes weekends.

Upon each employee's release from a period of active or inactive duty or upon discharge from hospitalization or convalescence from illness or injury incurred or aggravated by the military duty, each employee will be permitted, if qualified, to return to a position with status and pay similar to that which the employee would have had if the employee had not been absent for military purposes. If the employee is no longer qualified to perform the duties of the position because of disability sustained during the military duty but is qualified to perform the duties of any other position, the employee will be offered employment in a position comparable to the former position in status and pay.

When returning from a period of inactive or active military duty, the employee will report for work as follows:

Period of Duty-Calendar Days	Return to Work Following Release From Duty
1-30 days	First full, regularly scheduled day after release
31-180 days	Within 14 days of release
181+ days	Within 90 days of release

These periods may be extended to no more than two years from the date of release from military duty to accommodate a period of hospitalization or convalescence resulting from a service-connected injury or illness. To the extent practical, the employee will inform the department/unit head of any change in the date on which the employee is anticipated to return to work. The department/unit head is to keep *Human Capital Services* advised of these circumstances. The University may require the employee to provide documentation from his or her commanding officer of the date on which the employee is released from military duty or from his or her health care provider of the reasons the employee will not be able to return to work following the employee's release from military duty.

Military Leave for Kansas or State National Guard

This provision covers guard members who are called to service by the Kansas Governor.

Each leave-earning employee who is a member of the Kansas or State National Guard will be granted military leave with pay for the duration of any official call to state emergency duty. Military leave without pay or, at the employee's request, accrued vacation leave may be granted for the duration of any other type of state

military duty performed. The employee is to provide a copy of the appropriate state military order.

Each employee in a regular position who is called or ordered to active duty by the State of Kansas National Guard will be returned to a job that is comparable to the job that the employee held at the time the employee was called to duty.

Recordkeeping for Leave Programs

Appropriate records must be maintained and kept according to University policy for the type of leave taken (PPM 3090, Retention of Records). Special handling of FMLA records is outlined below.

FMLA Documents: Departments are required to make, keep, and preserve FMLA records in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA) (See PPM Chapter 4220). FMLA records do not have to be in any particular order or form. Departments must keep the records for no less than three years and make them available for inspection, copying, and transcription by Department of Labor representatives upon request. Records kept in computer form must be made available for transcription and copying.

Documents required for FMLA recordkeeping by the department include:

- Dates of FMLA leave taken by eligible employees. Leave must be designated in records as FMLA leave.
- Hours of FMLA leave taken by eligible employees, if leave is taken in increments of less than one full day
- Copies of employee notices of leave furnished to the employer
- Copies of all written notices given to employees as required under FMLA
- Premium payments of employee benefits where applicable
- Records of disputes between the employer and the employee regarding FMLA

Records and documents relating to medical certifications, re-certifications or medical histories of employees or employees. family members, are required to be maintained as confidential medical records in separate files/records from the usual personnel files.

For more information, see

<http://www.k-state.edu/policies/ppm/3000/3090.html>

Reporting Leave

Leave reporting in the Human Resource Information System (HRIS) is accomplished through instructions provided by *Human Capital Services*. Employees are responsible for timely submission of leave requests and reporting of leave used.

Policy for Conferences and Off Campus Courses

K-State Global Campus will have the following responsibilities related to university-sponsored conferences (both on and off campus) and off-campus courses :

- Coordinate delivery of all off-campus Kansas State University credit and non-credit courses and programs whether they are delivered in a face-to-face or mediated format;
- Coordinate conferences and workshops sponsored by university units;
- Administer, award and record all CEU activity associated with activities sponsored by university units.

K-State Global Campus will assess fees for these services in accordance with a rate schedule approved by the Vice President for Administration and Finance.

Exceptions to this policy may be granted by the President, Provost, Vice President for Institutional Advancement, or Vice President for Administration and Finance on a case-by-case basis and the campus will be notified of such exceptions.

Rationale for the Policy

- This policy will encourage faculty and departments to concentrate on providing the excellent intellectual content and instruction for which K-State is well known to off-campus students, distant students, non-credit students, conference (face-to-face and electronic conferencing) participants, and those needing CEUs. In partnership with the academic units, DCE coordinates and delivers each educational opportunity ensuring that the expertise of the K-State faculty is extended to those needing educational opportunities outside traditional boundaries.
- This policy will enable and ensure that the university, while being fiscally responsible, complies with all policies determined by the federal and state governments, the Kansas Board of Regents, and Kansas State University.
- This policy will help ensure that K-State continues to be nationally recognized as a provider of innovative educational opportunities including conferences, non-credit and credit courses, and degrees that attract a growing share of those seeking professional advancement.

Background for the Policy

DCE sustains a long-standing role in meeting the needs of those outside traditional university walls while serving as an advocate for students and professionals who need further or updated knowledge and information. DCE achieves K-State's goals by:

- Maintaining communication and quality service to non-traditional students, non-credit and conference participants;
- Identifying emerging educational needs;
- Leveraging intellectual effort and permanent content and expressing that intellectual property to achieve extensive use for a variety of audiences in the most efficient and practical delivery format;
- Ensuring that state resources are efficiently used, state mandates are followed and complete financial records are kept;
- Issuing and recording complete records of CEU activity for individuals; (CEU records are official records of completion for many professional and paraprofessional workers and serve to quantify and document continuing education for licensing, salary enhancements, and career advancement.)
- Assuring that the university is compliant with regulations and laws; and
- Marketing and promoting K-State courses and programs to a diverse state, national, and international audience.

The DCE staff deals with thousands of students and non-credit participants yearly. Proven systems efficiently serve students, conference participants, and sponsors. DCE continues to provide excellent student service to actively compete with the myriad of national educational providers, understanding that this group of non-traditional learners has limitless opportunity with other universities or private educational enterprises. Every DCE employee knows this and approaches each contact with the public with this fact in mind.

Conferencing and Non-Credit Programs

Public relations

K-State DCE enjoys a strong national reputation in the conferencing arena. Coordination of all non-credit courses, educational experiences, events, and conferences is handled professionally by a skilled coordination team who recognizes that the only contact with K-State by many taxpayers or professionals both from within and out of the state is through using a non-credit module on our web site, participating in a web conference, or attending a conference or workshop. Professionally coordinated events reflect well on the University. Below are some of the specific reasons why these activities should be centralized in an expert unit.

Liability

The many financial aspects of conferencing must be handled within the State of Kansas, Kansas Board of Regents, and K-State guidelines. The conferencing staff must address accommodations for disabilities, copyright issues from presenters and handouts, safety and security issues including hazardous weather, the use of alcoholic beverages, and general liability issues. Contracts with numerous vendors (event facilities, hotels, transportation, speakers, service providers) are necessary

and must be negotiated and signed only by the K-State administration's designated staff in DCE. Experienced coordinators and efficient systems are imperative to the success of these events.

CEU activity

The expanding demand for updated credentialing for professionals has made it imperative that CE activity records for individuals are well maintained and retrievable now and in the future. DCE is designated by the Kansas Board of Regents as the K-State unit which awards CEUs, creates the record of the CEU, and in conjunction with other certifying agencies, maintains these official university records for K-State.

Financial

The Kansas Board of Regents rules stipulate that conference and non-credit events must be self-supporting and that General Use Fund appropriation money may not be used for non-credit events. All fees for these events must be collected by DCE on behalf of the University. Restricted fees are used to cover administration of these events in compliance with the Kansas Board of Regents and state policies.

Conference related revenue must be deposited within a restricted time period into proper accounts, and detailed records of those deposits maintained. Every non-credit event begins with a budget and ends with a final report. All conferencing records are maintained according to University mandates for the proper number of years, and then are archived.

Distance and Off-Campus Courses and Programs

New Course and Program Development and Marketing

The constant contact with professionals in many fields allows DCE to serve as a conduit for development of programs to meet emerging student credit and non-credit needs at the state and national levels. The distance students are the fastest growing segment of those served by K-State. The revenue generated from these non-traditional students will continue to be an integral part of K-State funding. DCE staff are aware of marketing strategies and emerging demands of learners. The innovative programs and services in the distance area have garnered the university numerous national awards over the past few years, proving that the partnerships of DCE and the academic units who provide the intellectual content and instruction serve both students and K-State well.

Student Services

Distance students have expectations for high quality services, and often need special consideration as they pursue degrees. The systems in DCE, which provide student

services, and DCE's close monitoring of student satisfaction are imperative to the growth of the distance student population. DCE works with all providers of K-State student services to apply those services received by the more traditional student to distance and off-campus students. The DCE staff is well versed in the most current delivery methods and understands how to apply intellectual content in numerous ways to meet the needs of students with diverse learning needs and styles.

Tenured Appointments at Another Institution

Academic Freedom and Tenure (1940 Statement of Principles)

In 1940, following a series of joint conferences begun in 1934, representatives of the American Association of University Professors and of the Association of American Colleges agreed upon a restatement of principles set forth in the 1925 Conference Statement of Academic Freedom and Tenure. This restatement, known to the profession as the 1940 Statement of Principles on Academic Freedom and Tenure, has been endorsed by most educational and professional academic organizations, such as the American Council on Education and the National Association of State Universities and Land-Grant Colleges, in which Kansas State University holds membership.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespeople.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, or under extraordinary circumstances because of financial exigencies. In the interpretation of this principle it is understood that the following represents acceptable academic practice:

- The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that the new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
- During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
- Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges

against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment upon the case. He/she should be permitted to have an advisor of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his/her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

- Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

Interpretations

At the conference of representatives of the American Association of University Professors and of the Association of American Colleges on November 7-8, 1940, the following interpretations of the 1940 Statement of Principles on Academic Freedom and Tenure were agreed upon:

- That its operation should not be retroactive.
- That all tenure claims of teachers appointed prior to the endorsement should be determined in accordance with the principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure.
- If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph (c) of the section on Academic Freedom and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning his/her fitness for position, it may proceed to file charges under Paragraph a(4). of the section on Academic Tenure. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

CONSULTING AND OUTSIDE EMPLOYMENT

General Principles

This policy is based on the Board of Regents' policy entitled *Commitment of Time, Conflict of Interest, Consulting and Other Employment*.

Conflict of Time Commitment

Attempts to balance university responsibilities with external activities (such as, but not limited to, consulting, public service or pro bono work) can result in real or apparent conflicts regarding commitment of time and effort. Whenever a faculty or staff member's external activities exceed reasonable time limits, or whenever a full-time faculty or full-time unclassified staff member's primary professional responsibility is not to the university, a conflict of time commitment exists.

Conflicts of commitment usually involve issues of time allocation. Full-time faculty members and full-time unclassified staff of state universities owe their primary professional responsibility to their employing university, and their primary commitment of time and intellectual effort must be to the education, service, research and scholarship missions of the university. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments. The specific responsibilities, position requirements, employment obligations and professional activities that constitute an appropriate and primary commitment of time will differ across schools and departments, but said responsibilities, requirements, obligations and activities should be initially premised on a general understanding of full-time commitment for full-time faculty and full-time unclassified staff of the university. Exceptions must be justified and shown to enhance the university's mission and must be approved in advance by the faculty or staff member's supervisor.

Conflict of Interest

A conflict of interest occurs when there is a divergence between an individual's private, personal relationships or interests and his or her professional obligations to the university such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined or substantially influenced by considerations of personal benefit, gain or advantage. Whether a conflict of interest or the appearance of one exists depends on the situation, not on the character or actions of the individual, and must be determined objectively on a case by case basis. The appearance of a conflict of interest can be as damaging or detrimental as an actual conflict and thus, for purposes of this policy, apparent conflicts are treated the same as actual conflicts.

Situations involving potential conflicts of interest are common in a modern university and must be addressed. State universities have as part of their mission the promotion of the public good by fostering the transfer of knowledge gained through university research and scholarship to the private sector. Two important means of accomplishing this institutional mission include consulting and the commercialization of technologies derived from research. It is appropriate that university personnel be rewarded for participating in these activities through consulting fees and sharing in royalties resulting from the commercialization of their work. It is not appropriate, however, for an individual's actions or decisions

made in the course of his or her university activities to be determined or substantially influenced by considerations of personal financial gain. Such behavior calls into question the professional objectivity and ethics of the individual, and it also reflects negatively on the employing university. State universities are institutions of public trust; university faculty and staff must respect that status and conduct their affairs in ways that will not compromise the integrity of the university.

Except in purely incidental and minor ways, university resources, including but not limited to facilities, materials, personnel, or equipment shall not be used in external activities unless prior written approval has been received from the university's chief executive officer or his or her designee. Such permission shall be granted only when the use of university resources is determined to further the mission of the university. When such permission is granted, the faculty or staff member shall make arrangements to reimburse the university for institutional materials, facilities or services used in the external activity. Such use shall not be authorized if it violates the Board of Regents policy on Sales of Products and Services. Proprietary or other information confidential to the university shall not be used in external activities unless prior written approval has been received from the university's chief executive officer or designee.

University personnel shall not involve university students, university staff, or university faculty in their external activities if such involvement is in any way coerced or in any way conflicts with the involved participants' required commitment of time to the university. For example, a student's grades or progress towards a degree shall not be conditioned on participation in a university employee's external activities.

At Kansas State University a college or unit may, in consultation with the provost, add clarification to the above definitions of conflict or apparent conflict relating to other actions leading to conflicts of interest or time commitment that are unique to the unit's professional mission.

The university's nepotism policy is stated in PPM chapter 4095. (POD 12/09/10)

State Ethics Statutes

All employees shall adhere to all applicable state ethics statutes.

Consulting and Other Employment

Consulting for Other State of Kansas Agencies

Consulting by faculty members and other employees of institutions under the jurisdiction of the Board for another institution under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance by

both (a) the institution or agency seeking these services, and (b) the employee's home institution. The home institution shall effect payment through the regular process and shall receive reimbursement through the interfold transfer process.

Other Consulting Outside the University

For faculty and unclassified professionals, the university permits, and indeed encourages, a limited amount of consulting activity outside the faculty member's or unclassified professional's reasonably construed total professional responsibilities of employment by and for the university, on subjects that are within the faculty or unclassified professional member's area of professional expertise, provided such activity: (a) further develops the faculty member or unclassified professional in a professional sense or serves the community, state, or nation in an area related to the faculty or unclassified professional member's professional expertise; (b) does not interfere with the faculty or unclassified professional member's teaching, research and service to the university; and (c) is consistent with the objectives of the university. Regular instructional service to other educational institutions is normally regarded as inappropriate and is thus generally prohibited. Without prior written approval, faculty or unclassified professional members on full-time appointments shall not have significant outside managerial responsibilities, nor act as principal investigators, on sponsored projects that could be conducted at their employing university but instead are submitted and managed through another organization.

Other Employment

All faculty and staff employed by the university must give their full professional effort to their university duties and assignments. It is, therefore, considered inappropriate to engage in gainful employment outside the university that is incompatible with university commitments. It is inappropriate to transact business for personal gain unrelated to the university from one's university office, or at times when it might interfere with commitments to the university. Participation in academic conferences, workshops and seminars does not usually constitute consulting or outside employment. However, organizing, operating, or participating in such meetings for profit may be construed as consulting or outside employment as defined in this policy.

Reporting Requirements

Annual Reporting of Consulting Arrangements, Significant Financial or Managerial Interests, and Outside Employment

As part of the annual appointment process, all faculty and unclassified staff shall disclose to the university whether they or members of their immediate family (spouse and dependent children), personal household, or associate entities (e.g.,

corporations, partnerships or trusts in which they have a significant interest) have consulting arrangements, significant financial or managerial interests, or employment in an outside entity. This report and information shall be provided to the university no less than once year.

For purposes of the policy, significant financial or managerial interests (or significant financial or other interests) means all holdings greater than \$5,000 or more than 5% ownership in a company.

Failure to timely submit the required reporting form to the university shall result in denial of the opportunity to submit research proposals to external funding agencies and may result in discipline in accordance with university procedures. When the university determines that the information submitted indicates that an actual or apparent conflict of time commitment or conflict of interest does or may exist, the university may require that the faculty or unclassified staff member to submit additional information and explanation regarding that conflict.

Ongoing Duty to Report Consulting Arrangements, Significant Financial or Managerial Interests, and Outside Employment As They Occur

In addition to the annual report that faculty and unclassified staff are required to make, all faculty and staff shall disclose any current or prospective situations that may raise questions of conflict of time commitment or conflict of interest, as soon as such situations become known. Such reports shall be made to the department chair or dean or supervisor of that staff or faculty member.

Federal Reporting Requirements

The university is required to adhere to and implement any additional policies and procedures and disclosure requirements that are imposed by applicable federal conflict of interest laws. The university's policy applicable to Public Health Service supported investigators and their staff is located at PPM 4090.

Prior Approval for Consulting and Other Employment Outside the University

Faculty and staff shall inform the provost, through the department chair or head and the dean, of all consulting activities and employment outside the university for which the employee is compensated. The faculty or staff member shall report in writing the proposed arrangements, and secure approval prior to engaging in consulting activities or other employment. The report shall indicate the extent and nature of the consulting activities or employment, the amount of time to be spent, including travel time, and the amount of time expected to be spent on all such outside consulting activities or employment during the coming academic year. Unclassified professionals must inform the appropriate vice president or the provost, through the unit head and any appropriate administrator, of all external personal professional activities. Unclassified professionals must obtain approval

prior to engagement in all external personal professional activity regardless of the length of engagement

Disposition of Reports

All required reports shall be submitted in accordance with university requirements and shall be used for the determination of whether an individual is in compliance with this policy. Such reports will also be available to institutional research officers to permit certification and/or verification of compliance with federal regulations. The university maintains these reports for a minimum of three years.

Use of University Name

The name of the Board of Regents, a state university or the Regents System may never be used as an endorsement of a faculty or staff member's external activities or by any outside entity for any purpose without expressed and advance written approval of the university chief executive officer or the Board's President and Chief Executive Officer, as appropriate. Faculty and staff members may list their institutional affiliation in professional books, articles and monographs they author or edit and in connection with professional workshops they conduct or presentations they make without securing approval.

Kansas State University Review Process

Reporting procedures developed at Kansas State University reflect the requirements in the policy adopted by the Board of Regents. Two forms have been developed to implement this policy, the Annual Declaration and Disclosure and the Consulting Request. For access instructions and tutorials, please go to <http://www.k-state.edu/conflict/forms/>. The Annual Declaration and Disclosure is to be completed every year at the same time as the annual contract is signed, and updated as provided in C2. The Consulting Request form (<http://www.k-state.edu/conflict/forms/>) must be submitted and approved by the unit head, dean, and provost in advance of undertaking any consulting activity.

Responsibilities of Unit Heads/Immediate Supervisors

The unit head/immediate supervisor will review the Annual Declaration and Disclosure or the Consulting Request. The unit head/immediate supervisor will indicate by an approval signature when a report or request does not appear to indicate a possible conflict of interest or where a satisfactory management plan has been developed at the unit level. The reports or requests and any management plans that have been developed shall be forwarded to the dean or appropriate administrator.

In cases where the unit head determines that there may be a possible conflict of interest or time commitment, the management of which is unresolved at the unit head level, the following procedures will be followed: (i) the unit head will prepare a

written summary of the case. The faculty or unclassified professional member affected must have the opportunity to review and discuss the summary with the unit head and will have the opportunity to submit to the unit head a written response recording his or her position on the case; (ii) before the unit head submits the summary to the next administrative level, the faculty or unclassified professional member must sign a statement acknowledging the opportunity to review and to discuss the summary and indicating whether he or she submitted a written response; (iii) the unit head who prepared the summary must submit to the dean or appropriate administrator all forms, the summary of the case, including the facts indicating a possible conflict of interest or time commitment, and any written responses prepared by the faculty or unclassified professional member.

Responsibilities of Deans/Comparable Administrators

The dean/comparable administrator will review all of the materials submitted to ensure that the correct procedures have been followed. The dean/comparable administrator will then determine whether the case involves a conflict of interest or time commitment or the appearance of one, and whether any conflict management plan which has been developed is acceptable. In cases where there is no such conflict or where the conflict management plan is acceptable, the dean/comparable administrator will show approval by signing the Annual Declaration and Disclosure or Consulting Request.

The dean/comparable administrator will make recommendations for managing any real or apparent conflict that has not been resolved at the unit level. These will be presented to the unit head and the faculty or unclassified professional member. Those individuals must indicate in writing their acceptance of the dean/comparable administrator's recommendation or their rejection of the recommendation. A written rejection must include the reasons why the individual finds the recommendation unacceptable.

The dean/comparable administrator must forward to the provost the form(s) and associated documentation (plans of management, recommended plans of management, and written statements of agreement or unresolved differences).

Responsibilities of the Provost

The provost or the provost's designee will review all the reports or requests and supporting materials and recommendations. The provost will assess whether any conflicts or apparent conflicts of interest or time commitment exist, whether management plans which have been developed adequately manage any conflicts of interest and time commitment, and whether there are any inequities in the recommendations for management of conflicts.

If the provost does not agree with recommendations for conflict management made by subordinate administrators, an attempt must be made to reach consensus through consultation. If this fails, the provost's recommendation will be used. The individual(s) affected by the disagreement must be notified by the provost, in writing, of the provost's decision and its rationale.

In accordance with regulations issued by the National Science Foundation and the Department of Health and Human Services (Federal Register 25 August 2011), prior to the expenditure of any Public Health Service (PHS) funds awarded by NSF or NIH, Kansas State University must certify that for each award, any identified conflicts of interest will be managed, reduced, or eliminated, among other obligations for the university and its PHS-funded researchers, as further set forth in PPM Chapter 4090. Conflicts which cannot be satisfactorily managed, reduced, or eliminated must be disclosed to the NSF or HHS.

Appeals

In the event that agreement is not reached by all parties concerned with the management of a case of conflict or apparent conflict, the aggrieved parties may pursue a grievance following the procedures in Appendix G of the University Handbook.

Sanctions

In the event that a faculty or unclassified professional member fails to comply with this policy, he or she will be subject to sanctions ranging from the loss of the privilege of submitting grant proposals and receiving extramural support to, in extreme cases, dismissal for cause (University Handbook C161.1).

For more information, see <http://www.k-state.edu/policies/ppm/>

Physical and Learning Disabilities

Student Access Center

Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so that everyone has full access to university life

Research Foundation

The Research Foundation is a non-profit 501(c)(3) corporation responsible for managing the technology transfer activities of KSU under an operating agreement between the two entities. The Research Foundation was established to promote, encourage, and aid research at KSU and to provide the means, methods, and agencies by which inventions and discoveries at KSU may be patented, commercialized, or otherwise disposed of for the benefit of KSU and its faculty, staff, alumni, and students. The Research Foundation is governed by a Board of Directors,

a majority of which are KSU employees, and is funded through its commercialization activities.

Policies Governing Intellectual Property

The Bayh-Dole Act of 1980 and subsequent amendments provide the basis for current university technology transfer practices. Among other important provisions, it allows universities to retain title to inventions that were developed at their institution through government funding and file patents on inventions they elect to own. Previously, all such ownership resided with the government. Further, universities must share with the inventor(s) income collected on the invention. Remaining income, after expenses, is to be used to support scientific research or education.

The Kansas Board of Regents' Intellectual Property Policy provides general guidelines for ownership and distribution of benefits that may be derived from the creation of intellectual property. Specific implementations of the guidelines for KSU are outlined in the University's Intellectual Property Policy and Institutional Procedures.

For more information, see <http://www.k-state.edu/policies/ppm/7000/7095.html>

Disclosure and Assessment of Intellectual Property

Inventions or creative works subject to the aforementioned policies are disclosed to the Research Foundation through the Intellectual Property Disclosure Form. Timing is critical in properly protecting intellectual property. Impending publications and public presentations can be damaging to legal protection and should be managed. The Research Foundation should be notified of intellectual property with perceived commercial value as soon as it is clearly conceptualized.

Written disclosures of intellectual property are presented to the Intellectual Property Advisory Committee for assessment and recommendation of a course of action. The Committee will generally recommend one of four actions: 1) pursue legal protection and/or commercialization through the Research Foundation, 2) offer the rights to the project sponsor as required by the sponsored project agreement, 3) decline the rights and offer them to the inventor(s)/creator(s), or 4) defer a decision pending further information. If it is recommended that legal protection and/or commercialization be pursued, the intellectual property is assigned to the Research Foundation.

Legal Protection of Intellectual Property

There are three major types of legal protection available for intellectual property. Each of them provides specific legal rights for the owner.

Inventions can be protected by patents, which grant the owner "the right to exclude others from making, using, or selling" the invention. To be patentable, an invention must be novel, non-obvious, and have utility. There are three categories of patents - utility, design, and plant. Utility patents cover inventions that function in a unique manner to produce a utilitarian result. A design patent covers the unique, ornamental or visible shape or design of an object. A plant patent covers asexually reproduced distinct and new plant varieties, other than a tuber propagated plant or a plant found in an uncultivated state.

Works of authorship are protected by copyright from being reproduced, modified, distributed, and publicly displayed or performed without the copyright owner's permission. Although not required, copyrights can be registered; registration is of relevance to infringement litigation. Copyrightable works of authorship include such things as software, multimedia, video and sound recordings, etc.

Words, names, or symbols indicating the source of goods and distinguishing those goods from others can be protected by trademark. Trademark protection prevents others from using marks that might be similar to avoid confusion.

The Research Foundation works with external patent counsel to prepare, file, and prosecute the necessary applications to protect intellectual property assigned to it. Legal protection is a lengthy, involved, and strategic process that necessitates the close cooperation of the inventor(s), external patent counsel, and the Research Foundation. In some cases, the inventor(s) may be asked to perform additional experiments in order to prove their inventive claims.

Non-Patentable Intellectual Property

Intellectual property may exist in the form of material that is not protectable by legal means, but by its nature is of commercial value. An example of this would be a monoclonal antibody or the like produced from a unique, continually growing, biological, culture. Intellectual property of this sort should be disclosed by its creator(s) in the same manner as described above.

Commercialization of Intellectual Property

The Research Foundation contracts with the Kansas State University Institute for Commercialization (KSU-IC) for the commercialization of intellectual property that is assigned to it. From the point of disclosure, the Research Foundation and KSU-IC work with the inventor(s)/creator(s) to market the invention to companies that might be interested in further development of the intellectual property. The ultimate goal is the creation of a marketable product that yields a reasonable financial return.

A majority of the inventions disclosed are in the very early stages of development and require a substantial investment of time and money to carry them through to

the final stages of production. Oftentimes it is necessary to further develop the invention in order to make it more attractive to an external company for commercialization. Various means are available for technology development, including sponsored research and formation of local start-up companies.

Distribution of Revenue from Commercialization

The Kansas Board of Regents' Intellectual Property Policy directs that when any revenue is obtained by or on behalf of the institution from the development or assignment of any patent or from royalties, license fees or other charges based on any patent or copyrightable software, not less than twenty-five (25) percent of revenues shall be paid to the inventor(s) or creator(s). Revenue sharing shall begin only after the institution recoups costs as set forth in this policy.

In addition to this provision, the Research Foundation's Board of Directors elects to return ten (10) percent to the department(s)/administrative unit(s) that employ the inventor(s)/creator(s) of said intellectual property.

PART VII: Faculty Salary and Compensation

Compensation

Compensation Options for Faculty Teaching Study Abroad Courses (passed by Faculty Senate November 8, 2005)

Faculty members who desire to teach study abroad courses will sign a waiver that specifies the compensation arrangement that applies specifically to their study abroad courses. Options that might be implemented include the following:

- A pro-rated salary (dollar amount/student credit hour) will be used to compute the compensation provided to a faculty member, regardless of rank, up to a maximum compensation that corresponds to one-ninth of a faculty member's nine-month salary for a 3-credit hour course. However, if a faculty member has agreed to a percentage between 70% and 100% of the one-ninth salary, as noted in the University Handbook, then the maximum compensation will reflect that agreed upon percentage. The maximum compensation also will be pro-rated for courses that are offered for less than 3-credit hours.
 - The Provost, in consultation with the Vice President of Administration and Finance, will establish pro-rated salaries for each fiscal year: one for undergraduate student credit hours (SCHs) and another for graduate SCHs. The SCHs in each category will be used in determining the total salary available for a given course. These two rates will be adjusted each year to reflect any increases in tuition rate.

- If the enrollment in a 3-credit hour course is not sufficient to provide 70% of one-ninth of the faculty member's salary, housing and per diem for a maximum of two additional days outside the time frame of the course offering may be negotiated to allow faculty members to conduct research in their discipline. The days may be scheduled before or after the course offering.
- Airfare, housing, and local transportation are typically provided to faculty members in addition to salary. These expenses are part of the program cost assessed to the students. Faculty members may choose to waive some or all of these expenses in order to lower the program cost to the students.
- Same as 1, except that the pro-rated salary would include an adjustment for rank.
- Faculty members may specify a minimum salary (at or below the maximum compensation allowed) that they will accept or indicate their willingness to negotiate a salary, if the number of student credit hours is not sufficient to generate the specified salary.
- The faculty member may waive salary and be provided with or reimbursed for travel expenses, housing, and per diem for the time period of the course.
- The faculty member may receive a Development Reserve Account (DRA) instead of salary, with the amount of the DRA computed using the same rates as those used to determine the pro-rated salary. The maximum compensation would correspond to one-ninth of a faculty member's nine-month salary for a 3-credit hour course. Smaller compensation would be associated with courses that were less than 3 credit hours.

A nine-month faculty member can receive no more than the equivalent of three months of support during the summer session (teaching and research combined), unless approved through the normal overload process. Faculty members with 12-month appointments would not receive compensation unless approved through the normal overload process.

The waiver must be signed prior to the advertisement of the course. If enrollment is not sufficient to meet the faculty member's salary specifications, the faculty member can choose to either cancel the course or negotiate a different compensation arrangement. Negotiations will involve the Associate Provost for International Programs, the department head, and the dean of the faculty member's college.

Financial Information System

Introduction

The Financial Information System, referred to as FIS, is the official accounting system of Kansas State University. Through FIS individual financial transactions relating to budgets, receipts, disbursements, and transfers are accumulated to

provide summary and detailed reports to assist in the financial management of the University. This financial information is also reformatted and submitted to the Statewide Management, Accounting and Reporting Tool (SMART) for inclusion in statewide financial records. The goal of FIS is to provide accurate, useful financial information to assist managers in making decisions with respect to their fiduciary responsibilities while meeting state requirements. The system operates under the direction of the Assistant Vice President for Division of Financial Services though it relies on detailed information from many areas and individuals on campus. Hence it is critical that each area and individual understand responsibilities and the results of actions taken with respect to the accounting system. This guide is designed to provide general direction, recommendations, and minimum required controls to employees in utilization of FIS.

There are many features in addition to those discussed in this overview which make the system very flexible and usable. Departments are encouraged to utilize the system for their reporting needs rather than restructure, or reprocess the data through mini-unit automated systems. Through a thorough understanding of FIS, the user will derive the maximum benefit from the system. This understanding, combined with timely input of financial data, will result in more useful financial reports.

Responsibilities

Department personnel are responsible for: accurate completion of all documents sent to the Division of Financial Services; carefully reviewing monthly reports; reporting errors to the Division of Financial Services in a timely manner; and, verifying errors are corrected as they anticipated.

The Division of Financial Services is responsible for: providing training and/or information to departmental personnel on document completion and report review; maintaining the accounting system; development and maintenance of controls in the system; and, correcting noted errors in a timely manner.

Overview of Accounting Progress

Accounting Principles

Kansas State University follows the fund accounting concept utilized by non-profit organizations. Following widely accepted standards for reporting allows consistency between KSU and other universities. These standards are established by the National Association of College and University Business Officers (NACUBO) and the American Institute of Certified Public Accountants (AICPA).

The Financial Information System (FIS) is designed to follow these standards yet provide flexibility to meet the individual needs of most users.

Operations

All information to update the accounting system is provided to either the Budget Office or Division of Financial Services. Standard documents have been developed to provide consistency in recurring actions. Copies of these documents and instructions on their completion are in PPM Chapter 6320.

Upon receipt of a document the Division of Financial Services, Accounts Payable section, scans it for compliance with any applicable regulations and obvious errors. The document is then entered into FIS and the accounting system is updated. Departments can review the system updates for their accounts through on-line access. See PPM Chapter 6030.190 Data Retrieval. Daily reports are generated for the Division of Financial Services for use in verifying all data was entered. FIS is designed to update daily. Any report program can be produced at any time, even on a daily basis, if desired.

For more information, see

<http://www.k-state.edu/policies/ppm/6000/6030.html#.190>

Establishing FIS Projects

Individual FIS accounts are required for all major programs and operations. Related activities within a department may be grouped together in a single FIS project, however, a separate accounting should be maintained by the department for each activity. A miscellaneous restricted fee project may be established to group low-volume, low-dollar, or non-repetitive activities.

To request the establishment of a new FIS project, one copy of the "New Account Request Form" needs to be completed and submitted to the Division of Financial Services. A copy of this form and instructions for completion are in [PPM Chapter 6030.430](#). Questions regarding the establishment of a new account for the completion of the form should be directed to the Financial Reporting section at 785-532-1853.

NOTE: These instructions and form are NOT applicable when requesting a project number for a Sponsored Project. Please contact Sponsored Programs Accounting at 785-532-6207 regarding appropriate procedures.

Program Cost Account Codes

Program Cost Account Codes (PCA) are used to identify the type of activity. Only one PCA can be used for each project. These PCA codes identify the project by functional classifications outlined by the National Association of College and University Business Administration. Examples include instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, scholarships and fellowships, auxiliaries, and independent operations. A detailed list of Program Cost Account Codes is in PPM Chapter

6030.410. For more information, see
<http://www.k-state.edu/policies/ppm/6000/6030.html#.410>

Source Codes

Program Cost Account Codes (PCA) are used to identify the type of activity. Only one PCA can be used for each project. These PCA codes identify the project by functional classifications outlined by the National Association of College and University Business Administration. Examples include instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, scholarships and fellowships, auxiliaries, and independent operations.

Source Numbers

"FIS Sources (State Index Codes) are used to identify the type of funding affected through transacting business in FIS. Sources note the funding as being state appropriated, general fees, or restricted fees to name a few.

Organization Numbers

Each department has been assigned a unique 5 digit number as an attribute in FIS and each account is identified to the appropriate department. The first two digits of the five digit number identifies the organizational unit (colleges or Vice Presidential area) with the last three digits identifying the specific department. The Organization numbers list is available in the Financial Information Systems section of the Division of Financial Services website (<http://www.k-state.edu/finsvcs/>).

FIS Object Codes

The Oracle Object Code Listing is available in the Financial Information Systems section of the Division of Financial Services website (<http://www.k-state.edu/finsvcs/>).

System Access

Entry into the Financial Information System is limited to those who have attended the formal training sessions and submitted the "Financial Information System Access Form". See the access form and instructions Division of Human Resources. For further information, contact the Division of Financial Services Systems at 785-532-1861.

Once you have entered the system you are free (within the limits of your system access security authorization) to move about the system through the menu screens. For more information, see <http://www.k-state.edu/hcs/forms/fisaccess.html>

Budget Procedures

Interaction with FIS system will be in three categories:

Annual Budget

Each fiscal year, the Budget Office completes the annual the annual operating budget for Kansas State University and its sub-agencies: Research and Extension and the College of Veterinary Medicine. The annual operating budget is developed based on Legislative, Board of Regents, and KSU central administrative approval. The annual operating budget consists of all university funds that are expended through the State. The budget is used to allocate the appropriate funds to the campus and is reported to the Kansas Legislature and the Board of Regents each year in the budget request document. The annual budget position listing provides detailed budget information of classified and unclassified positions, student and other operating expenditures by organization. The detailed funding information includes project, source, and organization for each budget line.

The Budget Office downloads only centrally allocated funds from the annual budget position listing into FIS. See the Budget Office web site below for a list of Centrally Allocated Funds (<http://www.ksu.edu/budget>).

The Annual Budget amounts are downloaded into FIS by project, source, and organization (multi-segment account) using the object codes listed below:

- A. RevenueB0100
- B. ClassifiedB1000
- C. UnclassifiedB1100
- D. StudentB1200
- E. OOEB2000

Revenue is transferred into each account equal to the budget allocation for the centrally allocated funds.

Benefit Pool Allocation

During the annual budget download process, unclassified benefits for sources 0003, 2000, 1020, 1030, and 1300 are deposited into a central benefit pool project. Each month after payroll benefit expenses have posted, the budget and cash will be transferred from the benefit pool to each organization based on the actual unclassified benefit expense. The transactions will post to each project, source, and organization where the expense was incurred. The benefit pool has several exceptions within the sources listed. The Budget Office will exclude from the benefit pool: KSU Salina, Targeted Excellence Projects, Summer School, and Federal Benefits. These areas have the benefit amounts budgeted with each project at the beginning of the fiscal year.

Budget Tran-Type

In the Discover Report, Transaction Detail Report, the column Tran-type will list one of the two following descriptions:

Budget – Original:

- This Tran-type is used when original budget is downloaded into FIS as described above. All original budget entries occur in July at the beginning of the fiscal year except for the second allocation made to the Research and Extension federal funds. The description in FIS reads "Budget-Original" without a document number.

Budget - Transfer:

- In FIS the Tran-type shown as Budget-Transfer occurs with no document numbers when a benefit pool transfer is being made. The benefit pool transfers will usually occur twice during a month. The object code of B1100 will identify these entries.
- When all other budget transfers are being made, the type is Budget-Transfer with a document number present. If there is a question, a document can be located through a document search.

Preparation and Processing

The Budget Office is responsible for entering the original budget amounts and processing the Allocated Budget Transfer Forms on all non-grant projects. The Allocated Budget Transfers will adjust the revised budget column on the FIS reports. The Allocated Budget Transfer for is located on the Division of Financial Services website at <http://www.k-state.edu/finsvcs>. Instructions to complete the form are found on the Budget Office website:

<http://www.ksu.edu/budget/budgettransferguidelines.pdf>

Departments will release and approve Allocated Budget Transfers to the Budget Office. The Budget Office will then review all transfers and authorize them to be entered into FIS. The Division of Financial Services will upload them into the Financial Information System.

Cash Receipts Procedures

There are four basic cash receipt transactions: Standard Cash Receipts, Direct Deposit Receipts, Letter of Credit Receipts, and Refunds. Standard Cash Receipts are any collection of monies made by the university departments and deposited with the Cashiers and Student Accounts section of the Division of Financial Services.

Direct Deposits and Letter of Credit Receipts are monies sent directly to the State Treasurer's Office without first being deposited locally and mainly concern the Division of Financial Services personnel. Refunds only involve Campus Enrollment Fees, KSU. Housing and Continuing Education enrollment fees. Deposits

should not be made to any Grant Projects or any allocated funds.

Standard Cash Receipts may be deposited to any project. The system recognizes cash receipts as a credit to the project indicated and automatically generates an offsetting debit to the claim on cash. Red deposits (negative cash receipts) and refunds are recorded as a debit to the account indicated and automatically generates an off-setting credit to the claim on cash. On all FIS transactions, a credit is indicated by a negative sign behind the figure.

Therefore, a standard cash receipt transaction will have a negative sign and any red deposit or refund will have a positive (no sign) behind it.

Cash Disbursement Procedures

Cash disbursements record money paid by the institution. The system recognizes cash disbursements as debits to the account on the transaction. The system automatically generates an offsetting credit to cash.

Projects in Overdraft

After accounts are overdrawn for three consecutive months, vendor payments, which attempt to post charges against overdrawn restricted use, non-grant FIS accounts, will be returned to the paying departments. The selection of another account, a transfer of payment, or a transfer of funds must occur before the payment will be processed. It should be noted that encumbered amounts are not included in the calculation of the account balance when determining the overdraft status. Circumstances that warrant exception to this policy should be brought to the attention of the Division of Financial Services through a letter explaining the extenuating circumstances. Letters requesting exception must be signed by the dean or head of the administrative unit that is responsible for the overdrawn account. Letters requesting exemption from this policy are valid for 24 months. As exemption authorizations expire, new letters proposing a course of action to resolve the deficit must be submitted according to the guidance noted above.

Month End Reports indicate the status of cash in each account. Additionally, the Accounts Payable section of the Division of Financial Services distributes on a quarterly basis reports to administrative unit and college level business managers that indicate restricted use accounts in overdraft status. In addition to the hard copy notification to the department, Accounts Payable staff will monitor restricted use accounts and department staff will be contacted subsequent to the three-month grace period mentioned above.

General use accounts and grant accounts are excluded from this policy. The Budget Office, and Sponsored Programs in the Division of Financial Services set policies that apply to these account types.

Encumbrance Procedures

System users may recognize committed funds prior to the actual recognition when goods/services are received. This allows the institution to analyze the use and current status of budgeted funds. These commitments are entered into the system with an encumbrance transaction.

Encumbrances provide more comprehensive control of budgeted expenditures and more detailed reporting. Like budgets, encumbrances are memo notation items and are not treated as liabilities. An encumbrance reduces the project's budget availability and generates a commitment record on the Open Commitment File.

Payroll

The Payroll System uses a batch feed to FIS which is run three to five times per month: first for supplemental paid between the 1st and 15th, second for adjustments, and third through fifth (as needed) for payrolls dated the first of the new month.

For employees who are paid from multiple projects accounts, the fringe benefits are computed then allocated among the accounts in the same ratio as salary expense per account is to the gross total.

Some academic appointments are expensed in nine months but the employee is paid over 12 months. The difference between the amount expensed and the amount paid is recorded to a 9/12 accrued salary project and paid out to the employees in the months of June, July and August. The amount accrued each month is the annual salary divided by 12 x .33333. Associated fringe benefit charges are computed at .33333 x current month fringes except FICA which is computed based on the current FICA rates, wage limits and employee salary. Both the amounts paid and the amounts expensed are detailed on the Payroll Payments by Project reports and are summarized as separate transactions (one for paid amounts and one for accrued amounts) in FIS.

June payrolls dated July 1 through July 10 are charged to current year business (as opposed to new fiscal year) and are reflected on the June monthly reports and current fiscal year reports.

Source of Salary Changes for Sponsored Programs Projects

When a project year ends and a new project year begins and a new project number is assigned, a source of salary change (PER-39 or GST) must be prepared and submitted for each classified and unclassified employee currently paid on the grant. The funding does not automatically "roll over" into the new project. Funding sources for hourly students must be made on the time sheets.

College Work Study Program (CWSP)

Assessment of CWSP Administrative Expense to departments is accomplished via automatic (system-generated) journal entries. Department share (currently 25%, plus the Federal share (currently 75%) are used for the calculation. Sub code E2990 is used for the charges. CWSP Administrative Expense charges relating to federally sponsored projects are reflected in the departmental SRO projects. If no SRO projects exist, the charges are posted to General Fees projects, certain appropriated projects, or in special situations to another Restricted Fee project.

The Federal share of CWSP salaries is charged to special projects.. While departments receive statements and Payroll Payments by Project Reports for these accounts, the funds do not come out of departmental budgets. The statements and reports are for information only.

Payroll Payments by Project Reports

Payroll Payments by Account Project are detailed listings of individual employees and the associated charges for the month for each KSU Project number. These reports are generated from the payroll system and support the payroll data summarized in the reports generated from the Financial Information System. These reports are generated for any project to which payroll data are posted; however, if no payroll is charged for the month, no report will be generated.

Data Retrieval

Reporting of Financial Information System Data or Data Retrieval deals with providing information for management decision. Data retrieval is represented as information displayed on a CRT (computer terminal screen) or as printed reports produced by the Financial Information System. This section of the manual is meant to acquaint the reader with accounting information available through accessing the Inquiry Screens that contain the latest information processed by the system and to provide a brief explanation of the daily, monthly and year-end reports printed out as a part of a closing process.

System screens are available for on-line inquiry and viewing. These screens show the project status, activity and reflect the most current status from all processes transacted against the projects. The system does not allow the user to change any of the inquiry data.

The inquiry screens and a brief description of content are as follows. Additional screen information and training may be found at the Division of Financial Services, Accounts Payable web page under Training.

As the Financial Information System is updated on a daily basis and current day's transactions are merged into month-to-date and year-to-date history files, various reports can be run at virtually anytime through Discover reports. The information

contained on the various reports, however, will be only as current and accurate as the input into the system. In other words, if a transaction has not been entered or has been entered incorrectly, the accuracy of reports that are generated will be reflected accordingly. The FIS System has the ability to provide a number of management reports on request. General use reports are generated monthly and distributed to users.

Local encumbrances which are outstanding at the end of the year will be converted to a state encumbrance and will be assigned an FIS order and line number. Encumbrances carry forward to the new year. Encumbrances consist of certain construction contracts and Sponsored Research Project Contracts when funds are not provided until after the expense is incurred. There can also be KSU. local contingent encumbrances for items which will not be included on a DA-118 and converted to a state encumbrance at the end of the year.

Budget Forms

There are two forms that are used to correct or adjust previous budget entries. A list of the Allocated and Non-Allocated Funds is available on the Budget Website under Annual budget preparation.

Allocated Budget Transfer:

The Allocated Budget Transfers are completed using E-Forms, which assigns a document number. When a budget transfer is completed, in addition to the budget transfer entry, two other entries will also take place to reflect the cash movement:

- B0100 budget revenue entries follow the budget transfer entry for the increase and decrease of budget entries.

The following revenue entries will occur each time a budget transfer is completed:

- A. R6641 is a revenue increase entry
- B. R6642 is a revenue decrease entry

Non-Allocated Funds Transfer:

The non-allocated funds transfer form looks nearly identical to the allocated budget transfer form.

The non-allocated form is used to transfer cash for non-allocated funds. The Budget Office website has a list of non-allocated funds.

The following revenue entries will occur when a non-allocated funds transfer is completed:

- A. R6651 is a revenue increase entry
- B. R6651 is a revenue decrease entry

PART IX: NEW FACULTY FAQ

1. How do I get keys?
KSU Key Request forms are available to department offices from Facilities Key Control and Distribution. Detailed instructions are available on the University Handbook page at <http://www.k-state.edu/policies/ppm/7800/7820.html>.
2. How do I get a parking pass?
To order a permit, faculty/staff should go to HRIS Employee Self Service and sign in with their K-State eID and password. From there, click Employee Self Service, then Payroll and Compensation, then Purchase Parking Permit. Detailed instructions are available on the HRIS website and Parking Services page at www.k-state.edu/parking/.
3. Where do I get travel documentation?
Faculty has the opportunity to be reimbursed for travel expenses related to the University. Instructions on receiving reimbursement as well as forms are found on the University Handbook page at <http://www.k-state.edu/policies/ppm/6400/6410.html>.
4. How do I rent a room?
Faculty requests for room rentals as well as room assignments and reassignments are processed by the Department of Facilities. Detailed instructions on how to request a room is provided in the University Handbook page at <http://www.k-state.edu/policies/ppm/7800/7850.html>.
5. What is the promotion and tenure process?
Documentation for the College of Human Ecology promotion and tenure process can be found on the departmental page at <http://www.k-state.edu/provost/deptdocs/humecol/hotel/>.
6. What is the scantron process?
The scantron process is controlled by the IT Help desk located in room 214 in the Hale Library. Detailed instructions as well as resources for faculty and graduate teaching assistants regarding scantrons can be found at <http://blogs.k-state.edu/it-news/2010/03/09/scantron-resources-for-faculty-graduate-teaching-assistants/>.