



K-STATE  
NEW  
EMPLOYEE  
WELCOME

WE ARE  
GLAD YOU  
ARE HERE



PRESIDENT RICHARD LINTON

*"We look forward to working with you, welcome to the K-State Family."*

## **KANSAS STATE UNIVERSITY MISSION**

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The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

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**TEACHING. RESEARCH. PUBLIC SERVICE.**

# TODAY'S AGENDA

K-State Alumni Center, Tadtman Boardroom

8-8:30 a.m. - Registration, Welcome and Housekeeping

8:30-9 a.m. - Discover K-State: History and Traditions

9-9:30 a.m. - Discover K-State: Future Focused

9:30-9:45 a.m. - BREAK

9:45-10:15 a.m. - People, Culture, Principles of Community

10:15-10:50 a.m. - Understanding Your Benefits

10:50-11:00 a.m. - BREAK

11:00-11:30 a.m. - Key Resources

11:30 a.m.-12:00 p.m. - K-State Non-Discrimination Policy

12:00-12:30 p.m. - Lunch

12:30-1:30 p.m. - Campus Tour



PEOPLE, CULTURE,  
PRINCIPLES OF  
COMMUNITY

## Principles of Community

Kansas State University is a land-grant, public research University committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. We believe our collective mission is best accomplished when every member of the University community acknowledges and practices the following principles:

- **We** affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- **We** affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
- **We** affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect. For more information, please see the University's Statement on Free Speech and Expression and the University's Statement on Academic Freedom.
- **We** affirm the value of honesty and integrity, and will act accordingly in all professional endeavors and expect the same from our colleagues.
- **We** acknowledge that we are a part of multiple communities, and we have a responsibility to be engaged in a positive way with our civic partners.
- **We** recognize our individual responsibilities to the University community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

**These principles have been endorsed by the following University governance bodies:**

Student Governing Association  
Graduate Student Council  
Graduate Council  
Faculty Senate  
University Support Staff Senate  
President's Cabinet



## Principles of Community

### Thoughtful Reflection

- *What K-State Principles of Community stands out to you the most?*

- *Which principle(s) can you commit to demonstrating on a regular basis?*

- *What energizes you regarding these principles?*



DISCOVER THE  
K-STATE FAMILY'S  
**PRINCIPLES OF  
COMMUNITY**



# UNDERSTANDING YOUR BENEFITS

# KANSAS STATE UNIVERSITY

## EMPLOYEE BENEFITS

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

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

### YOUR HEALTH

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

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

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

health expenses for you and your dependents.

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

**Live Your Best Wellness** — K-State's wellness program assisting and encouraging employees to "Live Your Best" in a holistic sense. Join the movement: #PurpleIsProgress.

### YOUR BENEFITS & DISCOUNTS

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

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

**Short-term disability** — Voluntary short-term disability benefit that provides a weekly benefit amount if you cannot work because of a disabling illness or injury.

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

**Optional long-term care** — You have options for long-term care insurance.

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

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

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



## YOUR TIME

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

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

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

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

## YOUR FUTURE

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

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

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

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

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

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

## YOUR EDUCATION

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

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

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

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

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

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

Learn more:  
Human Resources  
785-532-6277  
[benefits@k-state.edu](mailto:benefits@k-state.edu)

**KANSAS STATE**  
UNIVERSITY

Human Resources



# Eligibility

## ELIGIBLE EMPLOYEES

Newly Hired or Newly Eligible Employees have 31 days from their date of hire, or becoming eligible, to enroll in benefits.

- For Newly Hired Employees, coverage will be effective on the first day of employment.
- For Newly Eligible Employees, coverage will continue to be effective the first day of the following month unless the change is made on the first day of the month, then it is that day.

If you do not enroll by the deadline, you will not be eligible to enroll again until the next Open Enrollment period (unless you experience a Qualifying Event {see page 5} which allows you to enroll).

In addition to covering yourself, you may elect coverage for your eligible dependents. They include:

- Your lawful spouse.
- Your child(ren) or stepchild(ren) under the age of 26.

*Note: In the event of a divorce, coverage for your former spouse and/or stepchild(ren) will end on the last day of the month in which the divorce is finalized. You must notify the SEHP when the divorce is final.*

During enrollment, required documentation must be submitted online through the Membership Administration Portal (MAP) <https://sehp.member.hrissuite.com> to cover eligible dependents.

## DOCUMENTATION

- Your Kansas employee ID number (available from your Human Resources Office).
- The last six digits of your social security number (SSN).
- Your date of birth.
- Dependent documentation must be scanned and uploaded as a PDF to MAP when requesting to add a new dependent. Human Resources Representatives can assist in uploading documents if needed.

## ADDING A NEWBORN TO YOUR SEHP INSURANCE

Administratively, the SEHP provides benefits for a newborn child of a covered member for first 31 days (beginning on the date of birth); however, **NO benefits** will be available beyond that time unless action to enroll the dependent is taken by the member. **Within 31 days of birth, the member MUST submit a change request form in MAP to add the newborn.** All mid-year membership change requests for SEHP members must be submitted through MAP and the appropriate documentation uploaded within 31 days of birth. If you have questions on adding a dependent to the SEHP, please contact [SEHPMembership@ks.gov](mailto:SEHPMembership@ks.gov) or 785-368-6361.



# Enrollment

## HOW TO ENROLL

- **Log in to the Membership Administration Portal (MAP)** using any modern browser like Chrome, Firefox or Edge. The portal opens October 1.
  - **State or Non State Employer Group employees**, go to: <https://sehp.member.hrissuite.com>
  - **Employees of ESU, KSU, KU, KUMC or PSU**, go to: [https://sso.cobraguard.net/seer\\_login.php](https://sso.cobraguard.net/seer_login.php) and select your university.
- If this is the first time you are logging in or you have forgotten your password, please click the “**Register Now**” button. If you have previously registered and know your password, click the “**Sign In**” button.
- Click on the Enrollments & Events tab to start your Plan Year 2023 Enrollment.
- Once you have submitted your elections, a Pending Elections Statement will be sent to your registered email address as confirmation that your election is complete.
- You may go into MAP as many times as needed during the Open Enrollment period to make changes. A Pending Election Statement will be emailed to your registered email address each time an election is saved in the portal. The selection submitted as of 11:59 pm on October 31, 2022, will become effective January 1, 2023. Your approved elections will be viewable in MAP by December 1, 2022.

## WHAT HAPPENS IF YOU DON'T ENROLL

|                            |  |
|----------------------------|--|
| <b>MEDICAL COVERAGE:</b>   | All active State of Kansas (SOK) employees and Non State Group (NSE) employees who are currently enrolled, <b>MUST</b> make selections for Plan Year 2023. If you are currently enrolled and do not re-enroll, then your medical coverage will be defaulted to Plan N with your current medical carrier and an HRA for the employer contributions. |
| <b>VISION INSURANCE:</b>   | Members currently enrolled in the <b>Vision plan only</b> , will remain enrolled for 2023.   |
| <b>DENTAL ONLY:</b>        | Members currently enrolled in the <b>Dental plan only</b> , will remain enrolled for 2023.   |
| <b>VOLUNTARY BENEFITS:</b> | Members currently enrolled in <b>Voluntary Benefits Insurance only</b> , will remain enrolled in those plans for 2023.   |
| <b>FSAs:</b>               | Members currently enrolled in an FSA will need to enroll annually to keep the accounts active.   |
| <b>WAIVED BENEFITS:</b>    | Members who have waived coverage will remain waived.   |



### Need technical support?

Call the MAP Help Desk at 800-832-5337 (toll free) from Oct. 1-31, Monday – Friday: 7 a.m. to 5 p.m. and Saturday: 9 a.m. to 2 p.m. (CT). After hours, email [techsupport@hrissuite.com](mailto:techsupport@hrissuite.com). Include your name and phone number with an explanation of your issue and they will contact you within 24 hours with a resolution.



# Premium Assistance Programs

The State Employee Health Plan has options available for those families with children under the age of 19 should they need assistance covering the cost of medical insurance premiums. There are two programs available: Healthy KIDS, for State Employees Only; and the KanCare Children's Health Insurance Program (CHIP) that is available to all SEHP members that meet income guidelines and have children under the age of 19.

## HEALTHYKIDS PROGRAM (STATE EMPLOYEES ONLY)

The HealthyKIDS program is for eligible State Employees only and does not apply to enrolled Non State Employer Groups. This program helps cover the cost of the premiums for their children enrolled in the State Employee Health Plan (SEHP).

Eligibility for the HealthyKIDS program is based in part on family income. Children in households who would otherwise qualify for the Federal/State Medicaid program, may be eligible. The HealthyKIDS program is not Medicaid.

Review the income guideline chart link at <https://healthbenefitsprogram.ks.gov> to see if you may qualify. Additional information on the SEHP site may help to determine your eligibility. If you believe you are eligible for HealthyKIDS, go to your member portal at <https://sehp.member.hrissuite.com>, or if you are employed at ESU, KSU, KU, KUMC or PSU, your member portal is [https://sso.cobraquard.net/seer\\_login.php](https://sso.cobraquard.net/seer_login.php). Sign into your member portal, click on the Enrollments & Events tab and click on the HealthyKIDS link in the green box at the bottom of the page.

When completing the HealthyKIDS application, make sure to use monthly income. You will need to include everyone living in the household: the employee, spouse, and their eligible dependent children under age 19, adopted children & minors for whom the employee has legal custody.

At the time of your application, you will be notified online if you qualify for the HealthyKIDS program. If approved, your premiums for coverage of your dependent children will be adjusted based upon the current HealthyKIDS contributions. The HealthyKIDS premiums are found at the bottom of the Semi-Monthly Rates for State of Kansas Active Employees.

Annual application is required. If you are applying mid-year due to a qualifying event, your application must be received no later than 31 days from the date of the qualifying event.

## KANCARE CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)

KanCare CHIP coverage is available to the child(ren) of individuals who are eligible to enroll in the SEHP. For most employees, if your child(ren) qualifies for HealthyKIDS, they may qualify for the KanCare CHIP program. This program has the potential savings of several thousand dollars if you were previously enrolled in HealthyKIDS.

### Benefits under KanCare CHIP coverage include:

- No Deductibles.
- No Copays.
- No Coinsurance.
- Monthly household premiums from \$0 to \$50, based on income, household size and age of children.
- Free annual checkups and screenings, including dental.
- Choice of three (3) medical carriers each offering different benefits.
- Coverage is accepted by most doctors.

To check your specific household income, please use the KanCare Medical Assistance Standard chart, found on the SEHP website: [HealthBenefitsProgram.ks.gov](https://www.kancare.ks.gov/HealthBenefitsProgram).

State Employees can apply for CHIP for their child(ren) during Open Enrollment, either by filling out the paper application or online using the following link: <https://kancare.ks.gov/consumers/apply-for-kancare>.

If you are going to apply for CHIP, you should still enroll your children in the SEHP medical plans until approved for CHIP. You may call 800-792-4884 if you have questions about CHIP.

During Open Enrollment, if your child(ren) is eligible for CHIP after enrolling them in the SEHP, the approval letter from KanCare will need to be uploaded in MAP when you submit the request to drop your SEHP coverage for your child(ren) for the next plan year.

Gaining CHIP coverage mid-year does not meet the requirements of a Qualifying Event that would allow you to drop your SEHP coverage. The only time members can drop SEHP for CHIP is during open enrollment for the next plan year. CHIP approval after January 1 is not a qualifying event to drop SEHP.

## WHICH IS RIGHT FOR ME?

| HEALTHY KIDS   | KANCARE CHIP  |
|--|---|
| State Employees with children under age 19.  | All with children under age 19 are eligible to apply.   |
| Rate discount applies to the entire family covered by SEHP.                                      | Only covers qualified children.   |
| SEHP Operated Health Plans.  | Federal Benefits Plans.   |
| Household income limits apply. Limits are based on income, household size and age of child(ren). | Household income limits apply. Limits are based on income, household size and age of child(ren).        |
| Discounts applied to Medical, Prescription, and Dental, premiums.                                | CHIP may have a total premium of \$20, \$30, or \$50 depending on household size and age of child(ren). |
| Deductibles, Copays, Coinsurance and OOP.  | NO Deductibles, Copays, Coinsurance or OOP.   |
| Rx costs apply.  | Rx covered at 100%.   |
| Vision – lenses and frames or contacts covered at 1 per year.                                    | Vision – lenses and frames, contacts covered at 3 per year when medically necessary.                    |
| Dental max annual benefits of \$1,700.   | Preventive and medically necessary dental covered at 100% with no limits.                               |



# Understanding your Options

## MEET ALEX

ALEX is an online resource the SEHP uses to walk you through all of your available benefits and explain how they work. ALEX can also help you to compare the various health plan options based on your individual circumstances.

Ever wanted to know what the cost difference would be to cover your family on Plan C vs Plan N? Let ALEX do that calculation for you.

**“Talking” with ALEX is easy.**

1. **Select some basic options** like how many people will be covered on your plan and what types of medical claims you anticipate for the year (your answers remain strictly anonymous).
2. **Let ALEX crunch some numbers**, explain your available benefits options, and make recommendations based on your specific circumstances.
3. **Print or save your ALEX selections** and complete your enrollment through MAP or go through the process again with a different scenario.

Meet  
**alex**®



<https://www.myalex.com/kansassehp/2023>

*ALEX provides a summary of your benefits, but you should fully review all of your benefits documents before enrolling. ALEX may provide estimates or suggestions, but only you can elect benefits to best suit your needs and budget. ALEX is an educational tool. It is not an application for enrollment, and you will still need to enroll and complete your elections in MAP.*

## PERSONALIZED HELP

- Contact the vendor: Toll-free customer service numbers are located at the back of this booklet.
- Visit the SEHP website: <https://healthbenefitsprogram.ks.gov>
- Benefit questions: send an email to [SEHPBenefits@ks.gov](mailto:SEHPBenefits@ks.gov)
- Membership or eligibility questions: send an email to [SEHPMembership@ks.gov](mailto:SEHPMembership@ks.gov)
- State Employees can contact their agency human resources office.
- Non State Employer Group members can speak with their benefits representative.

## Medical Benefits Summary (general comparison chart)

| Medical Services   | Plan A<br>Network Provider   | Plan A<br>Non Network Provider  | Plans C, J, N<br>Network Provider            | Plans C, J, N<br>Non Network Provider                             |
|--|--|---|--|---|
| <b>Autism Services</b><br>(Subject to limitations and pre-approval)                  | Deductible plus Coinsurance  | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>Bariatric Surgery</b><br>(Subject to limitations and pre-approval)                | Deductible plus Coinsurance  | Not Covered   | Deductible plus Coinsurance                  | Not Covered   |
| <b>Inpatient Services</b>  | Deductible plus Coinsurance  | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>Emergency Room Visit</b>  | \$100 Copay, Deductible plus Coinsurance<br>(Copay waived if admitted within 24 hours) | \$100 Copay, Network Deductible plus 20% Coinsurance<br>(Copay waived if admitted within 24 hours)* | Network Deductible plus Coinsurance          | Network Deductible plus Coinsurance*                              |
| <b>Mental Health</b><br>(Mental illness, alcoholism, drug abuse and substance abuse) | Same coverage as medical services  | Same coverage as medical services   | Same coverage as medical services            | Same coverage as medical services                                 |
| Physician Care Visits  | Plan A<br>Network Provider   | Plan A<br>Non Network Provider  | Plans C, J, N<br>Network Provider            | Plans C, J, N<br>Non Network Provider                             |
| <b>PCP office visit</b>  | \$20 Copayment   | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>Specialist</b>  | \$40 Copayment   | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>Urgent Care</b>   | \$50 Copayment   | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>Telehealth</b>  | \$10 Copayment   | Deductible plus Coinsurance   | Deductible plus Coinsurance                  | Deductible plus Coinsurance                                       |
| <b>HealthQuest HealthCenter</b>  | \$0  | N/A   | \$40 until deductible has been met, then \$0 | N/A   |
| Preventive Care  | Plan A<br>Network Provider   | Plan A<br>Non Network Provider  | Plans C, J, N<br>Network Provider            | Plans C, J, N<br>Non Network Provider                             |
| <b>Well Woman Exam</b>   | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Well Man Exam</b>   | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Well Baby and Child</b>   | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Vision Exam</b>   | 1st exam of year Covered in Full   | Deductible plus Coinsurance   | 1st exam of year Covered in Full             | Deductible plus Coinsurance                                       |
| <b>Routine Hearing Exam</b>  | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Colonoscopy</b>   | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Mammogram</b>   | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Preventive Lab</b>  | Covered in Full  | Deductible plus Coinsurance   | Covered in Full                              | Deductible plus Coinsurance                                       |
| <b>Immunizations</b>   | Covered in Full  | Covered in Full to age six, otherwise Deductible plus Coinsurance                                   | Covered in Full                              | Covered in Full to age six, otherwise Deductible plus Coinsurance |

\* Must be a medical emergency.

General comparison chart for benefits and limitations, for a complete Benefit Description, please visit the SEHP website: <https://healthbenefitsprogram.ks.gov>.

# Dental Benefits Summary

January 1 – December 31, 2023

|                               |                   |                       |             |
|-------------------------------|-------------------|-----------------------|-------------|
| Your Dentist Network Options: | Delta Dental PPO™ | Delta Dental Premier® | Non Network |
|-------------------------------|-------------------|-----------------------|-------------|

### BENEFIT PAID (% PLAN PAYS)

#### ENHANCED BENEFIT

Applies when you have had at least one routine cleaning and/or preventive oral exam in the past 12 months.

|                                  |      |      |       |
|----------------------------------|------|------|-------|
| Diagnostic & Preventive Services | 100% | 100% | 100%* |
| Basic Restorative Services       | 80%  | 60%  | 60%*  |
| Major Restorative Services       | 50%  | 50%  | 50%*  |
| Implant Coverage                 | 50%  | 50%  | 50%*  |

#### BASIC BENEFIT

Applies when you have not had at least one routine cleaning and/or preventive oral exam in the past 12 months.

|                                  |      |      |       |
|----------------------------------|------|------|-------|
| Diagnostic & Preventive Services | 100% | 100% | 100%* |
| Basic Restorative Services       | 50%  | 50%  | 50%*  |
| Major Restorative Services       | 40%  | 30%  | 30%*  |
| Implant Coverage                 | 40%  | 30%  | 30%*  |

### YOUR ANNUAL BENEFIT MAXIMUM

\$1,700 per member

### YOUR DEDUCTIBLE

\$50 per person, per Plan Year  
 (Not to exceed a yearly family maximum of \$150)  
 Deductible does not apply to Diagnostic & Preventive Services

### YOUR ORTHODONTIA LIFETIME BENEFIT MAXIMUM

50% Coinsurance up to \$1,000 per Member

\*When dentists agree to become part of Delta Dental's PPO or Premier Network, they agree to accept established fees for services, and cannot charge you the difference between the agreed-upon fee and their usual fee. Non Network dentists have not agreed to an established fee for service, therefore, any amounts in excess of Delta Dental's established fee for service is the member's responsibility when seeing a Non Network dentist.

*This is a summary of benefits only and does not bind Delta Dental of Kansas to any coverage. Please refer to your Benefit Booklet for complete coverage information, including exclusions and limitations. Coverage as described in the employer group's agreement to provide dental benefits (contract) is binding on all parties and supersedes all other written or oral communications.*

### Plan Year 2023 Dental Semi-Monthly Rates for State of Kansas Active Employees

| Employee Only   | Employee + Spouse | Employee + Child(ren) | Employee + Family |
|---|-------------------|-----------------------|-------------------|
| <b>Full-Time</b>  |                   |                       |                   |
| (A complete rate chart for full- and part-time employees and HealthyKIDS is located on page 38) |                   |                       |                   |
| \$0.00  | \$9.97            | \$7.98                | \$17.98           |



# 2023 AVESIS VISION BENEFITS

| Service or Item  | Basic Plan: Network  | Enhanced Plan: Network                    | Non Network                                |
|--|--|---|--|
| <b>Vision Exam</b>   |  |   |  |
| Vision Exam includes Refraction  | Covered in full after \$50 copayment                                   | Covered in full after \$50 copayment      | Up to \$38*                                |
| <b>Contact Lens Fit and Follow-up (CLEFFU)*</b>  |  |   |  |
| Standard CLEFFU  | \$35 copay   | \$35 copay                                | Not Covered                                |
| Custom CLEFFU  | 10% off retail price minus \$55 allowance                              | 10% off retail price minus \$55 allowance | Up to \$39                                 |
| <b>Frame</b>   |  |   |  |
| Frame Allowance  | \$100 allowance  | \$150 allowance                           | Basic: Up to \$45<br>Enhanced: Up to \$78  |
| <b>Standard Spectacle Lenses</b> Materials: \$25 Copay (Applies to frame or spectacle lenses, if applicable) |  |   |  |
| Single Vision  | Covered in full after \$25 copay                                       | Covered in full after \$25 copay          | Up to \$31                                 |
| Bifocal  | Covered in full after \$25 copay                                       | Covered in full after \$25 copay          | Up to \$51                                 |
| Trifocal   | Covered in full after \$25 copay                                       | Covered in full after \$25 copay          | Up to \$64                                 |
| Lenticular   | Covered in full after \$25 copay                                       | Covered in full after \$25 copay          | Up to \$80                                 |
| <b>Lens Options</b>  |  |   |  |
| Polycarbonate (Single Vision/Multi-Focal)  | Member pays up to \$40   | Covered in full                           | Basic: Not Covered<br>Enhanced: Up to \$14 |
| Standard Scratch-Resistant Coating   | Member pays up to \$15   | Covered in full                           | Basic: Not Covered<br>Enhanced: Up to \$7  |
| Ultraviolet Screening  | Member Pays up to \$15   | Covered in full                           | Basic: Not Covered<br>Enhanced: Up to \$7  |
| Solid or Gradient Tint   | Member pays up to \$17   | Member pays up to \$17                    | Not covered                                |
| Standard Anti-Reflective Coating   | Member pays up to \$45   | Member pays up to \$45                    | Not covered                                |
| Progressives   | Not Covered  | Covered up to \$165                       | Basic: Not covered<br>Enhanced: Up to \$84 |
| High-Index Lenses  | Not covered  | Covered up to \$116                       | Basic: Not covered<br>Enhanced: Up to \$39 |
| Transitions (Single Vision / Multi-Focal)  | Member pays up to \$70/\$80  | Member pays up to \$70/\$80               | Not covered                                |
| Polarized  | Member pays up to \$75   | Member pays up to \$75                    | Not covered                                |
| PGX/PBX  | Member pays up to \$40   | Member pays up to \$40                    | Not covered                                |
| Other Lens Options+  | Provider discount up to 20%  | Provider discount up to 20%               | Not covered                                |
| <b>Contact Lenses</b> ***Contact Lenses purchased online by mailorder are provided at Non Network level***   |  |   |  |
| Elective   | \$150 allowance  | \$150 allowance                           | Up to \$105                                |
| Medically Necessary  | Covered in full  | Covered in full                           | Up to \$105                                |
| <b>Refractive Laser Surgery</b>  |  |   |  |
| Up to 25% provider discount^   | \$150 onetime/lifetime allowance                                       | \$150 onetime/lifetime allowance          | \$150 onetime/lifetime allowance           |
| <b>Frequency</b>   |  |   |  |
| Vision Exam  | Covered once every calendar year                                       |   |  |
| Frame  | Covered once every calendar year                                       |   |  |
| Spectacle Lenses   | Covered once every calendar year, unless contact lenses are selected   |   |  |
| Contact Lenses   | Covered once every calendar year, unless spectacle lenses are selected |   |  |

\*Contact lens fit and up to two (2) follow up visits covered once a comprehensive eye exam has been completed. For typical standard lens wearers include disposable, daily wear or extended wear lenses. For typical specialty lens wearers include toric, gas permeable and multi-focal lenses.

†All services not listed up to 20% off of retail. Discounts do not apply at certain providers including Walmart, Sam's Club, and Costco locations.

‡In lieu of frame and spectacle lenses.

§Prior authorization is required for medically necessary contacts.

||Save up to 25% on average LASIK prices when you use Quallsight (visit quallsight.com/-avesis for more information).

Note: Members may use their benefit for contact lenses OR spectacle lenses once (1) per year, however the members frame allowance can still be used if contact lenses are elected.



# Employee Assistance Program

In today's fast-paced world, trying to manage work, home, family, and all the associated demands can sometimes be a real test. And occasionally, wouldn't it be nice if there were an experienced, objective professional who could answer a confidential question or help with one of life's concerns?

The Employee Assistance Program (EAP) is a special service that includes short-term counseling, legal advice, and referrals from licensed professionals who can help guide you through personal issues, plan for life events, or simply manage daily life at no cost to you.

## Who is eligible to use the EAP?

- The EAP is available to all active, benefits-eligible employees of the State of Kansas and Non State employer groups, their family members living in the same household and dependent children.
- Benefits eligible employees who have been laid off or terminated are eligible to use the EAP for six months after layoff.
- Retirees and COBRA participants are not eligible

### EAP Contact Information:

- Call: 888-275-1205 Option 1
- TTY: 800-697-0353
- Online: [guidanceresources.com](http://guidanceresources.com)
- App: GuidanceNow
- Web ID: SOKEAP

## EAP Services

### Counseling Services

- You and your family members have access to 8 free counseling sessions with a ComPsych provider, per issue, per year. Trained clinicians listen to your concerns and help with any issues, including anxiety, depression, grief, stress and relationship/marital conflicts.

### FamilySource®

- Provides help for a wide range of needs, including childcare, elder care, education, adoption, pet care and personal convenience. Each unique problem will be assessed and researched thoroughly to develop an individualized and tailored solution for you and your family.

### LegalConnect®

- Provides instant access to qualified counsel to ask questions, gain strategic guidance and plan next steps. If following your phone consultation, your legal matter requires in-person representation; you can receive a referral to a qualified attorney in the GuidanceResources network. Your EAP benefit includes a free, 30-minute consultation with a local network attorney, plus a 25 percent reduction in the attorney's customary legal fees thereafter.

### FinancialConnect®

- Available at the touch of a button are Certified Public Accountants (CPAs), Certified Financial Planners (CFPs) and other professionals who are exclusively dedicated to providing financial information by phone to receive impartial and objective information on your money topics.

# Rates

| Plan Year 2023 Semi-Monthly Rates for State of Kansas Active Employees |            |            |            |            |         |            |               |
|--|------------|------------|------------|------------|---------|------------|---------------|
| Employee Category  | Plan A     | Plan C     | Plan J     | Plan N     | Dental  | Vision     |               |
|  | Aetna/BCBS | Aetna/BCBS | Aetna/BCBS | Aetna/BCBS | Delta   | 2023 Basic | 2023 Enhanced |
| <b>Full-Time</b>   |            |            |            |            |         |            |               |
| Employee Only  | \$39.90    | \$35.20    | \$52.56    | \$23.25    | \$0.00  | \$1.44     | \$2.92        |
| Employee + Spouse  | \$237.27   | \$123.69   | \$153.38   | \$84.30    | \$9.97  | \$2.92     | \$5.40        |
| Employee + Children  | \$126.56   | \$65.02    | \$91.27    | \$43.92    | \$7.98  | \$3.16     | \$6.35        |
| Employee + Family  | \$415.40   | \$208.33   | \$262.79   | \$150.17   | \$17.98 | \$4.34     | \$8.18        |
| <b>All Part-Time</b>   |            |            |            |            |         |            |               |
| Employee Only  | \$115.68   | \$52.62    | \$65.60    | \$34.76    | \$5.56  | \$1.44     | \$2.92        |
| Employee + Spouse  | \$353.96   | \$158.20   | \$179.76   | \$107.83   | \$18.14 | \$2.92     | \$5.40        |
| Employee + Children  | \$200.22   | \$88.32    | \$108.80   | \$59.65    | \$15.60 | \$3.16     | \$6.35        |
| Employee + Family  | \$561.67   | \$251.24   | \$299.61   | \$181.08   | \$28.27 | \$4.34     | \$8.18        |
| <b>HealthyKIDS</b>   |            |            |            |            |         |            |               |
| Employee + Children  | \$82.82    | \$49.37    | \$79.52    | \$33.36    | \$1.77  | \$3.16     | \$6.35        |
| Employee + Family  | \$310.55   | \$190.54   | \$247.52   | \$137.34   | \$11.74 | \$4.34     | \$8.18        |

\*\*If you have qualified for the HealthQuest Rewards Program Premium Incentive Discount, subtract \$20 per pay period from the rates above to determine the amount of your discounted semi-monthly premium.

**Non State Group Employees should check with their HR office for premium rates.**

## CONTACT INFORMATION

|  |  |   |
|--|--|---|
| <b>Eligibility &amp; Enrollment</b>                            | <b>State Employee Health Plan</b>  | <a href="http://HealthBenefitsProgram.ks.gov">HealthBenefitsProgram.ks.gov</a><br>(785) 368-6361<br>SEHPMembership@ks.gov   |
| <b>General Benefits Information</b>                            | <b>State Employee Health Plan</b>  | <a href="http://HealthBenefitsProgram.ks.gov">HealthBenefitsProgram.ks.gov</a><br>(785) 368-6361<br>SEHPBenefits@ks.gov   |
| <b>Medical Coverage</b>  | <b>Aetna</b><br>Customer Service<br>Behavioral Health (Aetna BH)   | <a href="http://www.aetnastateofkansas.com">www.aetnastateofkansas.com</a><br>All Areas (Toll Free): 866-851-0754<br>All Areas (Toll Free): 866-851-0754  |
|  | <b>Blue Cross Blue Shield of Kansas</b>  | <a href="http://www.bcbsks.com/sok">www.bcbsks.com/sok</a><br>All Areas (Toll Free): 800-332-0307<br>Topeka: 785-291-4185<br><br><b>New Directions - Behavioral Health</b><br>All Areas (Toll Free): 800-952-5906<br><br><b>New Directions - Autism</b><br>Topeka: 785-233-1165<br>All Areas (Toll Free): 877-563-9347 Opt.2  |
| <b>Prescription Coverage</b>                                   | <b>CVS/Caremark</b><br>Customer Service<br>Caremark Connect<br>Specialty Pharmacy  | <a href="http://www.caremark.com">www.caremark.com</a><br>All Areas (Toll Free): 800-294-6324<br>TDD (Toll Free): 800-863-5488<br>All Areas (Toll Free): 800-237-2767   |
| <b>Prescription Savings</b>                                    | <b>Rx Savings Solutions</b>  | <a href="http://www.rxsavingsolutions.com">www.rxsavingsolutions.com</a><br>All Areas: (Toll Free) 800-268-4476 (TTY 800-877-8973)<br>support@rxsavingsolutions.com   |
| <b>Preferred Lab Benefit Program</b>                           | <b>Quest Diagnostics QuestSelect</b><br><br><b>Stormont Vail Health</b><br><br><b>The University of Kansas Health System (TUKHS)</b> | <a href="http://www.questselect.com/index.php">http://www.questselect.com/index.php</a><br>All Areas (Toll Free): 800-646-7788<br><br><a href="https://www.stormontvail.org/">https://www.stormontvail.org/</a><br>All Areas (Toll Free): 800-637-4716<br>Topeka: 785-354-1150<br><br><a href="http://www.kansashealthsystem.com/lab">www.kansashealthsystem.com/lab</a><br>All Areas (Toll Free): 866-358-5227 |
| <b>Health Savings Account<br/>Health Reimbursement Account</b> | <b>MetLife - HRA/HSA</b>   | <a href="http://HealthSavingsAndSpending.metlife.com">HealthSavingsAndSpending.metlife.com</a><br>All Areas (Toll Free): 877-759-3399<br>SEHPsupport@healthaccountservices.com  |
| <b>Dental Coverage</b>   | <b>Delta Dental of Kansas, Inc.</b><br>Customer Service  | <a href="http://www.deltadentalks.com/">www.deltadentalks.com/</a><br>All Areas (Toll Free): 800-234-3375<br>Wichita: 316-264-4511  |
| <b>Vision Coverage</b>   | <b>Avésis Vision</b><br>Customer Service<br>LASIK Provider   | <a href="http://www.avesis.com">www.avesis.com</a><br>All Areas (Toll Free): 855-249-6317<br>All Areas (Toll Free): 877-712-2010  |
| <b>Employee Assistance Program (EAP)</b>                       | <b>ComPsych</b><br>Company ID: SOKEAP  | <a href="http://www.guidanceresources.com">www.guidanceresources.com</a><br>All Areas: (Toll Free) 888-275-1205 (option 1)  |
| <b>HealthQuest<br/>Wellness Program</b>                        | <b>HealthQuest</b>   | <a href="http://HealthQuest.ks.gov">HealthQuest.ks.gov</a><br>All Areas (Toll Free): 888-275-1205 Option 3<br>HealthQuest@cerner.com  |
| <b>HealthQuest Health Center</b>                               | <b>Marathon Health</b>   | <a href="http://my.marathon-health.com">my.marathon-health.com</a><br>785-783-4080  |
| <b>Voluntary Benefits</b>                                      | <b>The Hartford</b>  | <a href="http://www.thehartford.com/benefits/SEHP">http://www.thehartford.com/benefits/SEHP</a><br>All Areas: (Toll Free) 866-547-4205  |
| <b>Flexible Spending Accounts</b>                              | <b>NueSynergy - FSA</b>  | <a href="http://www.MyKansasCDH.com">www.MyKansasCDH.com</a><br>All Areas (Toll Free): 855-750-9440<br>Fax (Toll Free): 855-890-7238  |



# KEY RESOURCES

# OVERVIEW OF LEGAL ISSUES AND RESOURCES FOR NEW EMPLOYEES

Prepared by Kansas State University  
Office of General Counsel

*The KSU Office of General Counsel serves as in-house counsel for employees making decisions on behalf of the University. Please contact us with legal questions, issues, or when in need of a legal review at [attys@ksu.edu](mailto:attys@ksu.edu) or 532-5730.*

## 01 Records, Subpoenas, Agency Investigations, and Audits

If you receive a subpoena, court order, contact from a government agency investigator, or search warrant pertaining to the University, do not contact or discuss it with the issuing party. Contact the OGC immediately. If you receive a records request or have questions, please review the Open Records Act policy located in KSU's Policy and Procedures Manual (PPM) under Chapter 3060.

## 02 Contracts

University contracts include all binding agreements between the University and one or more other parties, regardless of the name of the agreement (e.g., MOU, letter agreement, terms and conditions, etc.). These always should be in writing. Review the University Contracts policy at PPM Chapter 3070 when considering a contract. A checklist and detailed instructions for contracts submissions to OGC are also provided under the Chapter. Contract templates also are available upon request.

## 03 Free Speech

All outdoor areas of KSU's campus are free-speech zones. The University can and does have content-neutral time, place, and manner restrictions. The right of all persons to engage in expression is valued. For more information, read the "Statement on Free Speech and Expression" at <https://www.k-state.edu/about/values/free-speech/>, or visit the OGC Educational Programs website (<https://www.k-state.edu/generalcounsel/education/>).

## 04 Anti-Discrimination

The University prohibits discrimination (including harassment) based on protected categories, which include color, national origin, race, ethnicity, sex, religion, gender identity, sexual orientation, ancestry, veteran status, age, genetic information, military status, and disability. All employees and students are encouraged to report discrimination. Administrators and supervisory personnel are responsible employees and must report, even if the disclosing person asks to keep it confidential. Find out more information on the Office of Institutional Equity website (<https://www.k-state.edu/oie/>). You may also report through KSU's ReportIt page (<https://www.k-state.edu/report/>).

## 05 Threatening or Violent Behavior

Immediately report emergencies to KSU Police/911. As an employee you must report violence or threats to physical safety to the Director of Labor Relations, disclose if you have a protection order against you, and report any sexual abuse of minor children in University programs. (PPM 3015)

## 06 Clery Act Reporting

Are you a "Campus Security Authority"? Campus Security Authorities (CSAs) must complete required annual trainings and report "Clery crimes" within "Clery geography". The University's PPM Chapter 3110 Clery Act Designation and Reporting policy includes information on CSAs, reporting, and types of Clery crimes. You may also report through the KSU ReportIt site (<https://www.k-state.edu/report/>). If you have further questions about the Clery Act Designation and Reporting Policy, contact the Clery Act Federal Compliance Coordinator at [ksuclery@ksu.edu](mailto:ksuclery@ksu.edu).

# OVERVIEW OF LEGAL ISSUES AND RESOURCES FOR NEW EMPLOYEES

## 07 Americans with Disabilities Act (ADA)

The University provides reasonable accommodations to qualified individuals to enable them to perform essential job functions or participate in a University program. Student accommodation requests should be submitted to the Student Access Center (<https://www.k-state.edu/accesscenter/>), and employee accommodation requests may be directed to Charlotte Self, ADA Coordinator (<https://www.k-state.edu/hcs/diversity-inclusion/ada/>). For more information about recognizing an accommodation request, attend the training “The Americans with Disabilities Act (ADAAA) How to Manage Accommodation Requests”. This course is hosted by Human Resources (HR), whose office can also answer any additional questions you may have.

## 08 Privacy

The University posts privacy notices for employees, which is accessible on the HR webpage at <https://www.k-state.edu/hcs/policies/employee-privacy.html>. The privacy notice posted for students can be viewed on the Office of the Registrar’s webpage at <https://www.k-state.edu/registrar/students/gdpr/index.html>. The main privacy law for students is the Family Education Rights & Privacy Act of 1974 (FERPA). To view FERPA guidelines for faculty and staff, visit the Registrar’s webpage under the FERPA tab at <https://www.k-state.edu/registrar/students/ferpa/>. A student has the right to access his/her records, prevent their disclosure to others, with a number of exceptions, and challenge their accuracy, as further described in the University’s Student Records Policy, also on the Registrar’s webpage at <https://www.k-state.edu/registrar/students/academicpolicy/>. “Records” include all records maintained by K-State about an enrolled student. Personal observations are NOT records.

## 09 Field Trips with Students

If you plan to lead students or otherwise facilitate an off-campus student event, please review the Student Trip Guidelines on the Office of General Counsel’s website ([https://www.k-state.edu/generalcounsel/documents/OGC\\_Letterhead-2.pdf](https://www.k-state.edu/generalcounsel/documents/OGC_Letterhead-2.pdf)). Please also contact the Associate Vice President for Risk and Compliance, the Education Abroad Office (for any international travel involving students), and your department chair or dean for risk management practices.

## 10 Internships and Volunteers

Internships can be University-operated, University-sponsored, or independent—and there are different legal implications for each. Please visit the Office of General Counsel website, and view the February 2018 Newsletter (<https://www.k-state.edu/generalcounsel/newsletter/pdfs/OGC-February-2018-Newsletter.pdf>) for a discussion about internships. Volunteers should be engaged by written agreement. Contact the Office of General Counsel at [attys@ksu.edu](mailto:attys@ksu.edu) for applicable agreements if you are facilitating student internships or engaging volunteers.

## 11 Conflicts of Interest

Employees must disclose potential conflicts of interest (financial) and commitment (time), including without limitation consulting engagements, to their department head or dean. For more information on this topic, visit <https://www.k-state.edu/conflict/> and the linked policies, as well as the OGC Educational Programs website at <https://www.k-state.edu/generalcounsel/education/>.

## 12 Nepotism; Consensual Romantic Relationships Involving Students

Do you want your family member to work for the University? Please keep in mind that employees CANNOT: (1) advocate for KSU employment or advancement of a “household member” or “family” (but can advocate for themselves); (2) be involved in contracts where an immediate family member has substantial interest; or (3) supervise a family member without an adequate management plan. More information on Nepotism and Employee Relationships is in PPM Chapter 4095. Consensual relationships are prohibited between student and employee when it involves direct evaluative or supervisory authority over the student. Details about Consensual Romantic Relationship Involving Students are in PPM Chapter 4094.

*You can also find answers to commonly asked questions and topics on the Office of General Counsel webpage: (1) FAQs page; (2) Educational programs and PowerPoints; and (3) Newsletter articles and legal briefings on topics of interest and practical tips.*

# Human Resources

## Employee Relations & Engagement



Charlotte Self

**Director, ADA  
Coordinator**

785-532-1868

Serves: Faculty/All Employees

- ◆ Consultation/Policy/Handbook Interpretation
- ◆ Conflict/Dispute Resolution
- ◆ Performance Management Consultation/Competencies
- ◆ Mediate/Facilitate Conversation
- ◆ Difficult Conversations Consultation
- ◆ Administrative Leave Approval and Guidance
- ◆ ADA Coordinator
  - Korn Ferry Leadership Architect™ Certified



Justin Wilde

**Senior Employee  
Relations &  
Engagement  
Specialist, Labor  
Relations Manager**

785-532-6229

Serves: Unclassified Professional Staff & University Support Staff

- ◆ Conflict/Dispute Resolution
- ◆ Performance Management
- ◆ Consultation/Competencies
- ◆ Consultation/Policy/Handbook Interpretation
- ◆ Mediate/Facilitate Conversation
- ◆ Training Requests
- ◆ Difficult Conversations Consultation
- ◆ Conflict Management
- ◆ Labor Relations Manager



Maggi Denton

**Senior Employee  
Relations &  
Engagement  
Specialist**

785-532-1908

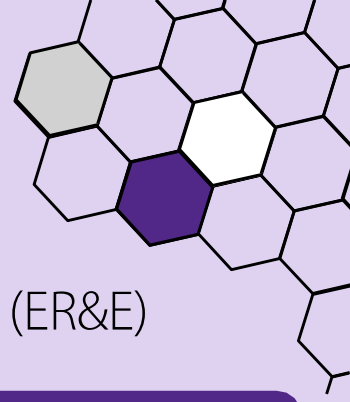
Serves: Unclassified Professional Staff & University Support Staff

- ◆ Conflict/Dispute Resolution
- ◆ Performance Management
- ◆ Consultation/Competencies
- ◆ Consultation/Policy/Handbook Interpretation
- ◆ Mediate/Facilitate Conversation
- ◆ Training Requests
- ◆ Difficult Conversations Consultation
- ◆ Conflict Management
- ◆ Manage USS Disciplinary/Peer Review Hearing and Appeals Processes



# Human Resources

## Employee Relations & Engagement



### When to Call Employee Relations & Engagement (ER&E)

#### Consultation/Policy Interpretation:

Notice of Non-Reappointments (NNR), Contracts, PPM and University Handbook related to ER&E personnel issues, dismissals, disciplinary processes, performance management processes and more.

#### Dispute/Conflict Resolution:

We conduct mediation and facilitative conversations with the goal of empowering supervisors and employees to resolve disputes/conflicts.

#### Training:

We provide tailored departmental and individualized training per request. We make referrals for training resources and professional development.

#### USS Disciplinary/Peer Review And Appeals Processes:

We administer the disciplinary and hearing processes for USS employees. The ER&E Director acts on departmental requests for disciplinary action, such as decision-making leave (DML), dismissal and demotion.

#### Unclassified Professionals Disciplinary and Administrative Hearing and Grievance Processes:

We provide assistance to University administrators upon request concerning employment actions and processes. The university Ombuds provides direct assistance to Appendix G grievances.

#### Team Engagement:

Works collaboratively with team members focusing on the health of the organization with the goal of creating a better work climate, building a foundation of trust and open dialog to cultivate a solution-focus mind-set.

#### Disability Services:

The ER&E Director serves as the campus ADA Coordinator and collaborates with stakeholders ensuring University compliance. The Director, along with the Leave and Accommodation Specialist, processes requests for reasonable accommodations in the workplace.

## ACCESS

### Connect Dashboard

Your Connect interactive dashboard provides one-stop access to popular K-State services, including Microsoft 365, eProfile, Canvas, and HRIS. [connect.k-state.edu](https://connect.k-state.edu)

### Designated Access

Grant others permission to access student records, pay bills, and view tax and financial aid info. [k-state.edu/onestop/designated-access/](https://k-state.edu/onestop/designated-access/)

### eID

Used to access many IT resources, including webmail, Canvas, the wireless network, Employee Self Service, KSIS, and more. [eid.k-state.edu](https://eid.k-state.edu)

### Employee Self-Service/HRIS

View paycheck, leave balances, personal information, life insurance options, update tax forms, enroll in training, and more. [hris.k-state.edu](https://hris.k-state.edu)

### Information Technology Policies

Learn the IT rules and regulations at K-State. [k-state.edu/it/about/policies](https://k-state.edu/it/about/policies)

### K-State Student Information System (KSIS)

System that governs a student's progress through K-State. [ksis.k-state.edu](https://ksis.k-state.edu)

### Microsoft 365

Collaboration service includes a suite of applications such as email, calendar, Microsoft Office, OneDrive, and more. [webmail.k-state.edu](https://webmail.k-state.edu)

### Wireless Access

Much of the campus has wireless access, including outdoor areas. To set up your computer or device to use the wireless network, see: [k-state.edu/it/resources/wireless](https://k-state.edu/it/resources/wireless)

## TEACHING AND LEARNING

### Canvas

Learning management system designed for use as an interactive web-based classroom with audio/video streaming, online assignments, chat rooms, gradebook, message board, calendar, and more. [canvas.k-state.edu](https://canvas.k-state.edu)

### Centrally Scheduled Classrooms

University centrally scheduled classroom options are available from [k-state.edu/it/classrooms](https://k-state.edu/it/classrooms). Instructors who use these rooms must first be trained and can request training from [k-state.edu/it/classrooms/training](https://k-state.edu/it/classrooms/training)

### Electronic Theses, Dissertations, and Reports (ETDRs)

Learn Microsoft Word timesavers, formatting tips, submission deadlines, and more. Get help at [k-state.edu/grad/academics/etdr](https://k-state.edu/grad/academics/etdr)

### Navigate

KSIS tools are used to make appointments with Academic Advisors and others, plan and view class schedules, manage important deadlines and to-dos, and more. [k-state.edu/student-success/initiatives/navigate/](https://k-state.edu/student-success/initiatives/navigate/)

### Qualtrics

Web-based survey and reporting tool available to faculty, staff, and students for academic research; university and college business; and collecting feedback. [survey.k-state.edu](https://survey.k-state.edu)

### Read&Write

Study tool for text-to-speech, word translation, vocabulary list builder, scan to PDF, and more. Available for download by all K-Staters for home or office use at no cost. [k-state.edu/it/applications](https://k-state.edu/it/applications)

## SERVICES

### Computing Labs

Computer labs and printers are available in Hale Library, Math/Physics Library, Weigel Library, and the K-State Student Union. [k-state.edu/it/labs](https://k-state.edu/it/labs)

### Limited Free Printing

Available to students, faculty & staff in computing labs and the K-State Libraries. \$10 fall/spring semesters, \$5 summer. [k-state.edu/it/labs/printing](https://k-state.edu/it/labs/printing)

### Microsoft 365

Microsoft 365 can be installed on up to 5 PCs or Macs, and 5 mobile devices for personal use at no cost. There is also 1TB of space available via OneDrive for Business. [portal.office.com/Home](https://portal.office.com/Home)

### Microsoft Teams

Collaboration and communication tool for groups, units, departments, organizations, and a workspace for meetings, file sharing, and app sharing. [k-state.edu/it/microsoft365](https://k-state.edu/it/microsoft365)

### Residence Halls

All halls have computing labs, wireless network access & Ethernet connectivity. [housing.k-state.edu/resources/resnet/helpdesk.html](https://housing.k-state.edu/resources/resnet/helpdesk.html)

### Software Licenses

Licenses are available for departmental or personal use. Some fees and restrictions may apply. [k-state.edu/it/applications](https://k-state.edu/it/applications)

### Technology Buying Recommendations

Includes minimum requirements and college/department recommendations. [k-state.edu/it/buying](https://k-state.edu/it/buying)

### Zoom Webconferencing

High-definition video and audio conferencing service with screen sharing. Go to [ksu.zoom.us/signin](https://ksu.zoom.us/signin) or [connect.k-state.edu](https://connect.k-state.edu), click **Join** or **Start Meeting** and sign in with your eID and password.

## CYBERSECURITY

### Antivirus

K-Staters connecting their computers to the K-State network can use the approved antivirus software of their choice. [antivirus.k-state.edu](https://antivirus.k-state.edu)

### Duo

Two-factor authentication system using two steps to identify individuals who access K-State's systems. Required for faculty, staff, and students. [k-state.edu/it/cybersecurity/duo](https://k-state.edu/it/cybersecurity/duo)

### K-State Alerts

The emergency text messaging system is available to anyone with an active eID. To enable: sign in to [eid.k-state.edu](https://eid.k-state.edu) and follow the instructions to activate phone and text messages regarding emergencies. [k-state.edu/police/alerts/](https://k-state.edu/police/alerts/)

### Password Change

eID passwords do not expire or do not need to be changed unless the password becomes compromised. [eid.k-state.edu/eProfile](https://eid.k-state.edu/eProfile)

### Phishing Scams

Protect yourself from identity theft. Be wary of emails with urgent requests for your personal or financial information, or sign in credentials. K-State will NEVER ask for your password by email. Legitimate businesses will NEVER ask for account verification by email. [k-state.edu/it/cybersecurity/phishing](https://k-state.edu/it/cybersecurity/phishing)

### Rave Guardian

App that directly connects to K-State police and other resources, allowing users to easily communicate their safety needs. [k-state.edu/police/rave\\_guardian](https://k-state.edu/police/rave_guardian)

### Virtual Private Network (VPN)

Use the VPN to remotely access protected, sensitive data & campus resources securely. A VPN is more secure than an open internet connection. [k-state.edu/it/cybersecurity/vpn](https://k-state.edu/it/cybersecurity/vpn)

## FIND ANSWERS

### IT Service Desk

2nd floor, Hale Library  
785-532-7722 or 800-865-6143



Division of IT Website



Search the Knowledge Base



Submit a Ticket



Start a Live Chat

# Office of Internal Audit

## Internal Audit's Mission

To serve the University by providing independent, objective assurance and consulting services that add value, strengthen internal controls, improve operations, and improve compliance with Federal, State, Kansas Board of Regents, and University rules and regulations.

## What is the Audit Process?

|   |   |
|---|---|
| Understand the Business                 | <b>Done in Collaboration<br/>with department<br/>personnel</b>              |
| Assess Client Risk and Related Controls |   |
| Determine Audit Scope?                  | <b>Done by Internal Audit<br/>after unit collaboration<br/>and research</b> |
| Perform Audit Procedures                |   |
| Document and Conclude                   |   |

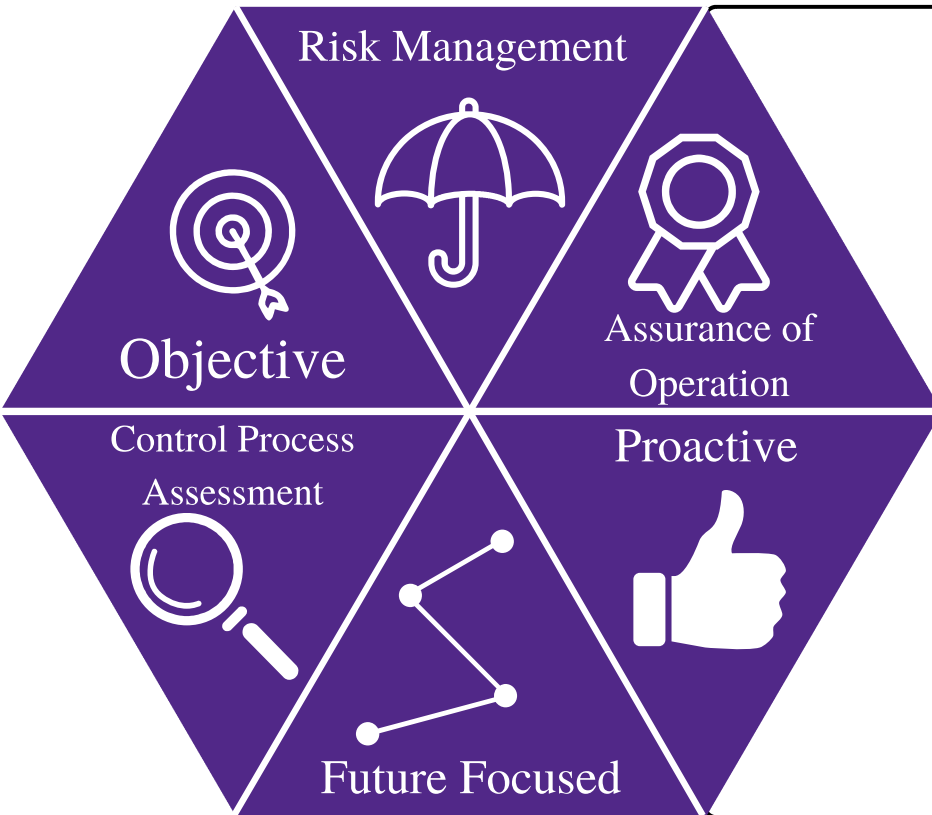
## What are our Professional Responsibilities?

Affirm University departments and/or processes are operating according to:

- University policies
- Federal/State/grant laws and regulations
- Best practices to ensure efficiency and risk reeducation/avoidance
- Acceptable governance and culture

# How do we add value?

We have matured from providing hindsight to providing **insight** and **foresight**. We want to work with our clients to provide a valuable audit experience for their business function while giving University management key insight into university functions.



## Internal Audit Value

### Internal Audit will:

- Provide independent and objective assurance and consulting services
- Be governed by the Institute of Internal Auditor's mandatory guidance
- Operate with full, free, unrestricted access to any and all University and Affiliated Corporation records, property, and personnel
- Report to University President and Kansas Board of Regents Fiscal Affairs and Audit Committee

### Confidential Reporting Hotline

Kansas State University values the highest standards of honesty, integrity and professionalism, and expects employees to act ethically and legally. K-State Provides a reporting hotline for employees to anonymously report fraud and other related misconduct

Call **833-210-4036** (English) or **800-216-1288** (Spanish) to make a phone report or visit **[k-state.edu/internalaudit](https://k-state.edu/internalaudit)** to report online or via email. Click Anonymous Reporting Hotline in the menu on the left side of the Internal Audit home page.

# Meet K-State's Appointed Ombudspersons!



Tara Coleman  
Associate  
Professor  
Hale Library  
tcole@ksu.edu



Jared Meitler  
Director, Pre-  
Professional Advising  
Center  
785-532-5313  
jmeitler@ksu.edu



Alfred W Cochran  
Professor, Professor,  
School of Music,  
Theatre, and Dance  
cochlw@ksu.edu

**At K-State an ombudsperson is an impartial faculty member or unclassified professional who serves as a resource to facilitate communication regarding concerns related to employment.**

**The ombudsperson may also provide information about the grievance and appeal process and guide a grievant through the initial stages of a grievance.**

**The ombudsperson assists faculty and unclassified professionals, including administrators, to provide information and facilitate communication.**

## Wildcat ID

The K-State ID Center is located on the K-State Union's ground floor.

All students, faculty and staff get their Wildcat Cards at the K-State ID Center. Your Wildcat Card is your official university ID and can be used as a:

- Photo ID
- Access/Entry Card
- Computer Lab Printing Card
- Library Card
- Cat Cash on-Campus Debit Account
- Meal Plan Debit Card



## Cat Cash

Cat Cash is ideal for anyone who carries a Wildcat ID Card and spends time on campus. A prepaid, declining balance debit account to use for purchases on the K-State campus, Cat Cash is easy to set up, easy to use and easy to maintain online.

- Card holders may open or add to a Cat Cash account at the K-State ID Center
- Cat Cash users are eligible for a 5% discount at Union food service operations and Cats' Den Convenience Store. Users also receive 5% off any regular priced K-State apparel or gift items at the K-State Campus Store

## ID Center Policy

The Wildcat Card is the official Kansas State University identification card to be used while attending or employed by the university. The card is valid for students while enrolled at K-State and for current, retired and emeritus employees of the university. It must be carried at all times while on campus. It bears the holder's name, Wildcat ID (WID) and account numbers, photo and signature. The WID number is a nine-digit number permanently assigned by the university to uniquely identify each member of the K-State community.

The card serves not only as general identification but identification for course exams, use of K-State Libraries, access to recreational facilities, access to dining services, security access to residence halls, obtaining medical records and use of Lafene Health Center. Other uses for the card include purchasing functions, use of K-State Student Union services and admission to selected K-State athletic events. The card is for the holder's personal use only. Services covered by this card are not transferable to other individuals. The card must be presented to any officer or employee of the university when asked for identification.

To obtain a Wildcat Card, proof of identity must be demonstrated by showing a government issued photo ID such as a state issued driver's license, state issued ID card, military ID card or passport. New students will be charged \$18 for the card.

**Preferred Name** Use of preferred name is allowed on the card. Visit <http://www.k-state.edu/registrar/students/nameinformationfaqs/> for more information and to request a preferred name. IDs with a preferred name will be issued 24 hours after the online request form is completed and received.

**Safeguard of Wildcat Cards** • Protect cards from damage caused by rubbing or scratching. • Do not punch holes in the card. • Keep the magnetic strip unobstructed and use the card only for its intended functions. • Protect the card from access by others at all times. • Defective or damaged cards will be replaced at the ID Center in the Union. The ID Center staff determines defective and/or damaged cards.

**Lost/Stolen Wildcat Cards** • Lost or stolen cards should be reported immediately to the ID Center in the Union. ID Center hours are 8 p.m.-5p.m. Monday - Friday. The ID Center phone number is 785-532-6399. Messages can be left after hours or on weekends. • A \$20 non-refundable replacement fee applies for replacement cards issued. • All transactions performed prior to report of loss/theft are the responsibility of the cardholder. All transactions that occur when a card is lost/stolen are subject to verification by the ID Center. • Individual departments and agencies of K-State may institute specific policies for lost/stolen cards. • Cards that have been replaced due to loss or theft are de-activated and cannot be re-activated. The replacement card may access balances remaining on a Cat Cash account.

**Misuse of Wildcat Cards** • Those persons misusing the Wildcat Card by loaning (considered theft of services), falsifying, altering or using a card without authorization are subject to disciplinary action and/or prosecution and will be assessed a misuse fee. • A \$20 misuse fee will be assessed to any cardholder whose card has been confiscated due to misuse. Upon payment of the misuse fee, the Wildcat Card will be returned to the cardholder.

**Cat Cash Debit Account** • Cat Cash is a prepaid debit account that is utilized for purchases throughout the Union and multiple on-campus locations. • Cardholders may open or add to a Cat Cash account at the ID Center. • All remaining balances are 100% refundable during the last two weeks of the spring semester or with verification of departure from K-State. • A \$10 fee will be assessed for all other fund withdrawals.

**Conference Services** • The ID Center may issue special use cards for conference utilizing the K-state campus and/or Union facilities. • Request meal cards with the Conference Meal Card Request form.

**Global Campus Wildcat card** • To apply for a Wildcat card, the following criteria must be met: • Be enrolled in "for credit" classes through K-State Global Campus. • Live more than 50 miles from the Kansas State University Manhattan campus. • Valid United States address as verified in KSIS. • The card will be mailed to the permanent address • Digital electronic color copy of your government-issued photo identification (ID) • Valid or expired, undamaged U.S. passport book or passport card • In-state, fully valid driver's license or enhanced driver's license with photo • In-state, fully valid learner's permit with photo • In-state, fully valid non-driver ID with photo • Temporary driver's license with photo • Certificate of Naturalization • Certificate of Citizenship • Government employee ID (city, county, state, or federal) • U.S. military or military dependent ID • Current (valid) foreign passport • U.S. Permanent Resident Card (Green Card) • Enhanced Tribal Cards and Native American tribal photo ID • Digital picture to be used on the Wildcat card • Payment of the card and postage fees • \$18 for new card + \$1.50 postage • \$20 for replacement card + \$1.50 postage

# IMPORTANT KANSAS STATE UNIVERSITY WEBSITES

2025

Academic Achievement Center

Academic Advising

Affinity Groups

Alumni Association

Athletics

Board of Regents

Career Center

Cats' Cupboard

Center for Advocacy, Response and Education

Construction/Traffic Updates

Course Catalogs

Department/Unit Head Manual

Directory

Dispute Resolution

Diversity of Multicultural Student Affairs

Education Abroad

Environmental Health and Safety

Faculty Senate

Global Campus

Graduate School

Graduate School Handbook

Honor and Integrity System

Human Resources

Information Technology Services

Institute for Commercialization

Intellectual Property Information Center

Institutional Animal Care and Use Committee

K-State First

K-State Today (University News)

LGBT Resource Center

Libraries

McCain Auditorium

Office of the Advancement of Women in Science and Engineering

Office of Assessment

Office of Institutional Equity

Office of International Programs

[k-state.edu/2025](https://k-state.edu/2025)

[k-state.edu/aac](https://k-state.edu/aac)

[k-state.edu/advising](https://k-state.edu/advising)

[k-state.edu/diversity-inclusion/resources/affinity.html](https://k-state.edu/diversity-inclusion/resources/affinity.html)

[www.k-state.com](http://www.k-state.com)

[kstatesports.com](http://kstatesports.com)

[kansasregents.org](http://kansasregents.org)

[k-state.edu/careercenter](https://k-state.edu/careercenter)

[k-state.edu/cats-cupboard](https://k-state.edu/cats-cupboard)

[k-state.edu/care](https://k-state.edu/care)

[k-state.edu/construction](https://k-state.edu/construction)  
[courses.k-state.edu](https://courses.k-state.edu)

[k-state.edu/provost/resources/dhmanual](https://k-state.edu/provost/resources/dhmanual)

[k-state.edu/directories](https://k-state.edu/directories)

[k-state.edu/disputeresolution](https://k-state.edu/disputeresolution)

[k-state.edu/diversity](https://k-state.edu/diversity)

[k-state.edu/abroad](https://k-state.edu/abroad)

[k-state.edu/safety](https://k-state.edu/safety)

[k-state.edu/facsen](https://k-state.edu/facsen)

[global.k-state.edu](http://global.k-state.edu)

[k-state.edu/grad](https://k-state.edu/grad)

[k-state.edu/grad/graduate-handbook](https://k-state.edu/grad/graduate-handbook)

[k-state.edu/honor](https://k-state.edu/honor)

[k-state.edu/hr](https://k-state.edu/hr)

[k-state.edu/its](https://k-state.edu/its)

[k-state.edu/ksuic](https://k-state.edu/ksuic)

[k-state.edu/copyright](https://k-state.edu/copyright)

[k-state.edu/comply/iacuc](https://k-state.edu/comply/iacuc)

[k-state.edu/first](https://k-state.edu/first)

[k-state.edu/today](https://k-state.edu/today)

[k-state.edu/lgbt](https://k-state.edu/lgbt)

[lib.k-state.edu](http://lib.k-state.edu)

[k-state.edu/mccain](https://k-state.edu/mccain)

[k-state.edu/kawse](https://k-state.edu/kawse)

[k-state.edu/assessment](https://k-state.edu/assessment)

[k-state.edu/affact](https://k-state.edu/affact)

[k-state.edu/oip](https://k-state.edu/oip)



# IMPORTANT KANSAS STATE UNIVERSITY WEBSITES

Office of the President  
Office of the Provost  
Office of the Registrar  
Office of Research Development  
Office of Student Life  
Office of the Vice President for Research  
PreAward Services

Recreational Services  
Research Foundation  
Social Club  
Student Access Center  
Teaching and Learning Center  
Undergraduate Admissions  
University Calendars  
University Committee Handbook  
University General Education: K-State 8  
University Handbook  
University Honors Program  
University Research Compliance Office  
University Success Center  
University Support Staff Senate  
Women of K-State

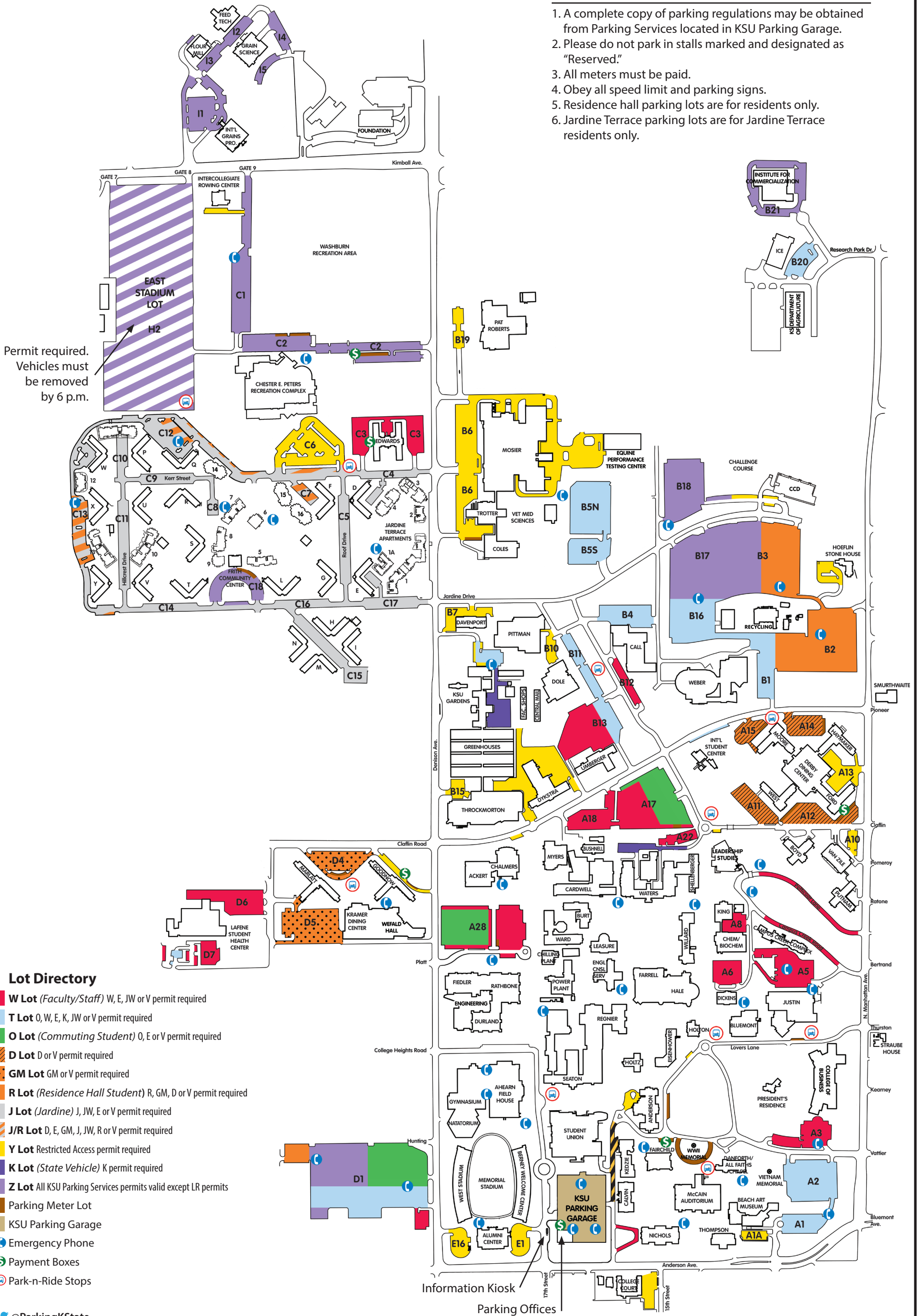
[k-state.edu/president](https://k-state.edu/president)  
[k-state.edu/provost](https://k-state.edu/provost)  
[k-state.edu/registrar](https://k-state.edu/registrar)  
[k-state.edu/research/leadership/ord](https://k-state.edu/research/leadership/ord)  
[k-state.edu/studentlife](https://k-state.edu/studentlife)  
[k-state.edu/research](https://k-state.edu/research)  
[k-state.edu/research/leadership/preaward](https://k-state.edu/research/leadership/preaward)  
[recservices.k-state.edu](https://recservices.k-state.edu)  
[k-state.edu/research/leadership/ksurf](https://k-state.edu/research/leadership/ksurf)  
[k-state.edu/socialclub](https://k-state.edu/socialclub)  
[k-state.edu/accesscenter](https://k-state.edu/accesscenter)  
[k-state.edu/tlc](https://k-state.edu/tlc)  
[k-state.edu/admissions](https://k-state.edu/admissions)  
[k-state.edu/calendar](https://k-state.edu/calendar)  
[k-state.edu/provost/committeehb](https://k-state.edu/provost/committeehb)  
[k-state.edu/kstate8](https://k-state.edu/kstate8)  
[k-state.edu/provost/universityhb](https://k-state.edu/provost/universityhb)  
[k-state.edu/ksuhonors](https://k-state.edu/ksuhonors)  
[k-state.edu/comply](https://k-state.edu/comply)  
[k-state.edu/successcenter](https://k-state.edu/successcenter)  
[k-state.edu/class-senate](https://k-state.edu/class-senate)  
[k-state.edu/women](https://k-state.edu/women)

# KANSAS STATE UNIVERSITY

## Campus Map 2019–2020

### Notes

1. A complete copy of parking regulations may be obtained from Parking Services located in KSU Parking Garage.
2. Please do not park in stalls marked and designated as "Reserved."
3. All meters must be paid.
4. Obey all speed limit and parking signs.
5. Residence hall parking lots are for residents only.
6. Jardine Terrace parking lots are for Jardine Terrace residents only.



### Lot Directory

- **W Lot (Faculty/Staff)** W, E, JW or V permit required
- **T Lot** O, W, E, K, JW or V permit required
- **O Lot (Commuting Student)** O, E or V permit required
- **D Lot** D or V permit required
- **GM Lot** GM or V permit required
- **R Lot (Residence Hall Student)** R, GM, D or V permit required
- **J Lot (Jardine)** J, JW, E or V permit required
- **J/R Lot** D, E, GM, J, JW, R or V permit required
- **Y Lot** Restricted Access permit required
- **K Lot (State Vehicle)** K permit required
- **Z Lot** All KSU Parking Services permits valid except LR permits
- Parking Meter Lot
- KSU Parking Garage
- Ⓧ Emergency Phone
- Ⓧ Payment Boxes
- Ⓧ Park-n-Ride Stops

# CONDENSED PARKING REGULATIONS

## Parking Mission Statement

To provide reliable and informative customer service in a courteous and timely manner, while providing as positive a parking experience as possible given the limitations of space, finances, rules and regulations under which we are required to operate.

### OFFICES:

**KSU PARKING SERVICES**  
1 KSU PARKING GARAGE  
706 N. 17TH ST.  
MONDAY THRU FRIDAY  
785-532-PARK(7275)  
www.k-state.edu/parking  
parking@k-state.edu  
@ParkingKState

**INFORMATION KIOSK**  
17TH STREET  
HOURS: 7:30 AM-4:30 PM  
MONDAY THRU FRIDAY  
785-532-6452

**KSU POLICE DEPARTMENT**  
108 EDWARDS HALL  
1810 KERR DRIVE  
24 HRS. 7 DAYS A WEEK  
785-532-6412

### A. REQUIREMENTS

- All motor vehicles, including trailers and MOPEDS (See #6 below), parked on University property must be identified with a properly displayed University parking permit at the following scheduled times:
  - Faculty/Staff and Commuting Student lots  
7am-5pm Monday thru Friday.
  - Residence Hall & Jardine lots  
24 hours, 7 days a week.
  - Recreation Complex  
7am-4pm Monday thru Friday.
  - All restricted lots/disabled/reserved/loading/timed stalls  
24 hours, 7 days a week unless otherwise stated on sign.
  - Parking Garage operates  
24 hours, 7 days a week.
- Parking is permitted only in designated areas (See #3 below for exception). Posted signs will designate the type of permit required to park in each lot, area and/or restricted location.

**O Lots**—Designated for Commuting Students.  
**W Lots**—Designated for Faculty/Staff.  
**T Lots**—Designated for Faculty/Staff and Commuting Students.  
**R Lots**—Designated for Residence Halls (Including GM and D).  
**J Lots**—Designated for Jardine Terrace.  
**K Lots**—Designated for Government/State Vehicles.  
**Z Lots**—Designated all current KSU Parking Services permits valid. Except LR Permits  
**Y Lots**—Designated as Restricted (See posted sign for type of permit or designator needed).

A permit does not guarantee a parking space at any particular time. Permits, applications, and related information may be obtained at KSU Parking Services.

- Faculty, staff, and students are allowed to park only in the type of lot specified by their permits during the Fall and Spring Semester. Between Fall and Spring semesters and during the Summer semester, parking is allowed outside the areas specified by the permit. Reserved and restricted zones are still enforced.
- Parking Permits are not required on University holidays (university offices closed). Meters and reserved stalls are not enforced. All other regulations are enforced.
- Parking permits are not required for cars parked in metered parking stalls. Maximum time limits and enforcement hours are designated on the meter. All meter malfunctions must be reported immediately to KSU Parking Services. Citations may be excused only if the malfunction is verified by Parking Services.

- Motorized bicycles and MOPEDS (50cc and less) capable of being pedaled may utilize bicycle parking with a bicycle permit. All other motorcycles, motor bikes, scooters and MOPEDS may park only in designated motorcycle stalls with a motorcycle permit.
- Vehicles shall be oriented in parallel parking spaces and angled parking spaces such that they are directed with the flow of traffic when leaving. Vehicles must be parked within painted lines and without obstructing parking in adjacent spaces.
- Parking is prohibited on University streets or drives except where designated by official signs.
- All traffic control signs and devices are in effect 24 hours, 7 days a week, unless otherwise stated.
- If an individual's vehicle becomes disabled (inoperable) on campus, the KSU Police and/or KSU Parking Services shall be notified immediately. If vehicle is not removed or repaired within 24 hours, it may be subject to impoundment and fines unless prior authorization is obtained.
- No vehicle shall be stored longer than 24 hours in parking areas other than residence hall lots (A10-15, B2-3, B17-18, C4-18, D1-5), nor shall any trailer or vehicle without a current license plate be parked or stored on University property unless prior authorization is obtained from KSU Parking Services. It may be subject to impoundment and fines.
  - Only current resident hall occupants may store their vehicles in resident hall lots from the end of Spring semester to the beginning of Fall semester.
- During special events Parking Services has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.
- Car pools are encouraged.
- Life and Rec permits are valid in the C1 lot (Recreation Center North), C2 lot (Recreation Center South), and the D1 lot (West Stadium) as designated by permit. All other current KSU parking permits are valid in the "Z" lots, C1, C2, B17 lot (n. of Weber), the B18 lot (n. of B17), and H14 (Foundation).
- State/Government vehicles are not allowed to park in O and W lots for longer than 48 hours unless the vehicle is parked in a reserved stall purchased for such vehicle. State/ Government vehicles must pay parking meters.

### B. VISITORS

Defined as—any person who is not a KSU faculty/staff/student or vendor/ contractor.

- All visitor vehicles, except in metered spaces, must display a visible, current permit.
- Visitors are required to pay parking meters. Visitors may purchase permits at the Information Kiosk on 17th Street by the parking garage or online at k-state.edu/parking.
- Visitors are allowed to park in O, W, J, R, T and Z lots only and must obey all traffic and parking regulations.
- Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls after obtaining a permit.
- Contact Parking Services to apply for other parking needs.
- Board of Regents members' parking identifications will be honored for parking in any O, W, T or Z parking lots or metered parking stalls.
- Visitors are allowed to send in citations for "No Valid Permit/Authorization": with the cost of a daily permit and have the citation excused twice

per calendar year. Complete the information on the back of citation, circle \*Visitors See Reverse Side\* on front of citation and send to Parking Services within 14 days from the date of the citation with the daily permit charge.

### C. AUTHORITY

- Parking privileges may be modified or preempted by authority of the President of the University.
- The Vice President for Administration and Finance and/or the Director of KSU Parking Services may alter, suspend, or modify parking fees and/or regulations as necessary to promote public safety or provide for the enhancement of the University, subject to review by the University Council on Parking Operations.

### D. UNIVERSITY LIABILITY

The University assumes no duty for the care or protection of vehicles or their contents while the vehicle is on property owned, leased, or otherwise controlled by the University.

### E. DRIVING REGULATIONS

- All state driving laws are in effect on campus. Tickets issued for moving violations are processed by the Riley County District Court.
- Motorized vehicles driven on the campus must be operated with caution, compatible with existing weather, pedestrian and vehicular traffic conditions, and at no time in excess of 20 miles per hour or posted speed limit. Speeds may be checked by radar.
- Personal use motorized vehicles (except wheelchairs and Other Power-Driven Mobility Device (OPDM) for mobility disabilities) shall not be operated on the grass, sidewalks or pedestrian walkways of the campus.
- Snow Emergency Routes**  
All campus streets and drives are designated as snow emergency routes when so declared by the President of the University or the designated representative. Vehicles blocking these routes are subject to fine and/or towing charges.

### F. PARKING GARAGE

- Nose in parking only. Don't pull through.
- 10 MPH posted speed limit.
- One-way traffic, follow arrows and signs.
- No tailgating in or out of garage gates.
- No bicycles or skateboards in garage.
- Enforced 24/7.
- Help buttons are located on columns and paystations.

### G. OTHER INFORMATION

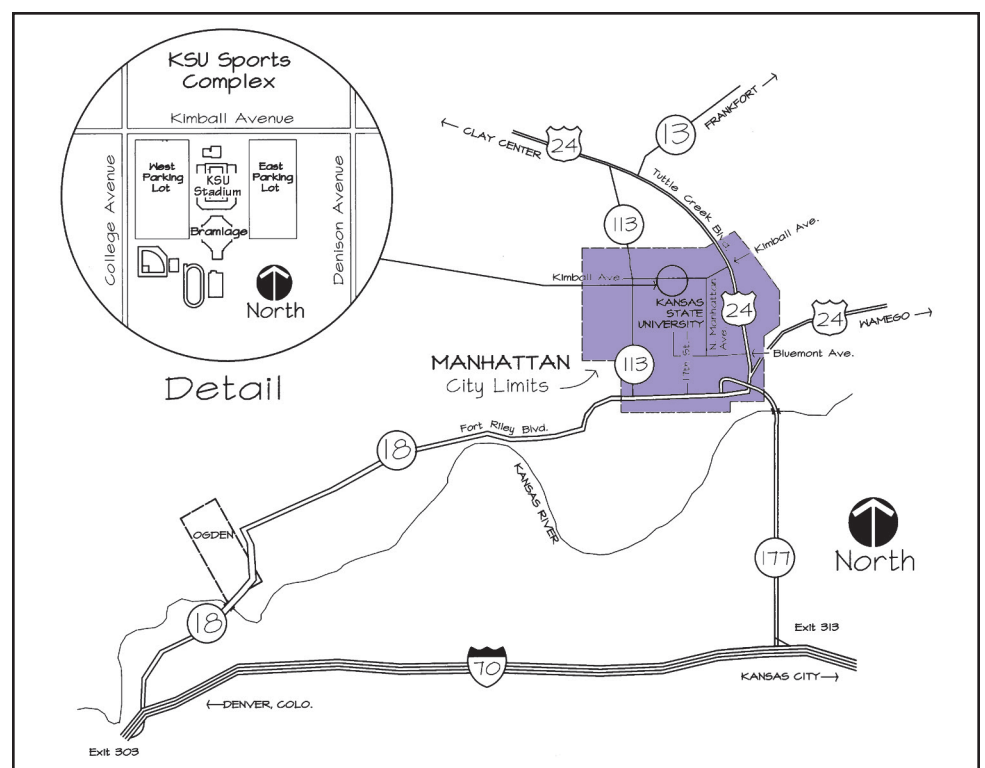
KSU Parking Services provides a Customer Assistance Program (CAP) to help motorists on campus who may be experiencing minor problems with their vehicles. The CAP system provides assistance for motorists having one or more of the following problems:

- Keys locked in vehicle—contact University Police at 2-6412. They will call a locksmith for you.
- Flat Tire—contact Parking Services at 2-PARK. They have an "air bubble" and if the leak is slow enough, they will fill it so you can get to a gas station.
- Out of gas—contact Parking Services at 2-PARK. They have several gas cans that may help you if your vehicle runs out of gas on campus.
- Dead Battery—contact Parking Services at 2-7275. Parking Services has jumper cables to help you when your battery is not fully charged.

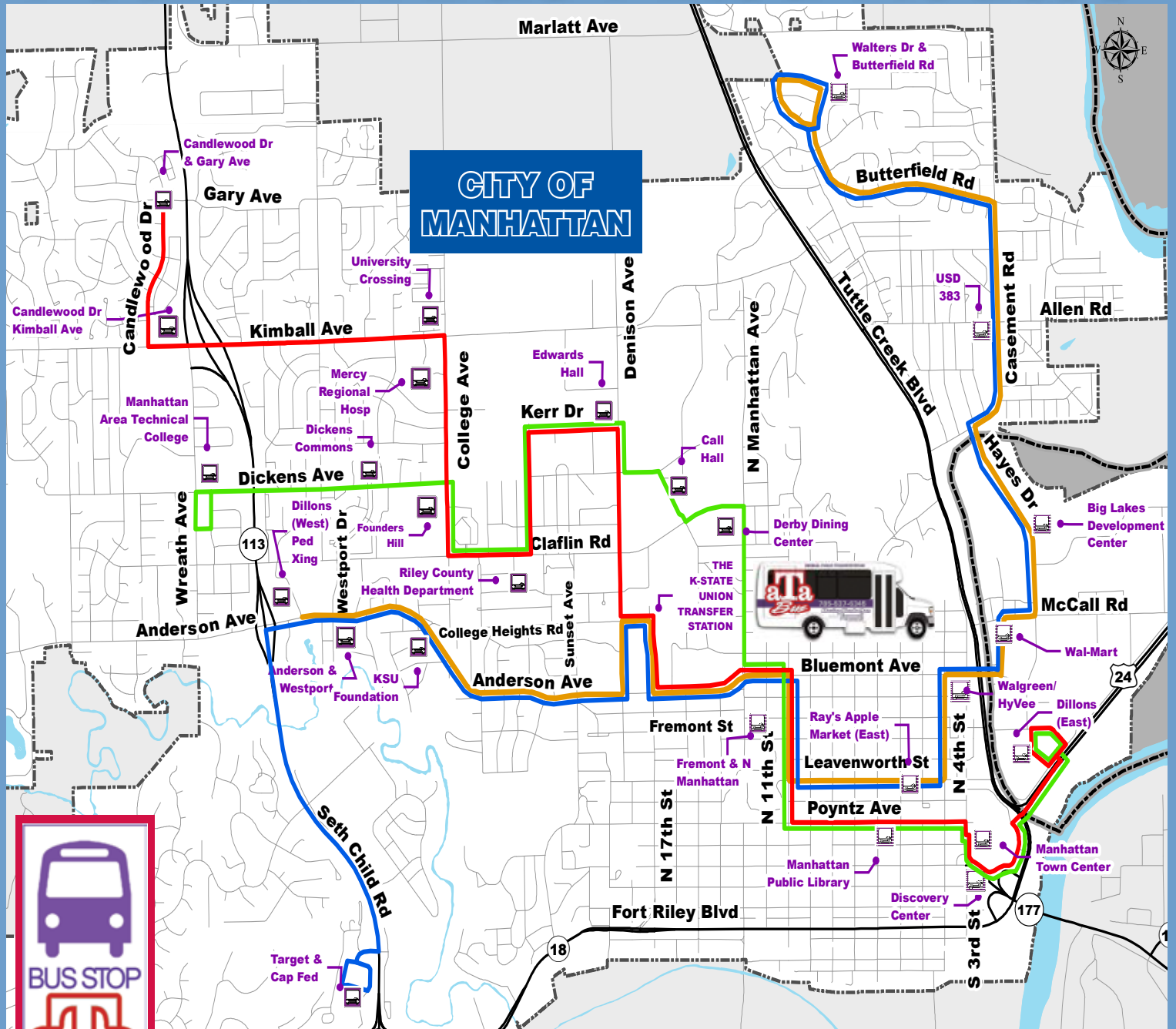
A vehicle or customer parked on University property having five (5) or more unpaid citations and a balance of \$200 or more is deemed an "Excessive Violator" and is subject to impoundment. Any vehicle impounded under this section may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the satisfaction of Parking Services and/or the designated towing service company.

23300-6/19-6M

## WELCOME TO K-STATE AND HAVE A PLEASANT VISIT



# Four ATA Bus Fixed Routes



## COLOR CODED MAP KEY

| BLUEMONT<br>All Year                            |           |
|---|-----------|
| WB/Walters/Butterfield/START TIME 6:55 am WkDay |           |
| WB/Walters/Butterfield/START TIME 7:55 am SAT   |           |
| EB/Walters/Butterfield/END TIME 6:55 pm WkDay   |           |
| EB/Walters/Butterfield/END TIME 7:55 pm SAT     |           |
| WESTBOUND                                       | HOURLY    |
| Walters/Butterfield                             | :55 am/pm |
| USD 383/Casement&Allen                          | :59 am/pm |
| Big Lakes                                       | :02 am/pm |
| Wal-Mart@Hostetler                              | :05 am/pm |
| Hy-Vee/Walgreens                                | :07 am/pm |
| Ray's Apple Mkt/Leavenworth                     | :10 am/pm |
| Fremont/N.Manhattan                             | :13 am/pm |
| KSU Union                                       | :15 am/pm |
| KSU Foundation                                  | :20 am/pm |
| Target/CapFed                                   | :26 am/pm |
| EASTBOUND                                       | HOURLY    |
| Target/CapFed                                   | :26 am/pm |
| Walgreens West                                  | :30 am/pm |
| KSU Foundation                                  | :32 am/pm |
| KSU Union                                       | :37 am/pm |
| Fremont/N.Manhattan                             | :39 am/pm |
| Ray's Apple Mkt/Leavenworth                     | :44 am/pm |
| Hy-Vee/Walgreens                                | :46 am/pm |
| Wal-Mart@Hostetler                              | :47 am/pm |
| Big Lakes                                       | :49 am/pm |
| USD 383/Casement&Allen                          | :51 am/pm |
| Walters/Butterfield                             | :55 am/pm |

| FREMONT/OSAGE<br>K-State In Session             |           |
|---|-----------|
| WB/Walters/Butterfield/START TIME 6:25 am WkDay |           |
| EB/Walters/Butterfield/END TIME 7:25 pm WkDay   |           |
| WESTBOUND                                       | HOURLY    |
| Walters/Butterfield                             | :25 am/pm |
| USD 383/Casement&Allen                          | :29 am/pm |
| Big Lakes                                       | :32 am/pm |
| Wal-Mart@Hostetler                              | :35 am/pm |
| Hy-Vee/Walgreens                                | :39 am/pm |
| Ray's Apple Mkt/Leavenworth                     | :41 am/pm |
| Fremont&No.Manhattan                            | :43 am/pm |
| KSU Union                                       | :46 am/pm |
| KSU Foundation                                  | :50 am/pm |
| Dillons West/Ped-Xing                           | :56 am/pm |
| EASTBOUND                                       | HOURLY    |
| Dillons West/Ped-Xing                           | :56 am/pm |
| Walgreens West                                  | :00 am/pm |
| KSU Foundation                                  | :02 am/pm |
| KSU Union                                       | :07 am/pm |
| Fremont&No.Manhattan                            | :09 am/pm |
| Ray's Apple Mkt/Leavenworth                     | :13 am/pm |
| Hy-Vee/Walgreens                                | :14 am/pm |
| Wal-Mart@Hostetler                              | :18 am/pm |
| Big Lakes                                       | :21 am/pm |
| USD 383/Casement&Allen                          | :22 am/pm |
| Walters/Butterfield                             | :25 am/pm |

| CANDLEWOOD<br>All Year                    |           |
|---|-----------|
| EB/Candlewood/START TIME 6:55 am WkDay    |           |
| EB/Candlewood/START TIME 7:55 am SAT      |           |
| WB/Candlewood/Gary/END TIME 6:55 pm WkDay |           |
| WB/Candlewood/Gary/END TIME 7:55 pm SAT   |           |
| EASTBOUND                                 | HOURLY    |
| Candlewood&Gary                           | :55 am/pm |
| Candlewood&Kimball                        | :56 am/pm |
| University Crossing                       | :00 am/pm |
| Mercy Regional Hosp                       | :02 am/pm |
| Founder's Hill                            | :04 am/pm |
| Edwards Hall                              | :07 am/pm |
| KSU Union                                 | :12 am/pm |
| Manhattan Public Library                  | :16 am/pm |
| Mall@Houston&3rd                          | :19 am/pm |
| Discovery Center                          | :20 am/pm |
| Dillons Eastside                          | :25 am/pm |
| WESTBOUND                                 | HOURLY    |
| Dillons Eastside                          | :25 am/pm |
| Discovery Center                          | :30 am/pm |
| Mall@Houston&3rd                          | :31 am/pm |
| Manhattan Public Library                  | :34 am/pm |
| KSU Union                                 | :38 am/pm |
| Edwards Hall                              | :42 am/pm |
| Founder's Hill                            | *         |
| Mercy Regional Hosp                       | :48 am/pm |
| University Crossing                       | :51 am/pm |
| Candlewood&Kimball                        | :53 am/pm |
| Candlewood&Gary                           | :55 am/pm |

| DICKENS<br>K-State In Session    |           |
|----------------------------------|-----------|
| EB/MATC/START TIME 6:29 am WkDay |           |
| WB/MATC/END TIME 6:29 pm WkDay   |           |
| EASTBOUND                        | HOURLY    |
| MATC                             | :29 am/pm |
| Dickens Commons                  | :32 am/pm |
| Founder's Hill                   | :34 am/pm |
| Riley County WIC Office          | :36 am/pm |
| Edwards Hall                     | :40 am/pm |
| Call Hall                        | :43 am/pm |
| Derby Dining Center              | :45 am/pm |
| Manhattan Public Library         | :51 am/pm |
| Mall@Houston&3rd                 | :54 am/pm |
| Dillons Eastside                 | :59 am/pm |
| WESTBOUND                        | HOURLY    |
| Dillons Eastside                 | :59 am/pm |
| Mall@Houston&3rd                 | :03 am/pm |
| Manhattan Public Library         | :05 am/pm |
| Derby Dining Center              | :11 am/pm |
| Call Hall                        | :14 am/pm |
| Edwards Hall                     | :16 am/pm |
| Riley County WIC Office          | :21 am/pm |
| Dickens Commons                  | :25 am/pm |
| MATC                             | :29 am/pm |



Flint Hills aTa buses will stop at designated bus stops only if passengers are waiting at the stops. It is recommended that you arrive at the bus stop 10 minutes early to ensure you do not miss the bus. Buses will not come back for you. Times vary due to traffic. Pull the *Stop Cord* one block before you want to de-board.

# Moving Manhattan Forward



## HOURS

Monday-Friday 7:00am – 7:00pm  
Saturdays 8:00am – 7:00pm

**There is no service on Sunday**

**aTa Bus Fixed Route Service** is closed on New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving, & Christmas Day.

*Other closures will be posted online and on each bus.*

### Road Construction, Inclement Weather, & Traffic Accidents

Please be aware of road work in and around Manhattan or inclement weather that may cause route detours, aTa will take every measure to ensure that buses arrive on schedule; however, we realize that service may be detoured because of accidents or other instances beyond our control. Any service closures due to inclement weather will be announced on our website and on local radio and television stations. Please call 537-6345 for any questions.

**For Bus Stop locations and start/end times in chart form, visit the aTa Bus website at: [www.rileycountyks.gov/ATA](http://www.rileycountyks.gov/ATA)**



## FARES

Monthly Pass- \$30

A monthly pass provides unlimited rides for the passenger during the month indicated on the pass.

### Single Fare:

Adult- \$1  
Youth (6-18)- 50¢

KSU Faculty/Staff/Students w/current ID

**Free point to point only from KSU Foundation, KSU Union, and Edwards Hall.**

### Seniors & Disabled-

Passengers 60+, disabled, or low income may apply for a half-fare discount card by completing. The half-fare application and attaching required verifications. The half-fare card and photo ID must be presented upon boarding to receive the half-fare discount.

### Children (6 and younger)-Free

All children under 14 must be accompanied by an adult.

### Personal Care Attendants-Free

### aTa Bus Fare Sales

Single trip fares can be purchased from the driver for exact change only, checks are not accepted, fares will be deposited into the fare box or collected by the driver prior to departure. The driver will not make change. Monthly passes must be purchased in advance. Monthly passes may be purchased at the **aTa Bus offices** or at any **Dillon's stores in Manhattan** and also at these participating locations:



## GENERAL INFORMATION

### aTa Bus Stops

The bus will stop for any passenger at the designated bus stop. It is helpful for passengers to raise a hand as the bus approaches so that the driver will know of your intent to board.

### Transfer

It may be necessary to use more than one route to complete your trip. You may transfer from one bus to another at the K-State Union. Riders are allowed to transfer for free.

### Wheelchair Accessibility Rules

All aTa Buses are wheelchair accessible. Persons in wheelchairs must be at the bus stop at the designated arrival time. Position your wheelchair so that it will be clear of the lift when extended and follow the driver's instructions. Guide your wheelchair onto the lift, secure the brakes, and grasp the handrails. The driver will assist you.

### Origin-and-Destinations Service

aTa Bus operates complementary paratransit services for origin-and-destinations transportation. Manhattan residents who are eligible for complementary paratransit service must complete the aTa Bus Special Accommodations Application. To make a reservation call, 537-6345.

### Demand Response Service

For Manhattan residents who live beyond the ¾ mile boundary of the fixed route service area, our regular demand response service is available. We ask riders to call the day before to schedule rides. Please see our demand response brochure for further information or call the office at 537-6345.

## Did You Know?



- One person switching to public transit can reduce daily carbon emissions by 20 pounds or more than 4,800 pounds in a year.
- For every \$1 invested in public transportation that generates \$4 in economic returns.
- Studies have shown that the ability to travel in an area conveniently, without a car, is an important component of a community's livability. Public transportation provides opportunity, access, choice and freedom all of which contribute to an improved quality of life.

## We Ride ATA Bus Because...

I really enjoy the service. Manhattan, really, really needs ATA Bus! It's not just for the elderly.  
~ M. M.

If I didn't have ATA Bus I wouldn't be able to look for or have a job. It also takes me to and from school.  
~ P. K.

ATA Bus gets me to where I'm going and the passengers are good company.  
~ B. H.

I can count on ATA Bus to get me to my job on time. The drivers are always courteous.  
~ T. I.

Federal Transit Administration Region VII Award of Excellence  
"Highest Percentage Increase in Transit Passenger Ridership, Over 10 Vehicles (80.90%), Among Rural Transit Providers in Kansas, FY 2011-2012"



Presented on the 14<sup>th</sup> of August 2014 at the Kansas Public Transit Association annual conference, Dodge City, KS

The Flint Hills Area Transportation Agency is in partnership with Kansas State University, Riley County, Konza United Way, USD 383 and the Kansas Department of Transportation

For more information, call 785.537.6345—or visit, [www.rileycountyks.gov/ATA](http://www.rileycountyks.gov/ATA)



This project is funded in part by the KDOT Public Transit Program

**BUS STOP**  
**aTa Bus**

**CATCH A RIDE**  
*Moving Manhattan Forward*

785-537-6345

# KANSAS STATE UNIVERSITY

## aTa SHUTTLE PICK-UP LOCATION MAP FOR STUDENT ACCESS CENTER (SAC)



Call aTa at  
**785-537-6345**  
 for ride changes or cancellations.

## SHUTTLE MAP INDEX

---

1. Chester E. Peters Recreation Complex
2. Trotter & Mosler Hall
3. Coles Hall
4. Pitman Building
5. Dole Hall
6. Call Hall
7. Weber hall
8. Umberger Hall
9. Throckmorton Hall
10. Marlatt Hall (Residence Hall)
11. Goodnow Hall (Residence Hall)
12. Kramer Dining Center
13. Chalmers/Ackert Halls
14. Fielder/Rathbone
15. Cardwell/Waters Halls
16. Moore Hall (Resident Hall)
17. Haymaker (Resident Hall)
18. Ford Hall (Residence Hall)
19. Derby Dining Center
20. West Hall
21. Leadership Studies North
22. Boyd Hall (Residence Hall)
23. Van Zile & Putnam Halls (Residence Halls)
24. Leadership Studies South
25. King & Chem/Biochem
26. Willard Hall
27. Leisure Hall
28. English Counseling Services
29. Holton Hall
30. Bluemont Hall
31. Justin Hall
32. Seaton Hall
33. Natatorium
34. Parking Garage
35. Kedzie Hall
36. McCain North
37. Danforth Chapel
38. Calvin Hall
39. Nichols Hall
40. McCain South
41. Beach Museum of Arts

- **Note: Drivers are to stop ONLY at designated drops and pick-up locations**



**K - S T A T E   N O N -  
D I S C R I M I N A T I O N  
P O L I C Y   -   P P M   3 0 1 0**







# Resources and support services for discrimination and harassment at Kansas State University

## Policy and Procedures Manual (PPM 3010)

PPM 3010 is Kansas State University's policy prohibiting discrimination, harassment, sexual violence, dating and domestic violence, and stalking. The university encourages all members of the community to report conduct prohibited by PPM 3010. Consistent with PPM 3010, the university always evaluates and processes all reports of prohibited conduct concerning a member of the K-State community to determine whether a full investigation is necessary. Regardless of whether a reported victim chooses to participate in the PPM 3010 process, K-State will suggest and offer applicable support and assistance services. The university will make every effort to protect the privacy of those involved in the process and will only disclose information to those with a legitimate administrative or legal need to know.

The university will attempt to resolve a complaint filed under PPM 3010 within 60 days of receipt, although some cases may take longer depending on the circumstances. Complainants should report any incidents of suspected retaliation to the Office of Institutional Equity.

The university's PPM 3010 response is an internal university process that is separate from the criminal justice process. Any questions about the process can be directed to the Office of Institutional Equity at 785-532-6220, [equity@k-state.edu](mailto:equity@k-state.edu), or 103 Edwards Hall, 1810 Kerr Drive, Manhattan, Kansas.

## Options

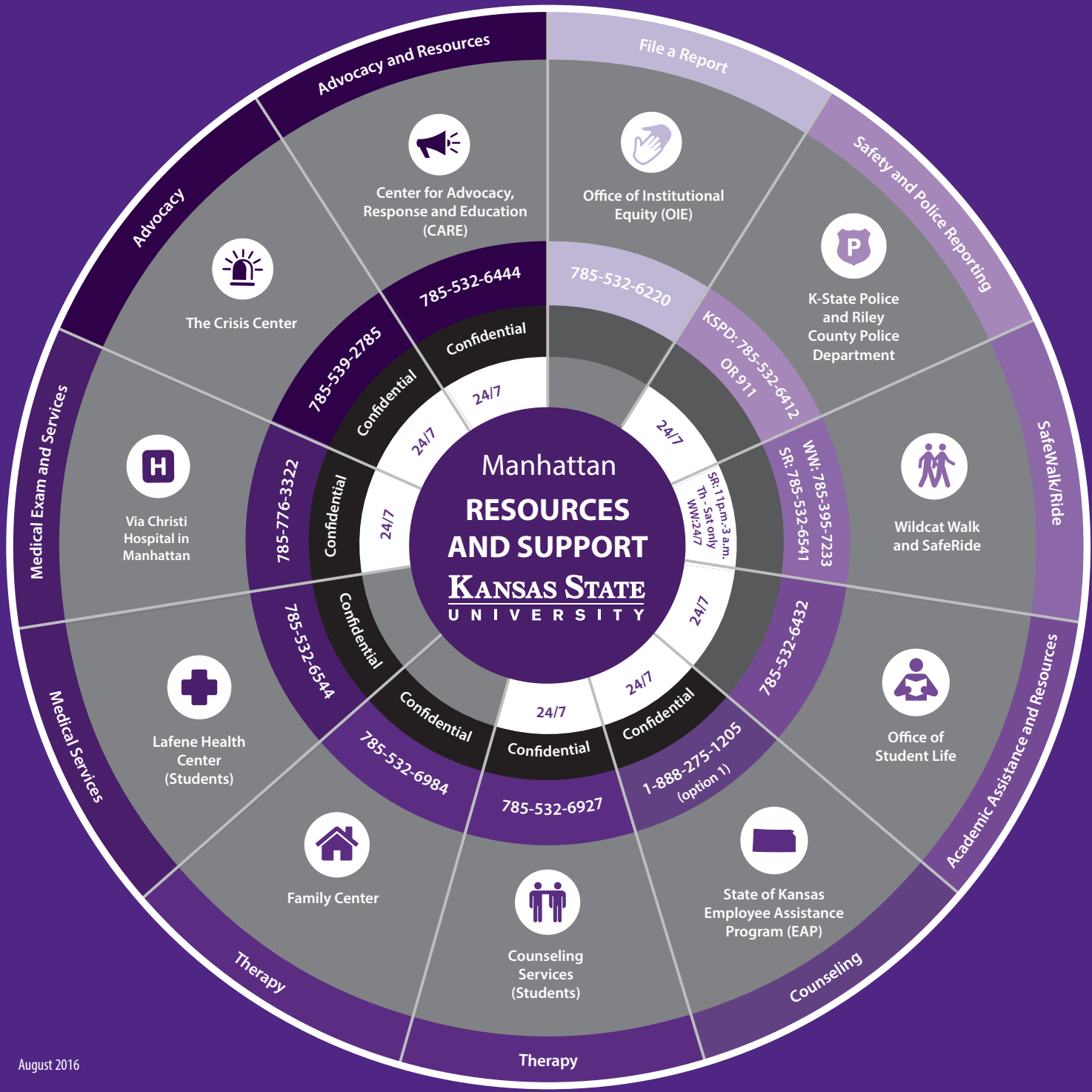
- Complainants will not be forced to participate in an investigation.
- If there is an investigation, the complainant will be informed of the outcome of the investigation and have the right to appeal the outcome on specified grounds.

- Reasonable assistance or reasonable changes in circumstances, — such as no-contact orders, access to counseling services, academic accommodations, change in on-campus housing, class assignments or office location, change in work schedule, job assignments or supervisor(s), and/or public safety escort services, and/or visa immigration assistance — may be given to the parties. The Office of Institutional Equity will work with the appropriate campus office(s) to provide reasonable changes.
- An advisor or support person — including an attorney hired at one's own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

## Definitions under PPM 3010

**Discrimination:** In the policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of the above-listed protected categories without a valid business or academic reason.

**Harassment:** In the policy, the term "harassment" has two different definitions, the application of which depends on where the alleged conduct takes place and its context. Harassment meeting either of the definitions is discrimination.



Manhattan  
**RESOURCES  
 AND SUPPORT**  
**KANSAS STATE  
 UNIVERSITY**

File a Report



Office of Institutional  
 Equity (OIE)

785-532-6220

Safety and Police Reporting



K-State Police  
 and Riley  
 County Police  
 Department

KSPD: 785-532-6412  
 OR 911

Safewalk/Ride



Wildcat Walk  
 and SafeRide

IWM: 785-395-7233  
 SR: 785-532-6541

Academic Assistance and Resources



Office of  
 Student Life

785-532-6432

Counseling



State of Kansas  
 Employee Assistance  
 Program (EAP)

1-888-275-1205  
 (option 1)

Counseling  
 Services  
 (Students)

Therapy



Counseling  
 Services  
 (Students)



Family Center

785-532-6984

Therapy



Lafene Health  
 Center  
 (Students)

785-532-6544

Medical Services



Via Christi  
 Hospital in  
 Manhattan

785-776-3322

Medical Exam and Services



The Crisis Center

785-539-2785

Advocacy



Center for Advocacy,  
 Response and Education  
 (CARE)

785-532-6444

Advocacy and Resources

# How Kansas State University responds to discrimination, harassment, sexual violence and stalking.

## Policy and Procedures Manual (PPM3010)

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- An advisor or support person — including an attorney hired at one's own expense — may provide assistance during the PPM 3010 process when the report pertains to sexual violence or another crime.

## Steps for reported victims of sexual violence, dating or domestic violence, or stalking in addition to a PPM 3010 report

Services are available to reported victims through Kansas State University and in the community for counseling, physical and mental health.

Advised steps include:

- Seeking medical attention, both to promote well-being and to preserve evidence.
- Notifying law enforcement that a crime has been committed. Kansas State University's Center for Advocacy, Response and Education (CARE) can assist with contacting campus police or the local police department.

An additional option is seeking a court order for protection from abuse or stalking. The CARE office can assist with this. K-State Police enforce court orders in areas where they have authority to exercise their police power, including on K-State property.

This grant project is supported by subgrant number 16-VOCA-35 awarded through the Federal Office for Victims of Crime as administered by the Kansas Governor's Grants Program. The opinions, findings, conclusions, or recommendations expressed in this publication, program, or exhibition are those of the author(s) and do not reflect the views of the Office of the Kansas Governor or the U.S. Department of Justice.