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Summary: All former SRS policies, procedures and guidance remain in effect under KDADS until changed or revoked as approved by KDADS Central Office Legal and Human Resources Departments.

The disability and behavior health services section of the Department for Children and Families (“DCF,” formerly Department for Social and Rehabilitation Services) has been transferred to the Department for Aging and Disability Services (KDADS). 2012 Kan. Sess. Laws § 185 Sec. 3(a). Programs transferred under this section include:

- Medicaid Waivers & Programs (including Mental Health and substance abuse, serious emotionally disturbed developmental disability, physical disability, traumatic brain injury, autism, technology assistance, and money-follows-the-person);
- Licensure and regulation of community mental health centers;
- Regulation of community developmental disability organizations;
- Licensure and regulation of facilities and providers of residential services;
- Licensure and regulation of providers of addiction and prevention services; and
- Any other programs and related grants administered by the disability and behavior health services section of DCF.

2012 Kan. Sess. Laws § 185 Sec. 3(a)(1)-(7).

Also transferred to KDADS from DCF were state institutions including Osawatomie state hospital, Rainbow mental health facility, Larned state hospital, Parsons state hospital and training center, and the Kansas neurological institute. 2012 Kan. Sess. Laws § 185 Sec. 4(a).

As such, all rules, regulations, orders, directives, or words of like effect implemented under DCF remain effective under KDADS until revised, amended, revoked, or nullified pursuant to law. 2012 Kan. Sess. Laws § 185 Sec. 5(b).



KDADS' Equal Opportunity and Affirmative Action program complies with the following acts: Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Age Discrimination in Employment Act of 1967; Kansas Act Against Discrimination; Inter-governmental Personnel Act of 1970; Federal Standards for a Merit System of Personnel Administration; and All other applicable federal and state laws. All employees are required to adhere to the letter of the law and the spirit of these policies by supporting a work environment free of discrimination and harassment. Employees and management personnel are encouraged to support diversity and equal employment opportunities.

Reference: Title VII of the Civil Rights Act

3.3 Outside Employment (*Conflict of Interest*)

The employment responsibilities to the State are primary for any employee working for KDADS, full or part-time, and any other employment in which that person chooses to engage is secondary. The purpose of this policy is to ensure that any secondary employment does not have an adverse effect on the employee's primary responsibilities and does not create a conflict of interest, as defined herein. For purposes of this policy, secondary employment shall mean "any other job or role in which the state employee receives compensation for services provided, other than his or her state position, whether under contract or as an employee".

1. Secondary employment shall not be permitted when it would:
 - Create either directly or indirectly a conflict of interest with the primary employment; or
 - Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.
2. If the secondary employment has any impact or may create any possibility of conflict of interest, it is the employee's responsibility to notify his or her supervisor, and request a written opinion from the Kansas Commission on Ethics. While the Ethics opinion may be considered, the ultimate decision shall rest with the Secretary of KDADS.
3. An employee may not accept secondary employment or contract compensation from a person and/or entity for which KDADS licenses, inspects or regulates, as the same is defined under applicable Kansas law. By way of example and not of limitation, an employee could not perform services for either a Kansas Adult Care Home or one of the Kansas State Hospitals.
4. In addition, an employee may not accept secondary employment if it would interfere with the "core hours" and/or "regular assigned working hours" of employment determined by KDADS. KDADS shall, at all times herein, have the final determination of its core hours/regular assigned working hours of operation.
5. Further, no KDADS' employee shall receive compensation from any other source at the same time he or she is "on-duty" at his or her regular job with KDADS. By way of example, and not of limitation: (i) a current employee could not accept compensation at the same time he is being compensated for his regular state job; (ii) If an employee has been engaged for an outside presentation or speaking event, but takes annual leave during such event, as long as the event has been approved by his supervisor and does not violate any of the other provision(s) herein, this would be permissible; and (iii) an employee could maintain an evening or weekend second job provided the same does not violate any of the other provision(s) herein.

6. There are no appeal rights, grievance or other review relating or pertaining to this policy.
7. This policy shall take effect on July 1, 2012, and shall pertain to all of KDADS' employees as of such date.

Reference: K.S.A. 46-215 et seq.



Firearms and other lethal weapons are prohibited within KDADS premises, and on any other state-owned or leased property as designated by the Secretary of Administration.

Reference: K.S.A. 21-4218; K.S.A. 75-2949f; K.S.A. 75-7c10; K.A.R. 1-49-11



Resignations shall be in writing. Two weeks' notice should be given. The written notice is to be submitted to your immediate supervisor and Human Resources, and should state the final day of employment, the reason(s) for leaving, and if you've accepted a position with another state agency. Once a written resignation is submitted, only the Appointing Authority may rescind it. Upon receipt of the resignation letter, Human Resources shall send a letter to the terminating employee explaining the exit procedure, which includes an exit interview, employee benefits, and return of state property. Human Resources shall conduct the formal exit interview.

Reference: K.A.R. 1-11-1



To safeguard the interests of vulnerable customers, residents, patients and KDADS staff, and to minimize risk of their injury, KDADS may require any top applicant, employee, student, intern, volunteer, independent contractor or contracted staffer to obtain and maintain security clearance as a condition of employment/service to the agency. Results from background checks of state and federal records will be considered by KDADS in determining whether to grant security clearance. Individuals may be required to submit fingerprints for use in obtaining records.

KDADS reserves the right to disqualify from consideration for employment/service any individual who is denied or fails to maintain security clearance when required to do so. Security clearance may be denied to an individual who has been convicted of a prohibited crime as detailed below. Conviction of a prohibited crime or having engaged in prohibited conduct as defined below occurring more than five years ago will not automatically result in denial of security clearance but may be considered in determining whether to grant security clearance.

Prohibited Crimes:

- Abandonment of a Child
- Abuse
- Abuse of a Child
- Aggravated Abandonment of a Child
- Aggravated Arson
- Aggravated Battery
- Aggravated Burglary
- Aggravated Incest
- Aggravated Robbery
- Aggravated Sodomy
- Aiding Escape
- Altering a Legislative Document
- Arson
- Assault
- Assisting Suicide
- Battery
- Bigamy
- Blackmail
- Bribery
- Burglary
- Contributing to a Child’s Misconduct or Deprivation
- Criminal Damage to Property
- Criminal Nonsupport
- Criminal Restraint
- Criminal Threat
- Electronic Solicitation
- Endangering of a Child
- Exposing Another to a Life Threatening Communicable Disease
- Forgery
- Furnishing Alcoholic Liquor/Beverage or Cereal Malt Beverage to a Minor
- Harassment
- Hazing
- Illegal Use of Weapons of Mass Destruction or Furtherance of Terrorism
- Incest
- Indecent Liberties With a Child, Ward
- Indecent Solicitation of a Child
- Injury to a Pregnant Woman
- Interference with Parental Custody
- Interference with the Conduct of Public Business in a Public Building
- Interference with the Custody of a Committed Person
- Intimidation of a Witness or Victim
- Involuntary Manslaughter
- Kidnapping
- Lewd and Lascivious Behavior
- Making False Writing
- Mistreatment of a Confined Person
- Mistreatment of a Dependent Adult
- Murder
- Obstructing Legal Process or Official Duty
- Official Misconduct
- Patronizing a Prostitute
- Perjury
- Permitting Dangerous Animal to be at Large
- Poisoning
- Possession, Possession with the Intent to Sell
- Promoting Obscenity
- Promoting Prostitution
- Prostitution
- Rape
- Robbery
- Sale, Manufacture or Production of any Drug Listed in the Uniform Controlled Substances Act, KSA 65-4101 et. seq.
- Sedition
- Sexual Battery
- Sexual Exploitation of a Child
- Sodomy
- Stalking
- Terrorism
- Theft



- Threat, Criminal or Terroristic
- Trafficking
- Treason
- Unlawful Administration of a Substance
- Unlawful Disclosure of Tax Information
- Unlawful Interference
- Unlawful Sexual Relations
- Vehicular Homicide
- Voluntary Manslaughter
- *Any other crimes including attempts, conspiracies, and solicitation to commit any of the crimes listed

A conviction or other disposition of a prohibited crime (*including but not limited to entering a diversion agreement; a plea of guilty, no contest or nolo contendere; a finding of guilt on original or reduced charges by a judge or a jury; plea bargaining to lesser charges; being found not guilty by reason of insanity; or expungement of conviction*) may be considered in determining whether to grant a security clearance. Any pending charges involving a prohibited crime may also be considered.

Prohibited Conduct:

Convictions which are titled differently than those on the prohibited crimes list but which encompass *the same or substantially similar conduct* are also considered as prohibited conduct. KDADS may also consider as prohibited conduct any administrative findings or pending criminal charges or allegations of welfare fraud, state and/or federal program or benefit fraud including but not limited to food assistance, cash assistance, Medicaid and Social Security, child or adult abuse, neglect, exploitation or termination of parental rights. Other types of convictions and conduct may be considered in determining whether to grant a security clearance, if the conviction or conduct bears a substantial relationship to the job duties of the position/service and consideration is consistent with business necessity.



Kansas statutes allow absences from work within two consecutive hours from the opening and closing of the polls for employees to vote. This means that employees are allowed time between 7:00 A.M. – 9:00 A.M. and between 5:00 P.M. and 7:00 P.M. to vote. This will affect employees whose work hours do not allow them a two-hour block of time at the beginning and ending of the day.

The following are a few examples for illustration:

Employees who work 8:00 – 5:00 would have a two-hour block outside of normal work hours at the end of the day (from 5:00 – 7:00) so they would not use work time to vote.

Employees who work 9:00 – 6:00 have a two hour block outside of normal work hours in the morning (from 7:00 – 9:00) so they would not use work time to vote.

Employees who work 8:30 – 5:30 may need time off from work to vote – 30 minutes either before work or after work to allow a two-hour block of time for voting.

Employees who need to use work time to vote due to their normal work schedule, or have other extenuating circumstances, should contact their supervisor in advance. Time used for voting should be entered as Administrative Leave when reporting time.

Reference: K.S.A. 25-418



Under the Kansas State Donor Program, all benefits eligible employees may receive paid leave in accordance with the following criteria. Employees may receive (a) up to 30 working days of paid leave for recovery from an organ or tissue donation procedure; (b) up to 7 working days of paid leave following the donation of bone marrow; (c) 1.5 hours of paid leave every 4 months for the donation of blood; or (d) 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.

Request for donor leave must be submitted to your supervisor as you would any other leave on KDADS' intranet site. Please contact Human Resources for further information.



The following days are established by regulation as legal holidays for employees of KDADS:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Typically, the Governor designates additional holidays. Generally these include a day to be used at the discretion of the employee (discretionary day), and the Friday following Thanksgiving.

An employee who is on leave without pay for any amount of time either on the last working day before a holiday or the first working day following a holiday shall not receive holiday credit, unless approved by the Secretary of KDADS.

An employee whose last day at work was the day before a holiday shall not be paid for the holiday. No employees shall work on a holiday without prior written approval from the Secretary.

Reference: K.A.R. 1-9-2



Inclement weather occurs when Kansas' weather conditions increase likelihood of driving accidents, necessitates clearing roads, closings, or conditions impair the normal operations of state workers or a combination thereof. Only the Governor or the Governor's designee may declare a statewide or locality Inclement Weather status. When the Governor declares Inclement Weather in a county hosting a KDADS office all non-essential employees in the declared county may record paid leave during the specified timeframe as Inclement Weather Leave (coded IWE for exempt staff and IWN for non-exempt staff), and shall not return to work until the Inclement Weather has lifted. Rearranged time and/or compensatory time do not accrue for employees electing to work during the Declaration of Inclement Weather.

Essential Employees- are determined by virtue of the positions they hold, or posts that they fill, are immediately essential to the continued safety and security of agency operations and the provisions of essential services.

For the purposes of this policy, the following positions are determined to be essential:

- KDADS Help Desk Operations Manager (position number K0225129)
- KDADS Survey Certification and Credentialing Adult Care Homes Complaint Supervisor (position number K0212966)

Employees who work during a Declaration of Inclement Weather receive compensation at the same rate of pay the employee would earn had there not been a Declaration of Inclement Weather.

Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather shall not be affected. The employee must still report sick leave, vacation leave, accrued compensatory time, accrued holiday compensatory time, a discretionary holiday, or leave without pay when reporting their timesheet for the pay period. If an employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow agency policy for reporting their absence and appropriate use of leave.

Reference: Governor's Inclement Weather Policy, December 2001



HealthQuest, the State of Kansas wellness program, offers a variety of free programs and services including the following:

- **Onsite Health Screenings** – Screenings are offered at many locations statewide and provide employees with important health information including total cholesterol, HDL, LDL and total cholesterol to HDL ratio, triglycerides, glucose, blood pressure, height, weight, body mass index (BMI) and waist circumference
- **Online Health Assessment** - Take the online health assessment to better understand your current health status and receive a personalized report and health improvement plan developed just for you.
- **Tobacco Cessation Program** – Employees may enroll in Quit For Life, the nation’s leading tobacco cessation program that has helped hundreds of thousands of people quit tobacco. The program integrates free medication, web-based learning and confidential phone-based support from expert Quit Coaches.
- **Condition Management Programs** – Condition Management Coaching helps employees manage a chronic condition to achieve their best level of health. You’ll receive guidance and encouragement to support your doctor’s plan of care from experienced nurses. You may also be eligible to receive specialized health monitoring devices to help you better track your progress. Condition management programs are offered to those who have been diagnosed with or receive treatment for the following: Asthma, COPD, Coronary Artery Disease, Diabetes, and Heart Failure.
- **Health Coaching** – For support in making positive lifestyle changes, employees may participate by telephone, instant message chat or email communication with a personal health coach who will provide the tools, motivation and support to help them: Lose weight, be more active, ease stress, eat healthier foods, gain energy, and be more confident.
- **Nurse24** – The nurse line is available 24 hours a day, 7 days a week for any health related question. Call toll-free 1-888-275-1205 (option 2) and speak confidentially with a specially trained nurse any time, day or night. From general health and medical information to urgent issues, Nurse 24 can help you make the most informed decisions about what to do.
- **Wellness Portal** - Log on to the wellness portal at www.KansasHealthQuest.com for the most up-to-date health and wellness information 24 hours a day. Through the portal you can also:
 - Schedule an appointment to attend a free health screening
 - Complete an online health assessment to better understand your current health status and receive personalized feedback on how to improve your health
 - Participate in fun wellness challenges that encourage healthy habits
 - Access 13 different healthy livings programs that guide you through a 6-week online course to help you achieve your goals

- Participate in online monthly seminars on a variety of wellness topics
- **Employee Assistance Program (EAP)** formerly called LIFELINE – With a single call to the EAP at 1-888-275-1205 (option 7), you and your family members receive confidential assistance from caring professionals, 24 hours a day, 7 days a week at no cost to you. The EAP offers these services:
 - Confidential Personal Counseling for issues such as marital/family conflicts, stress, depression, alcohol/drug abuse
 - Legal Advice and Discounts
 - Personal Money Management Advice
 - Eldercare/Dependent Care Assistance & Referral
 - Life Coaching

Exercise Room: An exercise room is available in the basement and to your immediate right when you get off of the elevator at the 503 S. Kansas office. This exercise equipment is provided by HealthQuest and is available for use by all state employees. It is to be used only during breaks, lunch, before and/or after work. The exercise room is open during regular building business hours, 7:00 a.m. - 5:15 p.m., Monday through Friday. Your access card is not required for entry. A "Release of Liability" form must be completed by employees and filed with Human Resources prior to using the equipment in the room. There is a voluntary sign-up sheet in the room to track the use of the equipment.

For more information on HealthQuest Programs, please visit
www.kdheks.gov/hcf/healthquest



Eligibility

1. Parents –KDADS employees who are new mothers or fathers of infants are eligible to participate in the Program.
2. Infants – Infants of KDADS employees up to their first 180 days after birth or adoption, subject to Human Resources’ receipt of a signed release from the infant’s physician.

Location of the Workplace

1. Work Station – Each parent shall make his or her workstation suitable for the new baby. The new baby shall be located primarily at the parent’s workstation during the workday. Each parent will provide the necessary furniture and equipment suitable for the infant’s need.
2. Home – In the event a baby becomes sick or is fussy for a prolonged period of time, causing a distraction in the work place or preventing the parent from accomplishing work, the baby shall be taken home by the parent or to a backup day care provider and the parent will use leave for any resulting absences from work..
3. A sick baby shall not be brought to work. Chapter 3.6.1, “*Inclusion/Exclusion Due to Illness*” of the publication “*Caring for Our Children*” (The National Resource Center for Health and Safety in Child Care) and available at <http://nrckids.org/CFOC3/HTMLVersion/Chapter03.html#3.6.1> is hereby adopted by KDADS as a means for determining whether a baby is sick.
4. Nursing – Nursing mothers will not feed their infants in view of the public or co-workers.

Care Providers

1. Each parent shall designate two alternate care providers in the workplace. The care providers shall be KDADS employees who voluntarily agree to care for the baby in the event the parent is unavailable due to attendance at a meeting, participation in a telephone conference, or for other work-related functions. The alternate care provider may not simultaneously participate in the program as a parent bringing his or her baby to work and as an alternate provider for another parent’s child.
2. Each care provider shall complete and sign a [Care Provider Agreement Form](#) setting forth the care provider’s duties and responsibilities. A Care Provider Agreement is available from Human Resources.
3. If a parent is going to be unavailable, the parent shall notify a care provider and temporarily place the baby in the provider’s care.
4. A care provider in the workplace shall not be required to care for a baby for a period exceeding 1.5 hours within a four-hour period. If the parent is going to be unavailable for a period exceeding 1.5 hours within a four-hour period, the parent shall make arrangements for the baby’s care outside of KDADS.

Individualized Plan

1. Employees requesting to participate in this program must submit all completed forms to Human Resources at least 10 working days prior to the requested effective date.
2. Each participating parent shall complete and sign the [Individual Plan Form](#) setting forth an individualized care plan for the baby, which shall be submitted to the parent's supervisor and Division Director for review and approval. The Individual Plan shall set forth general information regarding the baby's care, including the days and times the baby will be present in the workplace, the names and schedules of the parent's care providers, and the dates the parent will begin and end the Program. An Individual Plan form is available from Human Resources.
3. In reviewing the Individual Plan, the supervisor and Division Director shall consider whether the parent's job is suitable for allowing an infant at work.
4. Upon approval of an Individual Plan by the parent's supervisor and Division Director, a copy of the plan shall be provided to KDADS' Human Resources Division. Upon approval by Human Resources, the parent may start bringing the baby to the workplace as of the date stated in the Individual Plan.
5. The parent and his or her supervisor shall meet from time to time to discuss and resolve complaints, if any.

Complaints

1. Any complaints regarding a Program participant shall be in writing, signed by the person(s) making the complaint, and submitted to the parent's supervisor.
2. Any complaint received should be reviewed and discussed by the supervisor and the complaining person(s). The supervisor shall provide a copy of the complaint to the parent and discuss it with the parent to determine how the complaint can be resolved.
3. If the parent is required to take some type of action to resolve the complaint, the parent shall modify his or her Individual Plan to include the steps to be taken to resolve the complaint. The modified Individual Plan shall be re-submitted for approval.
4. If the supervisor does not resolve a complaint satisfactorily, KDADS' Deputy Director of Human Services or designee will investigate the matter. After the investigation has been completed, KDADS' Deputy Director of Human Services or designee will take steps to resolve the complaint, up to and including termination of the Individual Plan for that employee. There is no right to further review or appeal the decision of the Deputy Director of Human Services or designee.

Termination of Eligibility

1. A parent's eligibility to participate in the Program shall be terminated when:
 - a. The infant becomes 180 days old; or
 - b. A decision is made, pursuant to the Complaint Procedure set out in this document, to terminate a parent's Individual Plan.
2. If a parent's eligibility is terminated, KDADS' Deputy Director of Human Services or designee shall notify the parent, in writing, and the parent shall remove the baby from the workplace within one week of receiving such notice.
3. KDADS reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Program, in part or in its entirety, with or without cause, thereby requiring the parent to remove his or her baby from the workplace immediately.



KDADS is required to provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

A lactation room is located in the New England's building lower level behind the workout facility. If an employee chooses not to use the provided room they may temporarily use a closed door office space for expressing milk where they are shielded from view, and free from any intrusion from co-workers and public view.

Reference: <http://www.dol.gov/whd/regs/compliance/whdfs73.pdf>



I UNDERSTAND MY RESPONSIBILITIES AS A KDADS EMPLOYEE IN SAFEGUARDING THE CONFIDENTIALITY OF PROTECTED INFORMATION, AND IN PRESERVING THE SECURITY OF MY WORKPLACE AND THE INFORMATION SYSTEMS TO WHICH I AM GRANTED ACCESS. “PROTECTED INFORMATION” INCLUDES, BUT IS NOT LIMITED TO, ANY PERSON’S INDIVIDUALLY-IDENTIFIABLE HEALTH INFORMATION IN ANY FORM, INCLUDING ORAL, WRITTEN AND ELECTRONIC.

As a condition of (a) being granted access to State of Kansas information systems, indicated by assignment of login credentials (user name, password, digital signature certificate, and/or a security token device), and/or (b) being granted authorization to access any form of protected information, I agree to observe these terms and requirements:

- I have read and understand the Information Security portion of the KDADS Internal Policy Manual. I will, to the best of my ability, comply with the Agency’s policies, procedures and standards for information privacy and security.
- I will, to the best of my ability, keep informed of these policies, procedures and standards as they change over time.
- If any Information Security directives or practices are unclear to me, I will seek explanation from my supervisor, designated trainers, and/or the Information Services Help Desk.
- I understand that access to State of Kansas information systems is a privilege which may be changed or revoked at any time, depending on needs of the State and my own compliance with required security practices.
- My access to State of Kansas information systems will be terminated upon the end of my State employment, or upon termination of the business contract under terms of which my access was granted. I further understand that continued permission to use information systems relevant to my job may be a condition of employment.
- My personal password and digital signature certificate, if assigned, are equivalent to my legal signature. I will not disclose my individual password(s) to anyone, or knowingly allow anyone access to a state information system using my personal password(s). I will take precautions to prevent my password(s) from being discovered by anyone else. I will periodically change my password(s) according to standards and procedures established by the Department.
- I will not attempt to discover or use another person’s login credentials, as defined above, to access any State of Kansas information system. I am responsible and accountable for all information entered in a system, changes to information, and/or retrievals of information performed with my assigned user name and associated password(s), whether by my own action, or by another as a consequence of my intentional or negligent act or omission.



- If I suspect that the confidentiality of my password(s) may have been compromised, I will immediately notify the Information Services Help Desk, notify my supervisor, and change the suspect password(s).