

# **CLASSIFIED PERSONNEL**

Fort Hays State University is a four year university principally serving the region of western Kansas. The University opened on June 23, 1902 with 34 students and two faculty members. The university presently serves more than 5,500 students and employs about 650 faculty and staff.

This handbook has been prepared for the classified staff employees of the University to answer a variety of job related questions. For specific situations not covered in this handbook, the employee should contact their supervisor or the Personnel Office.

Nothing in this handbook should be construed to grant/convey/provide any property rights or enforceable interests. State employees may have protection granted by state statutes or regulations.

**JANUARY 2003**  
(currently being updated)

## **FORT HAYS STATE UNIVERSITY**

Fort Hays State University is an affirmative action/equal opportunity employer. Women, minorities, persons with disabilities, and veterans are encouraged to apply.

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# **EMPLOYMENT POLICIES**

## **SALARY AND POSITION CLASSIFICATIONS**

All classified positions at the University and within the State have been established after careful study to determine the responsibility, the complexity of work, and the skills and knowledge required to perform the tasks. Positions with similar duties and requirements are assigned to the same class and salary range. This is to provide equal pay for equal work.

The Kansas Department of Administration has developed a salary plan. This salary plan contains 34 pay grades, and each pay grade contains a number of steps. This salary plan is consistent throughout the State of Kansas. All positions are assigned to one of the 34 pay grades. The starting salary of a new employee is based on these pay grades and steps.

Each year, the State Division of Personnel Services conducts a pay plan study and review. The Division then recommends pay plan adjustments to the Governor who makes a recommendation to the Legislature. The adjustments reflect economic trends, availability of funds, etc. The final authorization for any pay plan adjustments is usually effective at the beginning of the fiscal year.

## **PROBATIONARY PERIOD**

All newly appointed classified staff serve a six month probationary period. During this time, the employee will receive on-the-job training and orientation to become familiar with their job expectations and with University policies and procedures. During this time, the employee's supervisor will be observing the employee closely to determine their suitability for the position and ability to work harmoniously with fellow employees.

Near the end of the probationary period, the supervisor will conduct a performance review. Based upon the review, the supervisor will choose one of the following recommendations: 1. Give the employee permanent status as a state employee; 2. Ask for an extension of the probationary period (not to exceed an additional six months); or 3. Recommended termination due to unsatisfactory performance.

It should be noted that while on initial probation, an employee may be dismissed at any time.

## **PERMANENT STATUS**

Upon successful completion of the probationary period as supported by a performance review, an employee will be granted permanent civil service status at Fort Hays State University. As a permanent classified staff member, an employee is eligible for all benefits of State employment.

Permanent status implies certain rights and privileges which are not available while on probation. Some of these rights and privileges are: Civil Service appeals procedures, reinstatement, promotion, long term leave, etc. Continued employment by the University is nevertheless dependent upon continued satisfactory work performance.

## **PERFORMANCE REVIEWS**

During the first year with the University an employee is formally reviewed once. The review occurs near the end of the probationary period to determine if permanent status should be granted. Formal reviews occur annually thereafter. Employees are informed as to the job expectations and priorities for all phases of their work. The performance review involves measuring actual performance against those job expectations and priorities.

Supervisors rate each employee's work and review the rating with them. The employee signs and dates the form and the review is sent to the Personnel Office where it becomes a permanent part of the employment record. An employee may be reviewed at any time specified by the University if conditions warrant a higher or lower rating.

Performance reviews are used to determine eligibility for pay increases, promotions, and lay-off score calculations, as well as disciplinary action including dismissal. A current rating of satisfactory or above is necessary for promotion, to be considered for a salary increase, and to be eligible for a longevity bonus. Two or more unsatisfactory ratings received by an employee and conducted a minimum of 30 days apart within a 180 day period may result in a recommendation for demotion, suspension, or dismissal.

A permanent classified staff member who feels unfairly reviewed has the right within seven days of signing the review to appeal the review in writing to the Vice-President for Administration and Finance (Appointing Authority). This sets into motion an established review appeals procedure. The employee's signature on the review form does not signify agreement with the rating nor waive the right to appeal. An employee serving on an initial probationary appointment does not have the right to appeal their performance review rating.

The Classified Employee Performance Review Appeal Procedure is found in Appendix A.

## **SALARY ADJUSTMENTS**

Upon successful completion of the initial probationary period, an employee becomes eligible for a salary increase. Six months after the satisfactory completion of the probationary period, and annually thereafter, an employee will be eligible for salary increases. The amount of salary adjustment is entirely dependent upon the time on a salary step and having a satisfactory performance review within the last 12 months, and is also contingent upon legislative approval and the availability of funds.

## **PROMOTIONS AND TRANSFERS**

Qualified applicants with a performance review of "satisfactory" or above are eligible to be considered for promotion, transfer, or voluntary demotion. Application for promotions or transfers must be made with the Personnel Office prior to the deadline. All qualified classified employees of the University are given consideration for a vacant position; however, the supervisor will select the person most qualified for the job.

A promotion carries with it an increase in pay and a probationary period for a minimum of three (3) months but not more than six (6) months. Any employee who does not receive at least a satisfactory rating at the end of the probationary period will be demoted back to a position in the same class held prior to the promotion, or another class with the same salary range, or a class in the next lower salary range.

A transfer or voluntarily demotion from one position to another carries with it permanent status in the new position. Salary will remain the same for a transfer, but may be decreased in the event of a voluntary demotion.

## **HOURS AND SCHEDULES**

Work schedules are assigned by the appropriate supervisors. The normal work week at the University, as established by the President, is forty hours with the normal work hours being from 8:00 a.m. to 4:30 p.m., including a 30 minute unpaid lunch period, Monday through Friday. Exceptions to the normal work schedule may be made by department heads, subject to approval of the Appointing Authority. Except in emergency situations, the supervisor will notify the affected employee at least three working days in advance of any change in the employee's work schedule.

Eligible non-exempt employees are compensated for overtime which is defined as all hours worked in excess of 40 hours in a work week. The FHSU work week begins at 12:01 a.m. Sunday and ends at 12:00 p.m. Saturday. It is the policy of the university that work be organized and scheduled in such a manner that overtime work will not be required.

However, in cases of emergency or on special occasions, an employee may be required to work beyond the normal forty hour work week. If this occurs, the employee will be compensated at one and one-half times the regular rate of pay. When compensating for overtime with compensatory time, it will be given at a time and a half rate. Working overtime must receive prior approval of the supervisor and Vice President for Administration and Finance.

Non-Exempt. Employees are required to sign a bi-weekly time sheet indicating hours worked daily during each week. Exempt employees will sign a bi-weekly time sheet and report only leave taken.

**Non-Exempt employees may also be eligible for shift differential pay. If an employee falls into this category and the normally scheduled work shift begins before 6:00 a.m. or ends after 6:00 p.m., he/she may be eligible for an additional 30 cents per hour shift differential pay. Employees should check with their supervisor to see if they are eligible.**

Classified employees may earn compensatory time for hours worked as overtime or on holidays. An employee should use this compensatory leave within six months of the month that it was earned. Compensatory time credits are not considered as part of sick leave, vacation leave, or overtime and cannot be transferred. Compensatory time credits should be used before using annual leave.

## **COMPENSATION**

University employees are paid on a bi-weekly basis. The pay periods are two weeks (80 hours) and there are 26 pay periods per year. All paychecks are calculated at the University and printed in Topeka. Employees will receive their check or advice every other Friday. If the Friday falls on an official holiday, the check or advice will be mailed the day before. The check or advice is mailed to the employees home or post office box. Employees may sign up for electronic funds transfer (EFT) of their paychecks to any financial institution. This insures reliability of depositing.

Deductions. The following deductions are made from the paycheck:

- Federal Withholding — an amount based upon total salary and the number of exemptions claimed on an employee's most recent W-4 form. An annual statement of earnings and deductions (W-2 form) will be available on or before January 31st of the following year for use in preparing income tax forms.
- State Withholding — an amount based upon federal withholding deducted each month for state income tax purposes.
- Social Security (OASDI) — a percentage of gross income equally matched by the University contributed to the employee's Social Security account.
- Medicare (HI) — a percentage of gross income matched by the University sent to the Social Security System to fund the national Medicare program.
- Kansas Public Employees Retirement System (KPERS) — One year after an employee begins employment with the State, a deduction of 4% of gross income is sent to the KPERS trust fund and credited to the employee's account.
- Health Insurance — If an employee has elected health insurance coverage, the participating share of the cost will be deducted from the check and sent to the insurance carrier. This deduction will be tax sheltered unless an employee elects otherwise. Tax sheltered deductions cannot be used as an itemized deduction when filing income tax returns.
- Kan Elect-Flexible Benefit Spending Accounts — If an employee has elected to participate, the amount designated by the employee will be deducted from the paycheck and sent to the escrow company. An employee then submits claims for dependent care and/or unreimbursed health care payments.
- Tax Sheltered Annuities and Deferred Compensation are available on a voluntary basis. Also, optional Group Life Insurance, Savings Bonds, and other voluntary deductions may be made.

## **LONGEVITY BONUS**

Classified employees hired prior to June 15, 2008, are eligible to receive a longevity bonus payment when they have reached 10 years of satisfactory service with the state, as authorized by K.S.A. 75-5541. At this time, employees receive payments based on \$50 for each year of service. At 10 years of service, the employee receives \$500. Each year thereafter, the employee will receive a longevity bonus during the pay period of their service anniversary, based on \$50 per year of service. Payments are capped at 25 years of service, or a maximum of \$1,250. Employees with an unsatisfactory rating on their evaluation do not receive a longevity bonus.

Please note that the provisions of this section do not apply to anyone who is hired on or after June 15, 2008. Staff hired after June 15, 2008 will not receive a longevity bonus.

# LEAVES

## VACATION LEAVE

Requests for vacation leave are made to the supervisor. Every effort will be made to grant vacation on the first choice of dates; however, it may be necessary for an employee to reschedule vacation times in order to provide adequate staffing within the work area.

Permanent and probationary staff are entitled to vacation with pay; which is earned, credited, and accumulated as shown in the following table:

### **Vacation Leave Accumulation Schedule (Non-Exempt Staff)**

<b>Hours Earned Per Pay Period Based on Length of Service</b>			
<b>Hours in Pay Status Per Pay Period</b>	<b>Less Than 5 Years</b>	<b>5 Years &amp; Less Than 10 Years</b>	<b>10 Years &amp; Over</b>
0-7	0.0	0.0	0.0
8-15	0.4	0.6	0.7
16-23	0.8	1.2	1.4
24-31	1.2	1.8	2.2
32-39	1.6	2.3	2.9
40-47	2.0	2.9	3.6
48-55	2.4	3.5	4.3
56-63	2.8	4.1	5.0
64-71	3.2	4.7	5.7
72-79	3.6	5.3	6.5
80+	3.7	5.5	6.7
Maximum Accumulation of Hours	304	304	304

Classified employees earn vacation leave based on hours in pay status each pay period and years of service. All classified staff have a maximum accumulation of 304 hours. Crediting of vacation leave hours occurs at the end of each bi-weekly pay period. Excess vacation leave may not be converted to sick leave.

When on vacation, weekends do not count as vacation days. An official holiday that occurs during vacation is also not counted as a vacation day. Usage exceeding the balance will result in leave without pay.

A classified employee may receive, upon termination of employment, payment of no more than 176 hours of vacation leave. At retirement or at termination of employment when retirement eligible, an employee may receive payment for up to 240 hours of annual leave.



## **SICK LEAVE**

Any permanent or probationary employee, including a part-time employee, begins earning sick leave upon employment. Sick leave credits are earned based upon hours worked during the pay period. For 80 hours worked, 3.7 hours will be accrued. Sick leave credits can be accumulated on an unlimited basis. Sick leave, like vacation leave, cannot be granted until after it has been accrued.

Paid sick leave is granted only for necessary absences from duty because of personal or family illness, injury, or other medical related situations. To request sick leave, employees must notify their supervisor as soon as possible so arrangements can be made to accommodate the absence. Failure to notify the supervisor in a timely manner may lead to the denial of the sick leave request. A supervisor/department head may require that an employee requesting paid sick leave submit a medical certificate from a physician. It is University policy that employees who have been sick three or more consecutive work days may be required to produce a medical certificate before being authorized to return to work. The costs of such a certificate shall be paid by the employee.

Unused sick leave is lost when an employee leaves University employment. However, it will be restored should the employee be reemployed by the University and/or the State within one year. If an employee has accumulated 100 or more days of unused sick leave upon retirement from the University, a portion of the unused sick leave will be paid to the employee. Consult the Personnel Office concerning these calculations.

## **PAID HOLIDAYS**

Employees of the University are entitled to certain legal holidays with pay. These legal holidays are as follows:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day

The Governor may designate additional days in a particular year as legal State holidays. Notification of other specified holidays will be published.

A holiday that falls on a Saturday will be observed on the previous Friday. A holiday that falls on a Sunday will be observed on the following Monday.

If an employee is required to work on a legal holiday, the employee will be granted holiday premium pay or holiday compensation credits at the rate of one and one-half times the hours worked. Whether the employee receives pay or compensation time will be determined by the University.

Contact the Personnel Office for questions regarding work on a holiday.

## **DISCRETIONARY DAY**

On a year to year basis, the Governor may grant a discretionary day for use by University employees. Employees may use the discretionary day for any personal reasons such as: religious observance, birthday, etc. Employees must use the day in the year that it is granted. It cannot be carried over to the next year.

Certain eligibility criteria must be met before an employee may use the discretionary day. The employee's appointment must be either permanent or probationary and must be half time or greater. Also the employee must have six months continuous service with the University. Individuals who are less than full time receive a pro-rated portion of a day for use at their discretion.

The use of the discretionary day must be scheduled in advance and approved by the employee's supervisor.

## **FUNERAL OR DEATH LEAVE**

Employees of the University may be granted paid funeral leave upon the death of a close relative. This leave may be granted to make arrangements for or attend the funeral. It can be granted in any increments (hours, days, etc.) up to a maximum of six days. Relationship to the deceased and travel time are considered in determining the proper amount of funeral leave which may be granted. This leave also covers services of being a pall bearer. The leave request must be immediately taken to the supervisor who will then contact the Personnel Office.

## **JURY DUTY LEAVE**

Permanent and probationary employees will be granted leave with pay for required jury duty. When an employee receives a jury or other summons, the supervisor must be notified so arrangements can be made for work assignments. Employees are expected to report for work during any hours when their presence is not required as a juror or in any other official capacity.

Although employees receive regular compensation from the University, all fees and reimbursements received for these official services can be retained by the employee (except for mileage expense associated with a State vehicle).

## **MILITARY LEAVE**

If an employee has permanent or probationary status and is a member of a reserve component of the military service of the United States, the employee may be granted leave with pay for the purpose of attending annual active duty training. Maximum military training leave is twelve working days in any calendar year. Such leave will not be counted as part of the employee's annual vacation and reenlistment in such a reserve component does not affect rights to such leave.

## **FAMILY AND MEDICAL LEAVE**

The university comes under the provisions of the Family and Medical Leave Act (FMLA). This act provides eligible employees up to 12 weeks of leave for FMLA qualifying events. Those events that automatically qualify are the birth or adoption of the employee's child. FMLA leave for personal illness or that of a family member will have to be justified.

Contact the Personnel Office for detailed information regarding FMLA leave.

## **SHARED LEAVE**

The shared leave program allows eligible classified staff to donate sick and/or vacation leave to other employees who are experiencing serious, extreme, or life threatening illness or injury.

To be eligible to receive such leave, an employee must have six months continuous state service, be unable to perform regular work duties and has exhausted all forms of paid leave. To be eligible to donate leave, an employee must have, after a donation, a sick leave balance of 480 hours and a vacation leave balance of 80 hours.

Contact the Personnel Office for more details about the shared leave program.

## **LEAVE OF ABSENCE WITHOUT PAY**

An employee may be granted a leave of absence without pay for a reasonable period of time consistent with effective fulfillment of the University duties for illness, pregnancy, childbirth, temporary disabilities, care of a family member who has a serious health condition, or for other good or sufficient reason. If an employee is on probation, such leave may not exceed 60 days. If an employee has permanent status, such leave may not exceed one year.

Such leave must be requested in writing by the employee and will require the written approval of the Director of Personnel. The Director of Personnel may for good cause terminate a leave of absence without pay by giving at least two (2) weeks notice in writing to the employee.

When returning from a leave of absence, the employee will be placed in a position in the class formally occupied or in a class with a comparable salary range if the former position is unavailable. Failure to report on the expiration date of an authorized leave of absence will be deemed a resignation.

## **BENEFITS**

### **HEALTH INSURANCE**

The State of Kansas has a group health and hospitalization insurance plan available to eligible Fort Hays State University classified staff. An employee is eligible if the position is not seasonal or temporary and if 1000 hours of work or more are required of the employee per year.

The plan includes: hospital, major medical, medical-surgical, dental and prescription drug benefits. An optical vision care plan is also available. A participating employee will receive a certificate of insurance which describes covered benefits in detail.

Participating in the plan is voluntary. There is a sixty (60) day waiting period prior to enrollment. If electing to participate, an employee should do so immediately following the sixty (60) day waiting period. Enrollment at any other time during a calendar year will not be allowed unless there is a qualifying event. Contact the Personnel Office for a discussion of the types of qualifying events. Open enrollment periods are held annually in October. Coverage can be changed at that time to be effective at the beginning of the next calendar year.

## **RETIREMENT PLAN**

All permanent classified staff employed in a position of half-time or more, and upon completion of one full year of service to the University or State, are automatically enrolled in the Kansas Public Employees Retirement System (KPERS). Participation in KPERS provides life-time monthly benefits at retirement. KPERS is in addition to the Social Security programs.

Both the University and the employee contribute to KPERS. The employee's contribution is 4% of gross earnings which is deducted from the paycheck. The University makes a contribution to the trust fund and adds additional funds to pay for the death and disability insurance associated with the system.

After ten full years of participation in the system, an employee is considered to be a fully vested member of KPERS. If an employee terminates University employment after becoming vested and prior to retirement, the employee may leave their contributions on deposit and receive monthly benefits upon retirement. If an employee terminates University employment prior to becoming vested, the employee must withdraw their contributions plus interest within five years of the termination date.

There are various benefit options available to potential retirees. Employees anticipating retirement should contact the Personnel Office for full individualized counseling on retirement and the different benefit options available.

## **KPERS LIFE INSURANCE**

All active members of KPERS have group life insurance coverage. This coverage begins on the first day of work. The entire cost of the coverage is paid by the University.

This life insurance coverage provides, in case of death, the employee's designated beneficiary a benefit equal to 150% of the employee's annual salary. Annual salary is based upon salary received, or due, for the twelve months immediately preceding the date of death.

## **OPTIONAL GROUP LIFE INSURANCE**

The University offers an optional group life insurance program to classified employees. This plan is related to KPERS and is underwritten by Security Benefit Life Insurance Company. An employee may purchase from \$5,000 to \$200,000 worth of term life insurance at group rates depending upon evidence of good health. The premium cost is based upon age and is paid entirely by the employee through payroll deduction.

A new employee has 30 days from their appointment in which to enroll in this program. For those who do not enroll during this 30 day period, there are open enrollment periods offered in even numbered years.

Upon termination from the University, an employee may elect to continue this insurance on an individual contract basis.

## **DISABILITY INSURANCE**

From the first day of appointment as a classified staff member, an employee is automatically covered by long term disability insurance. This insurance is administered by the KPERS retirement plan and the entire cost of this insurance is paid by the University. Employees totally disabled for at least 180 days will be eligible to draw a monthly benefit equal to 66.6 percent of the last year's average monthly salary less any primary Social Security benefits and worker's compensation benefits. The minimum benefit is \$100.

## **SERVICE-CONNECTED DEATH BENEFITS**

An accidental death benefit is provided for each classified employee. The death must occur during the regular performance of work. A \$50,000 lump sum payment will be paid to a designated beneficiary. Also, a monthly benefit equal to 50 percent of the employee's final average salary will be paid. This benefit will be paid in addition to the insured death benefit, but may be offset by workers compensation benefits.

## **RETIREMENT PROGRAMS**

1. Social Security (OASDI): All University classified staff are covered by the Federal Social Security program. Participation in this program is mandatory, and a payroll deduction is made for the contribution. The University provides a matching amount based upon wages earned. The program provides retirement, disability, and death benefits as a participating employee. To obtain additional information or to process claims contact the Social Security Administration Office at 1212 E 27<sup>th</sup>, Hays, Kansas (625-3496).
2. Tax Deferred Annuities/Deferred Compensation: Two programs of tax deferral are available to the University employee. These plans are the "Deferred Compensation" plan offered through the State of Kansas and the "Tax Deferred Annuity" plan offered through the Board of Regents to employees of educational institutions.

These plans differ in details only. The basic purpose of each is to defer taxes on current earnings by electing to receive those earnings plus interest at a later time, such as retirement, when the income tax rates may be lower. Contributions are made through a voluntary reduction in the paycheck. The University does not contribute any funds to these programs. The State will forward the payment to the insuring company. The maximum contribution to these programs is determined by Federal law.

"Deferred Compensation Plan" is available to all state employees immediately upon employment. All contracts are held by the State. This plan is designed as a retirement supplement. Early withdrawals are possible only when leaving state employment or in cases of severe financial hardship.

"Tax Deferred Annuities" are available to all University classified staff participating in KPERS. These voluntary tax deferred annuities are sold by most major insurance companies, and each employee may make their own selection. For a list of the eligible companies, employees should contact the Personnel Office. Payout and earnings performance on these annuities depend upon the company chosen. Withdrawal privileges are restricted until age 59½. The contract is between the employee and the company selected.

3. Retired Employee Benefits: If an employee retires with unused sick leave credits, the sick leave will be paid at the time of retirement according to the following schedule:

<u>Years of Service</u>	<u>Unused Sick Leave Credits</u>	<u>Hours Paid</u>
8 years or more	800 hours or more	240 hours
15 years or more	1,000 hours or more	360 hours
25 years or more	1,200 hours or more	480 hours

This compensation will be added to the last payroll check and will be subject to regular withholdings.

Retiring as a member of KPERS, an employee is eligible for continuation of health insurance coverage under the state group plan. All premiums are paid directly by the employee with no contribution from the University. Retired employees under the KPERS plan may be reemployed by the State. Earnings limitations are applied during the reemployment period. Social security benefits will also be decreased if the amount earned is greater than the limits set by the Social Security Administration.

Any employee considering retirement or interested in planning for retirement at a later date should to contact the Personnel Office

## **WORKERS' COMPENSATION**

The University provides coverage to all employees under the Kansas Workers' Compensation Act. Coverage begins at the time of employment and pays all reasonable medical expenses directly related to an on-the-job injury, provided it was not caused by misconduct. The act also provides for lost time compensation. This compensation begins when an employee is disabled for a minimum of seven calendar days. Compensation for the first week is not payable unless an employee is off for three consecutive weeks.

Lost time compensation is paid at the rate of two thirds of gross average weekly wages subject to the maximum as established by regulation. It is payable at this weekly rate as long as the employee is disabled, subject to an overall maximum for any one accident. Regardless of time lost from work, reasonable medical expenses resulting from an on-the-job injury are paid. The hospital, clinic, and doctor are reimbursed directly for services rendered.

Prompt reporting by an employee to the supervisor is required for all on-the-job accidents and apparent occupational illnesses. A reportable injury is one which requires either first aid or medical attention and/or results in inability to work. Emergency first aid treatment for minor injuries from work related accidents is available on campus at the Student Health Center located in the basement of the Memorial Union. All other treatments must be from off-campus providers.

In the event of a lost-time injury, the University will continue an employee's salary until the accumulated sick leave and vacation time have expired. Benefit payments are deducted to avoid double compensation. A portion of vacation and/or sick leave credits are returned (vacation first) if the amount of leave used exceeds the amount required to pay the difference between the regular pay during the time off and the benefits paid during the entire period. If leave credits are not sufficient to make up the difference, leave without pay will be granted. In essence, accumulated leave time is added to the benefit payment to assure a regular compensation check until accumulated leave is exhausted.

## **UNEMPLOYMENT INSURANCE**

All classified employees at the University are covered by the Kansas Unemployment Compensation Act. This act provides a program of small weekly benefits on a short term basis to staff members who, through no fault of their own, become unemployed or are between jobs. Further information is available at the local State Job Service Office, 8th and Allen, Hays, Kansas.

## **TUITION ASSISTANCE PROGRAM**

A Tuition Assistance Program is available for classified employees. The purpose of this program is to provide educational opportunities to assist the employee in becoming more productive. This program may provide release time from work with pay to successful applicants as well as covering the cost of tuition and books associated with taking various courses.

To be eligible for this program, an employee must be a full- or part-time permanent employee and have at least one year of service with the University prior to the beginning of the class.

Recipients of these awards are determined on a competitive basis since available funding is limited. The awards are granted for a specific course. Successful applicants are permitted to take only one course during a particular semester, but may reapply for other courses in subsequent semesters.

Application and additional information are available in the Office of Employee Relations, Room 201 McCartney Hall.

## **OTHER UNIVERSITY BENEFITS**

Staff members and their families may enjoy other benefits directly related to employment at the University. Such benefits include access to Cunningham Hall recreational facilities. With the purchase of an approved pass, employees and their immediate family may use the pool, handball courts, and gymnasiums during open recreational hours on days identified for family use and may have access to the University tennis courts when not being used for University events.

Faculty/Staff athletic activity tickets may be purchased for employees, spouses and each child of high school age or under. These are season tickets and may be purchased from the Athletic Department located in Cunningham Hall, Room 138 or by calling 628-4050. Tickets to other University-sponsored special events such as concerts, recitals, theater productions, and movies may also be purchased. For information on these various programs, contact the appropriate office.

Employees may use their Staff I.D. card to check out books and other materials from Forsyth Library. There are also photocopying machines located in the library which may be used for a nominal fee. The library's lower level houses the Center for Teaching Excellence and Learning Technology which provides viewing rooms and related facilities.

# **SEPARATION FROM EMPLOYMENT**

## **RESIGNATIONS**

If an employee desires to resign from the University, the supervisor should be notified 30 days in advance of the expected resignation date (minimum time required is two weeks). If an employee fails to give the two week minimum notice, a statement concerning such a failure may be inserted into the permanent record. The statement indicates that the employee did not resign in good standing and therefore may not be eligible for reinstatement rights.

Employees need to sign separation papers in the Personnel Office before leaving. Also, at that time, an employee must leave a forwarding address with the Personnel Office so the University can mail the last check and the W-2 Earnings Statement on or before January 31st of the following year.

The University is always striving to improve working conditions and reduce staff turnover. For these reasons, when signing the separation papers, an employee will be asked to complete an exit questionnaire which is confidentially used by the Personnel Office to identify problem areas at the University.

In addition to the voluntary resignation discussed above, the following conduct may result in termination:

1. Unauthorized absence from work for a period of five continuous working days.
2. Failure to report for work on the next working day following expiration of an authorized leave of absence without pay.
3. Failure to return from authorized military leave within 90 days following release from active duty.

## **DISCIPLINARY ACTION**

### **(Employees with Permanent Status)**

In certain instances involving misconduct, work-rule violations, or unsatisfactory performance, disciplinary action may be required.

The supervisor prepares a written report outlining causes for proposing a suspension, demotion, or dismissal. This proposal is submitted through the Personnel Office to the Appointing Authority. If the Appointing Authority deems that disciplinary action is appropriate, notification is sent to all concerned.

The notice shall include a statement of reasons for the proposed action and an effective date. The notice also includes a statement which gives the date, time, and place for the employee, if he/she so chooses, to reply in writing or appear in person, or both, before the Director of Employee Relations or his designee. If conditions warrant, the Appointing Authority may relieve the employee of duty or change the duty assignment during this hearing stage.

If, after this hearing, it is determined that disciplinary action is appropriate, the employee will receive a letter from the Appointing Authority. At any time during this process, the University may reduce or withdraw the proposed disciplinary action if conditions so warrant.



Some behaviors or conduct that may result in disciplinary measures being taken are:

1. Gross misconduct or conduct unbecoming of a State officer or employee.
2. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination).
3. Failure to maintain satisfactory and harmonious relationships with students, faculty, the public, and/or fellow workers.
4. Willful abuse or misappropriation of state funds, materials, property, or equipment.
5. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the University.
6. Being under the influence of, being in the possession of, or using alcohol or unauthorized drugs on University time.
7. Inefficiency or incompetence in the performance of duties.
8. Unauthorized or unexcused tardiness or absence from work.
9. Exhibition of any other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others as determined by the University.

## **APPEALS**

If, after an employee has permanent status, he/she is demoted, suspended, or dismissed, the employee shall have the right to file for a hearing before the Kansas Civil Service Board in Topeka to determine the reasonableness of the action. The employee must submit a request in writing to the Director of Personnel Services in Topeka, Kansas for a hearing within 30 days after receiving the notice of demotion, suspension, or dismissal.

The Civil Service Board will conduct a hearing within 45 days of receipt of the request. The burden of proof is with the employee to show that there was not just cause for the demotion, suspension, or dismissal.

## **REINSTATEMENT**

If an employee has obtained permanent status and resigns from the University in good standing (performing at least satisfactory work and giving a minimum of two weeks notice before the resignation is effective), the employee is eligible for reinstatement to the old position, if it is vacant, or to a similar position. This eligibility for reinstatement is for one year. Reinstatement rights indicate only the separated staff receive preference and is no guarantee of reemployment.

# **OTHER PERSONNEL POLICIES**

## **PERSONAL APPEARANCE AND CONDUCT**

As a representative of the University, personal appearance and professional conduct are very important. High standards of cleanliness and conduct build student confidence in the ability of University personnel to serve and educate them.

## **PARKING**

To park a vehicle on campus, employees must register their vehicle(s) and purchase a parking permit at the University Police Office located in the Brooks Building. Campus traffic rules and regulations are outlined in a brochure available at the University Police Office.

## **TOBACCO USE**

Tobacco use is prohibited in all University buildings.

## **REST PERIODS (COFFEE BREAKS)**

Rest periods are a privilege and are granted entirely at the discretion of the employee's supervisor. Staff are generally permitted reasonable rest periods which should not exceed 15 minutes during each half day of work. They should be taken at a time designated by the employee's supervisor and in a manner that does not interfere with the efficiency and service of the department. If an employee is authorized to leave the work area for the rest period, travel time from and to the work area is included in the 15-minute rest period. Rest period time cannot be used to adjust work schedules or be accumulated for future use.

## **ATTENDANCE**

The University is committed to providing quality instructional services. Therefore, each employee should readily understand why dependability is expected from all employees. Failure to report for work without notifying the supervisor in advance makes the entire work unit suffer.

If an employee is unable to report to work for any reason, the supervisor must be notified as soon as possible. This enables the supervisor to reassign work.

Daily calls for notification of absence are expected if the illness is of short duration, unless the supervisor has an understanding that the absence will be for a specific time.

Failure to notify the supervisor of an absence may be considered grounds for disciplinary action.

## **INCLEMENT WEATHER**

During periods of inclement weather, the University will be under one of the following conditions:

1. The University is closed and under a declaration of inclement weather. All but essential staff are to stay home and will be granted administrative leave. Essential staff include employees in the Power Plant, University Police, University Farm, Grounds Dept., Campus Switchboard, and Residence Halls.
2. The University is open but classes are canceled. A normal work day, staff unable to be present will be charged appropriate leave.
3. The University is open, classes as usual. Again a normal work day, staff unable to be present will be charged appropriate leave.

Announcements related to the University conditions will be made by the local radio stations around 6:30 a.m. of the affected morning.

## **ADDRESS AND NAME CHANGES**

Up-to-date records are important. It is an employee's responsibility to advise the Personnel Office of any changes in name, address, or telephone number.

The University, on occasion, must communicate with employees through the mail, i.e., W-2 forms, etc., therefore, an up-to-date mailing list must be maintained. This is made even more important if an employee should leave employment with the University, particularly if the last check is to be mailed. Please help the Personnel Office by keeping this data current.

## **UNIVERSITY AWARDS PROGRAM**

The University has an awards ceremony to honor employees of the University for length of service and outstanding achievements.

The ceremony is held annually. Employees are recognized as they achieve 10, 20, 30, and 40 year milestones for their combined service to the University and the State of Kansas.

## **STAFF TAKING UNIVERSITY COURSES**

The University encourages continual professional and personal growth of its employees.

Regular, full-time employees of the University may enroll in University courses with the expressed consent of the immediate and departmental supervisors. Class work must be arranged so that a full work week can be completed. Employees are limited to 6 credit hours (during scheduled work time) per semester and must make up the work time lost in class.

## **CARE AND USE OF UNIVERSITY-OWNED PROPERTY**

It is a violation of State and University policy to use state-owned property either off or on campus for personal reasons. If in the course of assigned duties, an employee is required to remove University property from campus, such removal must be approved in advance by the supervisor. Violations of this policy may result disciplinary action.

Employees are furnished the equipment necessary to perform their duties properly. This equipment must be maintained in good working condition.

Report malfunctioning equipment and breakage or loss to the supervisor immediately so that repair or replacement can be arranged with minimal delay. Normal wear and tear is expected and routine maintenance is provided by the University. However, employees are expected to assume responsibility for breakage or loss due to carelessness or negligence.

## **ACCIDENTS**

If an employee should accidentally become injured, seek first aid and immediately contact the supervisor. Supervisors will report accidents to the Physical Plant Office, 628-4424. An accident report is prepared by the Physical Plant Office and sent to the State Self Insurance Fund in Topeka.

## **SETTLING PROBLEMS AND GRIEVANCE PROCEDURES**

There may be times when job-related problems arise that directly affect an employee. It is in the best interest of both the University and the employee that these matters be communicated to management and resolved in an efficient and timely manner. A Classified Employee Grievance Procedure provides for a timely review and resolution of the grievance at the lowest possible organizational level. This procedure is found in Appendix B.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ACCESSIBILITY**

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, age, disability, and/or veteran status in its programs and activities. Fort Hays State University will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of education programs and activities operated by the university. Fort Hays State University is committed to an environment in which students, faculty, administrators, and academic staff (both classified and unclassified) can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation.

Employees who believe themselves to have been discriminated against or harassed on the basis of their protected class status should contact the Director of Affirmative Action, Coordinator of Title IX, Title VI, Section 504, and ADA Regulations, at 600 Park Street, Hays, Kansas 67601, 913/628-4033.

Brochures of the following policy statements and procedures can be obtained at the Affirmative Action Office:

- Policy on Affirmative Action;
- Policy on Equal Employment;
- Policy on Harassment;
- Guidelines Regarding Services for Persons with Disabilities;
- Protected Class and Sexual Harassment Grievance Policy.

It is the responsibility of disabled employees to notify Fort Hays State University of reasonable accommodation needs. Sufficient advance notice is required. Notice should be given to the Director of Personnel.

## **STAFF RESOURCE OFFICES**

Several offices at the University are assigned functions pertaining to employment at the University. When an employee has job related questions or problems which cannot be resolved within the assigned area, these offices will provide direct information and assistance. Employees may seek this assistance by contacting of the offices during normal working hours.

### **PERSONNEL-PAYROLL OFFICE - SHERIDAN HALL ROOM 110**

This office is responsible for recruiting, interviewing, placement and evaluation of classified staff members. The office handles day-to-day personnel situations, questions, and policy interpretation of Kansas Administrative Regulations. Responsibility for position classification, organizational studies and staffing patterns are functions of the Personnel Office. This office is responsible for all faculty/staff personnel transactions and benefit administration and should be contacted for any changes to be made on health insurance, life insurance, retirement plans, withholding tax (W-4 forms), workers compensation benefits, etc. The office performs the payroll function for all staff and faculty members of the University. Questions regarding the actual computation of paychecks are directed here. The office distributes annual earnings statements (W-2) and should be notified of any changes in permanent address. Questions regarding tax deferred programs are directed here. Employees planning to retire should contact this office for counseling and preparation.

### **OFFICE OF EMPLOYEE RELATIONS - MCCARTNEY HALL ROOM 201**

Quality of the employment relationship between the University and its staff is the responsibility of this office. It investigates and monitors conditions of employment and recommends employment policies and practices to the University Administration. Assistance is given to staff seeking formal appeal and resolution of job related problems and grievances. This office provides supervisory training which is required by the state. In addition, developing and administering staff development and training programs is done as a joint effort with the Personnel Office.

### **BUSINESS OFFICE - SHERIDAN HALL ROOM 318**

The Vice President for Administration and Finance is the Appointing Authority for University classified staff. All personnel related actions, (i.e., promotions, dismissals, transfers, appeals, etc.), are finalized by the Vice President or his designee. All such actions will proceed through proper channels before they reach this office.

### **AFFIRMATIVE ACTION OFFICE - SHERIDAN HALL ROOM 314**

This office is responsible for assisting the University in formulating policies and designing programs and practices which will produce equity in faculty and staff composition relative to race, sex, religion, disability, and veteran's status. The services of this office include the prevention of future employment discrimination as well as correction, if any, of past discriminations. This office monitors University employment practices and files State and Federal reports. Formal and informal complaints relative to race, sex, religion, physical disability, veteran's status, and sexual harassment may be filed with this office.

## **APPENDIX A**

### **CLASSIFIED EMPLOYEE PERFORMANCE REVIEW APPEAL PROCEDURE**

Any classified employee with permanent status (or eligible under K.A.R. 1-7-11) may appeal a performance review rating which is less than the highest possible rating. An employee who believes that he/she has been unfairly rated may, within seven (7) calendar days after being informed of the rating, address an appeal in writing to the Vice-President for Administration and Finance (Appointing Authority). This written appeal may be delivered in person or by mail to: Vice-President for Administration and Finance, Fort Hays State University, 600 Park Street, Hays KS 67601.

The Director of Personnel (Appointing Authority's designee) will be immediately notified of the appeal. The Director of Personnel has the option (A) to investigate and forward the appeal, without any changes, to the Director of Employee Relations (Appointing Authority's designee), or (B) to investigate and make any changes in the rating deemed appropriate.

Under option (A), if the Director of Personnel's investigation results in no change in the rating, nor any comments added to the rating form, the Director of Employee Relations will be notified to proceed with the appointment of an appeal committee within seven (7) days of the receipt of the employee's original written notice of appeal.

Under option (B), if the Director of Personnel's investigation results in any change in the rating, or adds any comments to the rating form, the revised rating form will be returned to the employee to be signed. If the employee agrees with the revised evaluation the appeal is complete. If the employee disagrees with the revised evaluation he/she may, within seven (7) calendar days, file a written notice with the Director of Personnel to continue the appeal process. The Director of Employee Relations will be notified to proceed with the appointment of an appeal committee to be appointed within seven (7) calendar days from the filing of the notice to continue with the appeal under option B.

Three or more persons, who in the judgment of the Director of Employee Relations, will be fair and impartial will be appointed to hear the appeal. Before the appeal committee is appointed, the employee will be given the opportunity to request disqualification of a proposed committee member by showing cause for bias. The appeal committee will not include the initial rater(s). Members of the committee will be employees of Fort Hays State University. However, one or more members of the committee from one or more other state agencies may be selected if the Director of Employee Relations determines that the objective of a fair and impartial hearing can best be served by doing so. As soon as the committee has been appointed, the Director of Employee Relations will notify the employee of the names of the members of the committee.

The appeal committee will consider any relevant evidence that may be offered by the employee and the rater, and will make available to the employee any evidence it may secure on its own initiative. The employee and rater will have an opportunity to question any person offering evidence to the appeal committee. The appeal committee may limit the offering of evidence it deems to be repetitious or irrelevant.

Within fourteen (14) calendar days of the date the members of the committee were appointed, the committee will prepare and sign a rating for the employee. That rating will be final and not subject to further appeal. The appeal committee will give the rating to the Vice President for Administration and Finance who, within five calendar days, will transmit copies to the employee, the person(s) who originally rated the employee, the Personnel Office, and the Division of Personnel Services.

If an appeal committee cannot be appointed in the prescribed seven (7) calendar days, or if the appeal committee cannot make its rating within fourteen (14) calendar days of the date of its appointment, the Director of Employee Relations may extend these time limits. However, such an extension will not result in the appeal committee making its rating more than thirty (30) calendar days from the date the original appeal was filed, except with the approval of the Director of Personnel Services for the State of Kansas.

Approved June 8, 1993

## **APPENDIX B**

### **CLASSIFIED EMPLOYEE GRIEVANCE PROCEDURE**

The university recognizes that problems involving employer-employee relations arise from time to time. It is in the best interest of both the university and the employee to resolve these matters as soon as possible at the lowest possible level. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established. Fair and appropriate handling of a problem or complaint cannot be given without notification of its existence. This grievance procedure is not applicable to the following areas since other procedures exist: employee performance evaluation appeals, appeals of proposed disciplinary action, and complaints of discrimination or sexual harassment.

An aggrieved employee(s) may select another person to assist them at any step of the grievance procedure. Any cost resulting from such assistance shall be paid by the employee. Time off with pay will be allowed during working hours to attempt to resolve the grievance with a supervisor/department head/dean, as appropriate, or to contact the Director of Personnel or the Director of Employee Relations. However, any time spent in preparing for a grievance is not considered work time. Meetings held at each step of the Grievance Procedure shall, whenever possible, take place during regular working hours.

#### Informal Procedures

Employees should attempt to resolve job-related problems with their immediate supervisor. If the matter cannot be resolved with the supervisor, employees are encouraged to discuss their concerns with their department head/dean, as appropriate. Employees may consult with the Director of Personnel and the Director of Employee Relations at any time concerning procedures.

The Director of Personnel will provide assistance when an aggrieved employee and department head/dean jointly agree such assistance is desirable. The role of the Director of Personnel will be to help facilitate communications and, where appropriate, identify viable, mutually acceptable alternatives for both parties. If the informal process does not correct the situation, the employee may proceed to the formal grievance procedures.

#### Formal Procedures

A formal grievance is filed in writing within the department when an employee is dissatisfied with any condition of work which allegedly has an adverse effect on them and which has not been resolved through informal discussion.

At any step in the grievance procedure, if either party believes that an extension of the time limit for action is required, the party may request in advance from the Director of Employee Relations such an extension. If there is no reply to the employee's grievance within the specified time limits, the employee shall have the opportunity to take the grievance to the next step. If an employee fails to appeal from one step to the next within the time limits specified, or fails to obtain an extension, the grievance shall be considered settled and not subject to further appeal or consideration. In the event that either an immediate supervisor, or their supervisor, is not available to process a grievance, a designee may be appointed by the department head/dean to serve in their place.

The employee, in order to start the formal grievance procedure, shall:

Step 1. Present the grievance in writing, on grievance forms supplied by the Office of Employee Relations, to the immediate supervisor within fifteen (15) working days of its occurrence, or the option to grieve it is waived. The supervisor shall attempt to adjust the matter and shall respond, in writing, to the employee within five (5) working days.

Step 2. If the grievance is not settled in Step 1, the employee may appeal by submitting the grievance form to the department head/dean within five (5) working days of when the supervisor's answer in Step 1 is due. The department head/dean shall attempt to adjust the matter and respond in writing on the grievance form within five (5) working days to the employee.

Step 3. If the grievance is not settled at Step 2, the employee may appeal the grievance to Step 3 by submitting the grievance form to the Director of Employee Relations. This appeal shall be made within five (5) working days after the response from the department head/dean (step 2) is due.

The Director of Employee Relations will select 3 or more employees to hear the grievance. Members of the committee will be employees of Fort Hays State University. The aggrieved employee will be given the opportunity to request disqualification of a proposed committee member by showing cause for bias. Both parties will be notified of the names of the members of the committee.

The Director of Employee Relations will conduct a prehearing conference for the purpose of identification of issues to be considered by the grievance committee. Hearing procedures will be discussed and the parties will exchange list of witnesses and documents concerning the grievance. The prehearing conference shall be scheduled within ten (10) working days of the receipt of appeal to Step 3. The date of the hearing will be scheduled with the parties at the hearing and shall be within ten (10) working days of the prehearing conference.

At the formal hearing, both parties may be assisted/ represented and may have witnesses appear on their behalf. All documentation will be shared between the parties. The grievance committee will consider any creditable evidence that may be offered by the parties to the issue being grieved, giving it the weight it deserves. The committee may limit the offering of evidence it deems to be repetitious or irrelevant. Each party will be given a full opportunity to present their position on the matter in dispute, although legal rules of evidence will not be utilized.

The committee will submit a recommendation to the Director of Employee Relations within five (5) working days after the completion of the hearing. Within ten (10) working days following receipt of the recommendation of the committee, the Director of Employee Relations will confer with the Appointing Authority. A final written decision resolving the grievance will be issued to the parties.

Approved April 27, 1994